

## **Minutes from 12/06/04 Curriculum Committee Meeting**

### Attendance

Members: Adkins, Dagel, Daggett, Donaher, Finley, Henry, Hiley, Lee, Lorimor, Miller, Nandan, Smith, Staggs, Yang

Guests: Martin Johnson, Tim Holian, Don Willis, Brenda Blessing

The meeting was called to order by Chair Steve Lorimor at 4:08 pm.

### Minutes:

1. Finley moved approval of the minutes from the November 29, 2004 meeting. Donaher seconded. Discussion produced no corrections. The motion passed [13 yes, 0 no, 0 abstain].

### Reports from Chair and Subcommittees:

(None)

### Old Business:

(None)

### New Business:

1. Lorimor announced that the proposals for LAS Emphasis changes needed to have a common list between the LAS review committee and the Curriculum Committee. The committee came to consensus that once that common list is established, it would be possible to vote on them by email.
2. Hiley presented the final drafts for the AY 2005-2006 Curriculum Committee forms. Hiley moved that the forms be accepted with minor changes listed by the committee. Henry seconded. The motion carried [13 yes, 0 no, 0 abstain]. The forms will be listed on the Curriculum Committee web page.
3. Hiley presented a suggested policy guide change regarding "sunset clauses" on proposal approval, and moved approval of them. Donaher seconded. After discussion, the committee came to a consensus on the version in Appendix 1 of this document, which includes a statement that general studies proposal items are automatically given a one year grace period for implementation in order to complete the review process prescribed in the current policy guide. The committee also agreed that it would be beneficial to pursue changing the general studies review process so that the grace period would not be necessary. Hiley agreed to work with members of the General Studies Committee toward a resolution of this issue. The motion passed [13 yes, 0 no, 0 abstain].
4. Lorimor presented the suggested options for clarification of policy regarding "spring call-up". Hiley moved approval of the proposed policy guide changes [See Appendix 1.] Staggs seconded. The motion passed [10 yes, 0 no, 0 abstain].
5. Lorimor presented to the committee a list of Phase III packets and Form E's that had been turned in. He also asked the subcommittee members to remind the department chairs that they had worked with of the submission deadline of December 10, if their Phase III packets had not been turned in yet.

The meeting adjourned at 5:10 pm.

*Respectfully submitted by Secretary Shauna Hiley.*

## APPENDIX 1

Curriculum Committee Minutes: December 6, 2004

### **Proposed Changes to MWSC Policy Guide for AY 2005-2006:**

These changes address two of the charges given to the Curriculum Committee by Faculty Senate in Fall 2004.

#### **1) Regarding “Spring Call-up”: Change the following under of “Time Schedule for Curriculum Development Procedure:” in Section VI. Curriculum Development A. Curriculum Development Procedure (p. 56 in the 2004-2005 Policy Guide).**

##### **Remove:**

In addition, under extreme circumstances, the Vice President for Academic and Student Affairs may call a special session of the Curriculum Committee to review proposal packets during the spring semester. (July 1992) (April 1994)

##### **Replace with:**

In addition, departments may demonstrate to the Vice President for Academic and Student Affairs that an extreme circumstance has occurred that requires a special session of the committee. Vice President may request that the Faculty Senate call a special session of Curriculum Committee meeting in the spring term. The Faculty Senate will review the merit of the curriculum proposal’s need to be reviewed in a special session prior to the normal fall proposal review timetable. If the special session is approved, the senate will contact and notify the Curriculum Committee Chair.

##### **Time Schedule for Special Spring Semester Curriculum Development:**

- By end of the fourth week of classes of spring semester, the Faculty Senate will review the merit of the curriculum proposal’s need to be reviewed in a special session prior to the normal fall proposal review timetable.
- By end of the fifth week of classes of spring semester, the Department Chair will email proposal summary to all Chairs and distribution of Forms A and B-1 are circulated to affected departments. Departments have one week to reply.
- By end of the sixth week of classes of spring semester, the Department Chair will distribute the Phase I packets to Curriculum Committee Chair and Secretary, three members of the subcommittee, Vice President for Academic and Student Affairs, and School Deans. The subcommittee will meet with the department prior to the preparation of the Phase II proposal packet.
- By end of the eighth week of classes of spring semester, the Department Chair will distribute 18 copies of Phase II proposal packets to Curriculum Committee Members, Vice President for Academic and Student Affairs, and School Deans.
- At least one week later but not later than the end of the ninth week of classes, the committee will meet for the first reading with the second reading being at least one week later.

- By end of the eleventh week of classes of spring semester, the Department Chair will submit three hard copies of “Phase III” proposal packets to the Curriculum Committee Chair, along with the three hard copies and one electronic copy of the signed Subcommittee Summary.

Because of the time required for CBHE review and approval, proposals that require the New Program (NP) CBHE forms should begin the process as early as possible so that the proposal finishes Phase III before mid-term.

**2)Regarding “Sunset Clauses”: Insert the following at the end of “Time Schedule for Curriculum Development Procedure:” in Section VI. Curriculum Development A. Curriculum Development Procedure (p. 57 in the 2004-2005 Policy Guide).**

In the event that a proposal item which proposes a new major, minor or associate program, or introduces changes to such a program, has successfully proceeded through the Curriculum Committee, the Faculty Senate, and CGAC, but cannot be implemented in the following catalog due to budget/staffing constraints or delayed CBHE action, the proposal item will be allowed a one year grace period for implementation without having to be re-submitted at the beginning of the approval process. The approval of all other items is valid for only the next catalog cycle, so that if the change is not implemented in the next catalog, it will have to be re-submitted as a new proposal in the next curriculum development cycle. General studies course changes automatically have a one-year grace period to allow completion of the general studies approval process.