
MEETING MINUTES AUGUST 31, 2018

Attendance: Amber Anaya (ex officio), Grecia Anaya-Arevalo, Elena Atanasiu, Julia Bledsoe (ex officio), Dan Bouweraerts, Natalie Brown, Lisa Buehler, Tara Connolly, Melissa Deadmond (ex officio), Hieu Do, Jinger Doe, Natalie Fisher, Bob Fletcher, Jennifer Garzon, Tanja Hayes, Andy Hughes, Marci Iannacchione, Virginia Irintcheva (Chair), Leslie Jia (ex officio), Katie Kolbet, Sione Lavaka, Molly Maynard, Terry Mendez, Jeffrey Metcalf, Staci Miller, Perry Mitchell, Perla Petry, Jennifer Pierce, Melanie Purdy, Cliff Uren, Randall Walden

Absent: Natalie Fisher, Jay Jorgenson, Haley Orthel-Clark

Guests: Amber Anaya

Meeting called to order at: 9:01 a.m.

Approval of the Meeting Minutes from April 2018.

Motion: Dan Bouweraerts

2nd: Molly Maynard

Membership Updates

Chair Virginia Irintcheva welcomed everyone to the committee and noted she has removed members who no longer wish to be on the committee.

Additions:

Jennifer Garzon
Marcie Iannacchione
Perry Mitchell
Randall Walden
Martha Johnson-Olin (contacted senate office after 8/31/18 meeting to join)

Deletions:

Amy Blomquist
Jill Channing
Andrew Daniels
Jinger Doe
Wes Evans
Olga Messina
Courtney Pentecost
Nick Reszetar
Paul Seybold
Julie Stage-Rosenberg
Corina Weidinger

Courses - Deletions, Proposals and Revisions

Revisions: Passed as Consent

Motion: Melanie Purdy

2nd: Tara Connolly

- MKT210- Marketing Principles
- BUS112- Customer Service

New: Individual Motions

Motion: Melanie Purdy

2nd: Katie Kolbet

- SRGT101-Introduction to Surgical Technology

Programs – Deletions, Proposals and Revisions

Program Deactivation Request: Passed as Consent

Motion: Tanja Hayes **2nd:** Katie Kolbet

- Community Health Science, AS Kinesiology Physical Education Track

Revisions: Passed as Consent

Motion: Lisa Buehler **2nd:** Melanie Purdy

- Social Work, AA
- Business, AAS, Massage Therapy Entrepreneurship
- Nursing, AS

Melanie Purdy asked if there will be more reviewers added to the sciences review team. Virginia said she will review and redistribute the teams as needed.

Revisions: Individual Motions

Motion: Tanja Hayes **2nd:** Lisa Buehler

- Computer Information Technology, AAS, Cybersecurity
- Computer Information Technology, AAS, Networking
- Computer Information Technology AAS, Web Development
- Communication Studies, AA

Discussion ensued on the reviewing process, rollbacks, and recommendations made by reviewers.

There will be a language change from “DEC” to “Program” to match LeapFrog’s terminology.

Virginia noted the last meeting in Fall is the deadline to submit courses rather than Spring. This change was made to allow for necessary changes to be made in scheduling and PeopleSoft.

Other Discussion

Virginia gave a review of the curriculum review process and member responsibilities and noted a few edits will be made to the webpage. Melanie Purdy asked to have the note feature demonstrated so all reviewers can see how to review each other’s feedback. Virginia cautioned if you say “yes” when voting all comments are deleted and to vote “no” if you have a comment.

As a reminder, Virginia noted course objectives should say what the course will do rather than what the students are going to do. Discussion ensued regarding why we need objectives and whether to include objectives. It was determined more discussion is needed. Virginia suggested getting input from faculty via a Google Doc and also researching what other institutions include and coming back to this discussion in the spring of 2019.

Julia Bledsoe provided a Curriculum Inventory Management (CIM) demonstration of the updates LeapFrog made for current and future use.

New Business

Tanja Hayes suggested adding a link to CourseLeaf on the agenda for ease.

Old Business

none

Meeting Adjourned at 10:19 a.m.