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CWU Curriculum Committee Minutes - 10/18/ 12

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Faculty Senate Curriculum Committee
October 18, 2012
3:10-5:00
Minutes

Present: Keith Salyer, Gary Richardson, Jeffrey Stinson, Liz Kerns, Jeff Dippmann, Suzanne Little, Kathy Temple, Ginny Blackson, Lori Braunstein, Sheryl Grunden.

Absent: Jan Byers-Kirsch

Guest(s): Sandy Colson

Meeting was convened at 3:10 p.m.

Keith moved to approve the agenda. Jeff S seconded and motion was approved.

New member from Library, Ginny Blackson, was introduced.

Approval of 10/4/12 Minutes - Kathy moved to approve the October 4, 2012 minutes as presented. Suzanne seconded and motion was approved.

Policies & procedures – Sandy Colson gave a brief presentation regarding University policies and procedures. What is the basic definition of a policy and procedure. Sandy gave the committee an example of what a clear, concise policy could look like. The committee does not have to keep the current alphabetical format. Sandy suggested the committee make this document user friendly for faculty to use. It does not have to be submitted forward as a whole, but can be done section-by-section if desired. Janet will provide the changes that were submitted next year and see if we can find the former order to the policy before it was alphabetized.

Catalog narrative deadlines – Held over for the November 1st meeting.

Committee charges – Committee will look at the procedures manual template at the next meeting.

Curriculog presentation – Several of the committee members were able to attend the Curriculog video presentation. Members can watch the entire presentation, which is approximately 1-3/4 hours long, by going to the website: <http://digarc.com/sd> Members need to fill out a form on the website to gain access. They will then be e-mailed a password that is good for seven days to view this presentation. You can request a new password as many times as you need. Jeff asked the members to view this presentation prior to the next meeting, if possible. The committee will discuss if there is a need to have an off meeting schedule time to discuss this further. Lori reported that this program is currently in Beta testing and should be

ready by March. The first year the costs would be in the neighborhood of \$62,000. After that there would be a \$12,000 yearly maintenance fee.

Course place holders for *91, *96 and *98 - Lori brought to the committee the question "Should every department have place holder courses such as *91, *96 and *98, assigned to them automatically. This would save departments from having to go through two processes to have courses added. Currently, if a department does not have these place holder courses in the catalog, they must first request the place holder course and then submit the actual course proposal. Lori and/or Sheryl will check with Cindy and bring this back to the committee at the next meeting.

Review Curriculum – The committee reviewed curriculum for the next Curriculum log.

Meeting adjourned at 4:49 p.m.

Future Agenda Items:

Learner outcomes for minors/certificates
Syllabi for new courses
Number of lower division credits in a major
Draft Pre-Professional narratives
Teaching endorsement policy and/or procedures
Hold petition deadline
Catalog effective dates (November 1)