

Curriculum Committee Actions for 2009-10

Membership & Officers

- Election of officers: Election of new officers to take place at May CC meeting (3/09/10).
- Vice Chair: the position of Vice-Chair will be added (3-09-10). The Vice-Chair will take on responsibilities of Chair when the Chair is unable to carry them out.
- Kristen Kane elected as Chair for 2010-11 academic year. Grace Windsheimer elected as Vice-Chair for 2010-11 academic year (5/11/10).
- Term commitment: charter lists term commitment as 2 years. Current members started at same time which would result in a difficult replacement of the entire committee at the end of two years. In order to avoid this eventuality and develop a staggered turnover of committee members, half the membership will serve for three years. A lottery will be held at the September, 2010 meeting to determine which member will serve for three or two years (6/08/10).
- Committee representation: faculty representation on committee changed from 7 to 9 to reflect all 9 departments. Goal is to have representation from all departments (1/12/10).
- Membership criteria: as required, departments will elect representatives to serve as committee members (6/08/10).
- Committee vacancies: Tim Schell (Department Chair) will be asked to recruit a writing/literature/foreign language department representative. Pre-college will also be invited to fill a committee position (6/08/10).

Meeting Procedures

- What constitutes a quorum: A quorum is achieved when attendance of members is a minimum of half plus one of the current total membership (11/10/09). Total membership number is determined by number of current less any members on official leave of absence (6/8/10). (Example: Current membership is 10; quorum would require 6 members in attendance.)
- What constitutes a majority: simple majority will carry a motion (11/10/09). (Committee expressed concern over decisions being approved by four or less members. At current membership number, motions could be passed by a simple majority of 4 when the minimum 6 members required for a quorum are in attendance.)
- Opening meeting of academic year: The first meeting of the academic year (September) will be a planning, orientation, training session to set the scope of work for the year. Curriculum submissions will not be accepted for this meeting (6-08-10).

Administrative Support

- Minute taking: Curriculum office staff will take minutes and post on shared drive (11/10/09).
- Agenda: Curriculum Coordinator will create agenda in cooperation with committee Chair and email to committee members the week prior to the CC meeting (11/10/09).
- Communication: website to be created for external communication and moodle site for internal communication (12/08/09 & 1/12/10). All faculty and directors to receive notification via email of upcoming meetings and deadlines (12/08/10).
- Agenda, minutes, and forms to be posted on website and in moodle (1/12/10).

Responsibilities/discussions

- Non credit courses approval: Mission of CC is only lower-division credit courses, but non credit courses (Pre-college, ESOL, Continuing Ed, CNA, etc.) will be given the option to “opt-in or opt-out” of the Curriculum Committee process (5/11/10).
- Role-over of courses/degrees/certificates upon accreditation: discussion is still fluid (3/09/10, 4/13/10, 5/11/10).
 - Department Chairs to complete lists of courses with priority ratings for processing by CC (3/09/10).
 - Course review/revision will be categorized in three ways: 1) courses that have been revised and are ready to launch upon accreditation; 2) courses not in need of review; and 3) courses approved/acceptable now, but in need of review with the timeline to be determined. Order for processing still under discussion (5/11/10).
 - Limit changes prior to accreditation to stay within mandatory alignment with PCC (5/11/10).

Charter Revision

- Charter revisions (1/12/10 & 3/09/10).

(Dates given in parentheses are the meeting dates where a decision was made or discussion took place.)