MEETING OF THE CURRICULUM COMMITTEE
3:00 P.M., September 6, 2012
Library 407

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

Voting Members in Attendance: Mr. Brent Noel, Ms. Tonya Kymes, Ms. Lisa Adkins, Ms. Kim Kyker, Ms. Barbara Gowdy, Ms. Tammy Madden, Ms. Terri Walker, Mr. Haifeng Ji, Dr. Jeff Anderson, Mr. Michael Machiorlatti

Absent Voting Members: Ms. Julie Rice-Rollins, Dr. Jim Schwark, Dr. Susan Tabor, Ms. Cecilia Pittman, Ms. Brooke Butcher

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

Ex-Officio Members in Attendance: Ms. Rachel Butler

Absent Ex-Officio Members: Mr. Greg Gardner, Dr. Marion Paden, Mr. Harold Case

Others in Attendance: None

Approval of Minutes: None

General Education Update: No business.

Introduction of Committee members: New and continuing members of committee told the committee their name and the area they represented.

Introduction and Overview of Committee purpose: T*he purpose of the Curriculum Committee is to promote quality and excellence in the design and implementation of Oklahoma City Community College's curricula.* The Curriculum Committee must review and make recommendations to the Vice President for Academic Affairs regarding the following matters:

- proposals for new courses and programs
- substantive changes in or deletion of courses or programs
- suspension of programs or options*
- modification of courses or programs

- changes in general education requirements
- special admission requirements and procedures

Other general description committee procedures were presented.

Updates and Changes since Spring 2012: The new location of the forms on the college website were shown and the non-substantive policy was discussed.

Responsibilities of Committee members: Committee members are expected to read curriculum portfolios prior to meetings, seek clarification on proposals, and may make suggestions to proposal initiators.

Plan for Fall Semester: Portfolios will generally be sent out a week prior to a meeting. The agenda schedule is posted on the curriculum webpage. With thirteen programs under review, there is an expectation that the committee will be busy this year.

Ms. Peters asked for a motion to adjourn. The motion to adjourn was made by Ms. Barbara Gowdy and seconded by Ms. Lisa Adkins.

Meeting adjourned at 3:16 PM