



MEETING MINUTES

January 27, 2017

Attendance: Grecia Anaya-Arevalo, Julia Bledsoe (ex officio), Amy Blomquist, Dan Bouweraerts, Natalie Brown, Lisa Buehler, Jill Channing, Tara Connolly, Andrew Daniels, Hieu Do, Jinger Doe, Bob Fletcher, Candace Garlock, Virginia Irintcheva, Jay Jorgenson, Katie Kolbet, Sione Lavaka, Molly Maynard, Terry Mendez, Olga Mesina, Jeffrey Metcalf, Staci Miller, Haley Orthel-Clark (Chair), Perla Petry, Jennifer Pierce, Corina Weidinger

Absent: Melissa Deadmond (ex officio), Tanja Hayes (Proxy: Virginia Irintcheva), Andy Hughes, Leslie Jia (ex officio), Tara Lewis (ex officio), James Phillips (Proxy: Candace Garlock),

Guests: Ron Marston, Judy Fredrickson

Meeting called to order at: 9 a.m.

Approval of the Meeting Minutes from Dec. 9, 2016. **Motion:** Dan Bouweraerts **2nd:** Candace Garlock

The following membership deletions were reported: Ed Corbett, Jill Barrett, Melanie Purdy (sabbatical), Julie Stage-Rosenberg (sabbatical)

DEGREES, EMPHASES & CERTIFICATES

New-Degrees: Passed as Individual Motions	
Motion: Lisa Buehler	2nd: Virginia Irintcheva
<ul style="list-style-type: none"> Associate of Applied Science-Unmanned Aircraft Operations 	
New-Skills Certificates: Passed as Consent	
Motion: Tara Connolly	2nd: Candace Garlock
<ul style="list-style-type: none"> Graphic Software Certification-Adobe Certified Associate 	
Revisions–Emphases: Passed as Individual Motions	
Motion: Lisa Buehler	2nd: Molly Maynard
<ul style="list-style-type: none"> Associate of Science-Computer Science Emphasis Concerns were voiced regarding the requirement of CH 201 or CH 202 for completion of Humanities General Education. Academic advisors requested that these courses be recommended rather than required, with the rationale that doing so would provide students with more options for completion. The proposal was voted on with the requirement of CH 201 or CH 202 and passed (5 abstentions, 22 in favor). 	
Revisions–Certificates of Achievement: Passed as Consent	
Motion: Tara Connolly	2nd: Candace Garlock
<ul style="list-style-type: none"> Unmanned Aerial Systems Technician Diesel General Service Technician 	
Eliminations: Passed as consent	
Motion: Tara Connolly	2nd: Candace Garlock
<ul style="list-style-type: none"> Administrative Professional Certificate 	

Other

LOM 490, 491 and EMHS 490 need to be evaluated for capstone status once capstone form has been formatted and uploaded for faculty use.

1. MCO/DEC Review Policies. Faculty Senate Consent Agenda.

- **Motion to approve:** Molly Maynard, **2nd:** Lisa Buehler (passed)
- Prior to the 12/9/16 CRC meeting, a policy proposal was sent to committee members, outlining ideas for instances in which it might make sense for small-scale MCO and DEC revisions to be completed through the office of Assessment and Planning, bypassing CRC review.
- Committee members were sent the proposed MCO/DEC Review Policies for a second reading prior to the 1/27/17 meeting.
- Feedback was received and implemented in committee. Approved language and policies follow:

Per Article IX, Section 9.4 of the Faculty Senate Bylaws, the Curriculum Review Committee (CRC) is charged with supporting and advising faculty on all course, program, degree and certificate submissions. The committee recognizes that there are instances in which minor revisions to an existing course, degree, emphasis or certificate may bypass full committee review. In cooperation with the Office of Assessment and Planning, the CRC identifies the following exceptions wherein proposed changes to an existing course, degree, emphasis or certificate can be made directly through the office of Assessment and Planning:

- Requests for title changes from NSHE System Office
- Verbiage updates required for accreditation purposes

The following course changes can be made directly through the Office of Assessment and Planning, so long as the course has been reviewed by CRC within the past 4 academic years:

- Class size
- Grading system
- Transfer status
- Contact type (e.g. lab, lecture, clinical, practicum)

The following degree, emphasis and certificate changes can be made directly through the Office of Assessment and Planning (in coordination with Academic Advising and Admissions and Records), so long as the degree, emphasis or certificate has been reviewed by CRC within the past 4 academic years:

- Updates to course sequencing; excluding the addition of courses and the deletion of courses from a program
- Statement of recommended general education or elective courses

Any of the aforementioned changes made through the office of Assessment and Planning will be communicated to the CRC Chair, so that changes can be included in the committee agenda as informational items.

2. Leep Frog Pilot Testing & Feedback Forms

- Leep Frog representatives requested feedback for Curriculum Inventory Management (CIM) and Program Management (PM) test forms by 1/30/17.
- In light of that, the CRC completed feedback forms for CIM and PM, compiling feedback for ease of navigation, form errors and general recommendations for improvement.
- Julia Bledsoe announcement that Professional Development Sessions have been submitted for CAT, CIM and PM use during the month of March.
- Rollout of the new system is still anticipated to occur during Fall 2017.

3. Procedures for Reviewing General Education

- In recent years, the curriculum committee has been reviewing courses submitted for General Education at two points in time; once for basic MCO content prior to the meeting date, then specifically for GE review in-meeting. Those submitting and reviewing courses have voiced concerns that at times, this process has posed issues with respect to changes being requested of the submitter at multiple points following each review session, sometimes for the same MCO component (e.g. learning outcomes).
- Discussion was initiated to determine whether to proceed utilizing the aforementioned process, or whether we ought to adopt a new method. Following committee discussion, members agreed upon the following set of procedures:
- General Education course submissions will be reviewed through academics database (in advance of the meeting date) in their entirety. Thus, submitters will receive feedback on both the MCO and GE form prior to the CRC meeting, which will allow submitters to make any necessary modifications in advance of the meeting date. However, courses submitted for general education will not be placed on the consent agenda (even with unanimous approval from assigned reviewers) such that detailed discussion can still take place in committee regarding GE submissions.

4. Spring 2017 Submission Deadlines & CRC Meeting Dates

Submission Deadline	Meeting Date & Time	Meeting Location
2/10	2/24 @ 9-11 a.m.	SIER 103
3/17	4/7 @ 9-11 a.m.	SIER 103
4/21	5/5 @ 9-11 a.m.	SIER 103

Meeting Adjourned at 10:47 a.m.