

10-5-2006

CWU Curriculum Committee Minutes - 10/05/ 06

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Faculty Senate Curriculum Committee

October 5, 2006

3:00 – 5:00

Barge 304

Minutes

Members Present: Rodney Bransdorfer, Penglin Wang, Wayne Klemin, Chris Schedler, Bruce Palmquist, Norma Gierlasinski, Rose Spodabalski, Kimberly Raap

Members Absent: Mary Wise, Robert McGowan, Linda Beath

Introduction of committee members – Introductions were held, welcoming the new members and finally meeting Norman Gierlasinski, whom has participating in the past via conference phone.

Election of Chair for 2006/2007 – C. Schedler nominated R.Bransdorfer to continue as chair, W. Klemin seconded. Unanimously the motion passed.

Approval of Agenda – The agenda items were renumbered. C. Schedler moved to approve the amended agenda, N. Gierlasinski seconded. Motioned Passed.

Approval of minutes – W. Klemin moved to approve the minutes of June 1, 2006. C. Schedler seconded. Motion Passed.

Workflow Timeline for 07-08 Catalog – The catalog timeline for the next academic year was distributed. L. Hoff will be sending out a curriculum deadline letter to the campus community the third week of October to meet the workflow timeline.

Reserve Course process – The committee was reminded that courses not taught for three years would be automatically put on reserve. The courses stay on reserve for three years and then are inactivated (deleted). The registrar's office developed a process in which the departments would be notified of the courses due to go on reserve and become inactivated.

Each fall a list would be generated from Safari which would show the courses due to go on reserve. This list would be sent to each department affected by the office of undergraduate studies. The departments would have a chance to keep a course from the reserve list if they notified the office of undergraduate studies by December 1st. After that date, the courses can only be removed from the reserve list by initiating a "Course Reserve" form to reactivate the course.

It was suggested by the committee that this process be incorporated into the Curriculum Policies, Section 5-10 of CWU Policies.

Curriculum Form Updates – The FSCC was asked to review each of the curriculum forms and notify L. Hoff of any updates needed for the forms. During the next month each of the forms will be updated and sent to the faculty senate for updating the web page. A reminder will be emailed to the committee by L. Hoff the 3rd week of October.

Catalog Narrative deadline – To continue with the catalog narrative re-writes, a letter will be sent to the departments that have not submitted their narratives. The due date to the FSCC will be December 1st, edits will be done and delivered to the registrar's office no later than January 1st, 2007.

Review of 10/5 curriculum summary log - The proposed course changes were reviewed. R. Bransdorfer and N. Gierlasinski asked is the learner outcomes and assessments done by the Chemistry could be used as a good example for other departments. L. Hoff will email the department to get the document electronically.

FUTURE TOPICS

Articulation Agreements and Program Changes and Pathways

Course Equivalency process

Cheerleading – Varsity Sport – Robert McGowan/Rose Spodabalski

“W” Courses

Other Topics of Discussion:

- The meeting scheduled for December 7th is during finals week. The committee was asked if moving the meeting to November 30th would be acceptable. After polling the members it was decided to move the meeting to November 30th.
- The committee asked if L. Beath could speak to the committee concerning the major ready pathways and the articulation agreements. She will be attending the November 2nd meeting.