

MEETING OF THE CURRICULUM COMMITTEE
3:00 P.M., September 5, 2013
Library 407

Jennifer Peters called meeting to order at 3:05 P.M. after a quorum was reached.

Voting Members in Attendance: Ms. Terri Walker, Mr. Haifeng Ji, Ms. Gina Villamizar, Dr. Steven Shore, Ms. Lori Farr, Mr. Chris Verschage, Ms. Stephanie Wallace, Dr. Greg Holland, Dr. Susan Tabor, Dr. Jim Schwark, Ms. Barbara Gowdy, Ms. Tammy Madden

Absent Voting Members: Ms. Cecilia Pittman, Mr. Michael Machiorlatti, Mr. Greg Mellot, Mr. Mathew Price, Ms. Robyn Senter, Ms. Lisa Buckelew, Dr. Stephanie Hayes, Dr. Haining Chen

Non-voting Members in Attendance: Ms. Jennifer Peters, Ms. Catherine Kinyon

Ex-Officio Members in Attendance: Mr. Harold Case

Absent Ex-Officio Members: Mr. Greg Gardner, Dr. Marion Paden, Ms. Rachel Butler,

Others in Attendance:

Approval of Minutes: No minutes to approve

General Education Update: No updates

Non-Substantive Changes: No updates

Introductions: Due to division restructure, there is a significant increase in the number of committee members and many of the members are new to the committee. Each person gave their name and the division or area of the college they represented.

Curriculum Committee Website: The curriculum committee has a webpage. Forms and handbook can be found here: <http://www.occc.edu/InstitutionalCommittees/curriculum/forms.html>.

Minutes, timelines, and more can be found here:

<http://www.occc.edu/institutionalcommittees/curriculum/index.html>

Review of Committee Activities and Responsibilities: The committee's composition has representation from all divisions and from areas outside academic affairs. The purpose of the curriculum committee is to review and provide feedback to curriculum changes proposed by faculty. Proposals are usually sent to committee members at least a week in advance of the meeting date. Once the proposals are sent out, the committee members are to read and consider the merits of the change. If issues arise from the proposal review, the member should contact the co-chairs and/or the proposal originator. When the meeting day arrives, only substantive issues are discussed. Discussions about grammar and word choice are not considered substantive and should be completed prior to meeting time. After the proposal originator presents their change(s), the floor will be open for substantive issue discussion and then voted upon. Approved changes move to academic affairs (or higher) for additional approvals. The committee is an important advisory committee.

Not all changes must come to the curriculum committee. The Curriculum Handbook lists Non-substantive changes. The curriculum committee will receive updates on these changes. In addition, they will receive updates from the general education committee. Finally, committee members are encouraged to inform their division of changes occurring in curriculum and provide assistance where possible.

With no further questions, the meeting adjourned at 3:24 P.M.