

Curriculum Committee Meeting
September 7, 2012

Committee Members in Attendance: Chair Kim Cragun, Kent Bean, Dean Brereton, Jeff Carney, Janalee Jeffery, Stacey McIlff, Steve Meredith.

Others in Attendance

- Minutes from both May 22, 2012 (with one minor correction) were approved. Also the August 31, 2012 approved
- Special Topics Discussion: Kim Cragun passed out a Special Topics Proposal Form. Suggestions were made to form. The signature needs to be from the Curriculum Committee Representative instead of the curriculum specialist. Also a note that a class can only be taught as a special topic twice. After that point in time a new MCS would need to be formulated for the class.

Jeff asked if we should add a space for assessment? Under the impression that the specific topic course syllabus will be stored electronically and sent with the Master Course Syllabus to other institutions. If that is the case, the assessment should be included on the syllabus. That might also create a need to suggest class syllabus guidelines for faculty. Some may view this as restricting. The suggested class syllabus could be something as simple as bullet points indicating what needs to be included on a class syllabus such as: ADA statement, Academic Honesty statement, outcomes, and assessment and then include a sample syllabus. Since academic departments and deans have the responsibility for MCS, they should probably also check in class syllabus for their areas to make sure key points are included.

It was decided that curriculum committee representatives should discuss this in the next division meeting and bring feedback back to the CC.

- AAS Outcomes Assessment: Some were under the impression that the AAS assessment would be added to the GE Assessment Committee. Jeff did not see that as effective since many of their outcomes are so different from the GE outcomes. Stacey thinks that Mike Medley will just use the model that Jeff has created in assessing GE for the AAS assessment.
- Some changes need to be made in the database. There is no longer a separate CT and BT Division. The new division is the Business and Applied Technologies with Mike Medley as the Dean of the Division. There is no BT nor BMGT department but it is now the Business Department with Doug Dyreng as the Chair.