College Curriculum Review Committee

Meeting Minutes

October 3, 2012

Members Present: E. Gravani; T. Hanford; I. Jordak; K. Sayers-Walker; J. O’Callaghan; C. Schubert; A. Thomas; C. Van Der Karr;

B. Wilson;

Members Absent: R. Grantham; J. Hartsock (votes by email); J. Kronenbitter; S. Wilson

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| **Topic** | **Comments** | **Action** |
| **Minutes** | The minutes from September 19, 2012 were approved, as amended. | **Minutes Approved** |
| **Old Business** |  |  |
| 1. Alteration of Existing Program  B.S. Ed. in Physical Education | E. Gravani received L. Couturier’s response regarding the free elective; Lynn indicated she would like to keep it. The committee still had an issue in that it makes the total credit hours too high. C. Van Der Karr will ask Lynn to remove the free elective, offering a student may still have the option to take a free elective if they choose. C. Van Der Karr made a motion to contingent pass; seconded by J. O’Callaghan. Unanimous. | **Contingent Pass**  **C. Van Der Karr to contact L. Couturier regarding the removal of the free elective** |
| **New Business** |  |  |
| 1. Alteration of Existing Course  EDU 303 – Fine Arts and Early Learning | C. Schubert made a motion to recommend; seconded by J. O’Callaghan. As the frequency code was not indicated in the course description, the department will be contacted to confirm the frequency code remains the same. C. Schubert made a motion to pass; seconded by J. O’Callaghan. Unanimous. | **Passed. C. Van Der Karr to contact the CEC department to confirm the frequency code** |
| 2. Review Sheets | With the electronic submissions of curriculum the review sheets were created as a way to document in writing any concerns or issues with a curriculum proposal. The review sheets will become part of the original curriculum proposal. Minor suggestions were made to the review sheets. They will be posted on the curriculum webpage. |  |
| 2. Curriculum Change Guide | C. Schubert provided a draft timeline for the submission of curriculum. The committee liked the timeline he provided. Minor suggestions were provided to clarify a few areas within the change guide. An updated guide will be sent to the change guide subcommittee for their approval. The change guide will also be presented to GFEC for their review and comment as well. Once a final version is complete, it will be presented to EPC and then to Faculty Senate for approval. |  |
| **Meeting Adjournment** | With no further business, the meeting was adjourned at 3:51 pm | **Adjourned** |

Submitted by Pam Schroeder

Approved 10/17/2012