Minutes
Subcommittee on Curriculum
Thursday, October 3, 2019
3:30 PM Room 208 University Center

Members Present: Nikki Agee (LETT to 2021)**,** Camille Goins (EDUC to 2021)**,** Deborah Hummer (CHS to 2020)**,** Katrina Harrison (Student Government Rep)**,** Diana Lee, Chair (LETT to 2020), Naomi Lifschitz-Grant (ARTS to 2020)**,** Rosemarie Pilarczyk (NSM to 2020)**,** Christina Reeves (Registrar)**,** Jesse Rouse (NSM to 2021)**,** Mark Tollefsen (ARTS to 2021)**,** Marian Wooten (CHS to 2021)

Members Absent: Bishwa Koirala (SBS to 2021)**,** Tiffany Joyner (Student Government Rep)**,** J. Porter Lillis, Secretary (SBS to 2020), Elizabeth Normandy (Office of AA Rep)**,** Mabel Rivera (EDU to 2020)

Guests: Jamal Bennett (Student Government Rep), Okoye Whittington (Registar's Office), Lois Williams (AVC, Enrollment)

1. **Call to Order: 3:30pm**
2. **Adoption of Agenda**
Adopted agenda
3. **Approval of Minutes of April 4, 2019** (Error! Reference source not found.
Approved minutes
4. **Old Business**
No old business
5. **New Business**
Member Introductions
       i.   **Discuss expectations for committee members**
-Review "Charge/Purview" of subcommittee and schedule
-Members cannot miss more then 2 meetings per year
<u>Expectations of committee members:</u>
-Our responsibility to look at curriculum proposals in Curriculog (before coming to meetings)
-Changes: Rather than all members reading all proposals, each member will be assigned a few proposals to review in-depth. That way at least 2-3 members will read every proposal carefully.
      ii. Review Curriculog Sign in process for Committee Members
-Chair showed members how to log into Curriculog
-Our job as a committee is to read proposals before curriculum meetings. Chair will send proposal links to Curriculum Sub-Committee members to review before the meeting. Chair will assign specific proposals to members to divide the work and make sure each proposal is read carefully by at least 2-3 people.
Case study: (World of Music)
      -click review proposal
<u>Okoye Whittington- Review changes in Curriculog</u>

- Program Revisions (all revisions in programs must be proposed in "new proposals" and one will have to delete "old program"), same for courses changes

- Changes to course run an *Impact Report* so all programs will be updated accordingly
- Demonstrate dhow to run an *Impact Report* for course revisions
- Before making any changes in proposal, make sure you launch your proposal first
- Okoye will contact the person who has created proposal if changes to the proposal are needed.
- Discussion: it was agreed that Registrar's office representatives should schedule workshops (perhaps in Department Meetings?) for faculty who want to launch proposals in Curriculog.

6. Announcements
No announcements
7. Adjournment
Meeting adjourned at 3:55