

Curriculum Committee
September 21, 2012

Committee Members Present: Kim Cragun, Kent Bean, Jeff Carney, and Janalee Jeffery at the end of the meeting.

Others: Dr. Gary Smith, Margie

Since there was not a quorum present, nothing was voted on but the following was discussed:

- Kim had forwarded a new sample of the Special Topics Document. This would be attached to the course outline so that when there is a request for a syllabus, we can have a specific description, not just the general Special Topics description. It was suggested to include the term on the form as well as take out the word possible. The description ought to be as firm as we can make it.
- It is really a priority to have a representative from each division for the AAS Outcomes Assessment Committee. HFST has Danni Larsen and then Richard Squire will be taking Danni's spot on the GE Committee.
- Class Course Outline Policies: There is a section under the faculty development on the Snow College Website that addresses Necessary Syllabi Policies. Kim is a little uncomfortable with too many necessary requirements, more comfortable with suggestions. Jeff feels we need to amend the document under necessary to indicate that certain items need to be in a course outline but how they are stated us up to the teacher. Dr. Smith indicated that SLO's definitely need to be on the course outline. Some instructors give instruction in class but do not include it on the syllabus. The problem is that if a student is absent that day, the information has not been conveyed or received. Kent wondered if students have to receive a physical copy or could receive the information through Canvas. Consensus was that it would be fine to receive through Canvas but it doesn't hurt to hand out a hard copy.
- Educated Person's Conference: This will be in Snowbird in October. Heather Boren has a list of about three people wanting to attend but Dr. Smith would support more. They will be discussing Degree Qualification Profile as part of the conference.
- Syllabus Database: There are still some issues when entering the applied outcomes. Richfield faculty members are anxious and experiencing frustration since they have multiple new MCS to enter.
- Accreditation Visit: Dr. Smith wondered if there were any concerns about the October 1-3 Accreditation Visit. The CC will probably meet in the Centennial Room and individual appointments will be in individual offices. The basis for outcomes and their assessment is basically that based on results of outcomes assessment, we have made some changes to curriculum, scheduling, budgeting, or other areas. It becomes part of our culture.

Kim did mention that there was discussion in a majors meeting regarding exit exams. Some schools are going to consider an exit exam at graduation. If students cannot pass they will not be allowed to graduate.