

MEETING OF THE CURRICULUM COMMITTEE

3:00 PM, September 12, 2019

Main Building, Room 1X4

Sara Mathew called meeting to order at 3:05 PM.

Voting Members in Attendance: Stephanie Miller, Greg Holland, Haifeng Ji, Yuthika Kim, Markus Smith, Tamala Zolicoffer, John Claybon, Amanda Williams-Mize, Abbie Figueroa, Courtney Vahlberg, Jeff Provine, Ron Feller, Vince Bridges

Absent Voting Members: Joyce Geb, Ann Raia

Non-voting Members in Attendance: Sara Mathew, Makenna Green Garrison, Sonya Gore

Absent Non-Voting Members:

Absent Ex-Officio Members: Kim Jameson, Greg Gardner, Jeremy Thomas

Others in Attendance:

Approval of Minutes: The minutes from February 21st were approved by a committee vote.

General Education Update: No updates

Non-Substantive Changes: No updates

Curriculum proposals: None

Sara Mathew asked for a motion to approve the minutes from February 21st. Vince Bridges made a motion to approve the minutes, and Greg Holland seconded the motion. Then, by show of hands, the committee approved the minutes unanimously with 13 votes.

The General Education Committee met today and asked about the Curriculum Committee's timeline for the year. That information was provided to the General Education Committee.

Sara Mathew led the Curriculum Committee in introductions.

Makenna Green Garrison showed the Curriculum Committee course in Moodle and the Curriculum Guide. Sonya Gore noted that "Student Affairs" is the correct title for the department instead of "Enrollment and Student Services." Makenna mentioned that she would make these changes to the Curriculum Guide.

Regarding the Quick Facts sheet, Haifeng Ji noted that the sheet did not have the information about course questions. Makenna and Sara will review the Quick Facts sheet and correct those errors.

Makenna also discussed the Curriculum Committee forms on the website, as well as the timeline. Regarding the timeline, Sara and Makenna discussed that the final date to submit proposals requiring approval from the Oklahoma State Regents for Higher Education would be September 26th for the October 10th deadline at the Curriculum Committee. These dates are purposely

designed to align with the Board meetings because Regent proposals require approval from Academic Affairs, the Board, and the President. Also, this timeline aligns with the Catalog, which is now published in March to coincide with student enrollment for the fall.

The Curriculum Committee noted that it expects members to attend the meetings, communicate about absences, and read the proposals according to the questions outlined in the Curriculum Guide. For each proposal, the Committee is expected to review the proposal according to those questions.

Sara and Makenna thanked the Committee for coming to the introductory meeting. The September 19th meeting was canceled due to no proposals. Sara will communicate information about the September 26th meeting later.

Meeting adjourned at 3:30 PM.