

MINUTES OF THE CURRICULUM COMMITTEE
September 8, 2011
Library 407

Dr. Hayes called meeting to order at 3:02 PM after a quorum was reached.

Voting Members in Attendance: Tonya Kymes, Terri Walker, Kim Kyker, Susan Tabor, Jim Schwark, Markus Smith, Jay Malmstrom, Lisa Adkins, Germain Pichop, Brent Noel, Lisa Adkins, Julie Rice-Rollins, Jim Schwark, Barbara Gowdy

Absent Voting Members: Jennifer Halpin, Al Heitkamper, Chaingjaing Zhu, Liz Largent

Non-Voting Members in Attendance: Stephanie Hayes, Catherine Kinyon

Ex-Officio Members in Attendance: Rachel Butler, Harold Case

Absent Ex-Officio Members: Greg Gardner, Marion Paden

Welcome: Stephanie Hayes welcomed everyone to the Curriculum Committee meeting and asked members to introduce themselves.

Distribution of Curriculum Committee Schedule: Stephanie Hayes distributed copies of the Curriculum Committee meeting schedule, membership and minutes from the February 24th meeting.

Approval of Minutes: February 24th minutes were approved by silent assent.

Explanation of the Curriculum Committee: The charge of the committee is to review all proposals and make timely recommendations to the Vice President of Academic Affairs. All recommendations by the committee must be sensible, meet the needs of the students, and maintain the excellence of OCCC's curricula.

Forms and Procedures: Stephanie recommends all new members review the curriculum guide. The curriculum guide and forms can be found on the employee web page under "Institutional Committees." Catherine reminds members that the Curriculum Committee is advisory in nature, respects the academic expertise of the presenter, and will not review syllabi, issues of pedagogy or examine tests. The committee provides guidance but final authority for decision-making is in Academic Affairs.

Stephanie addresses a concern from last year regarding timeline. She explains that Catherine receives a proposal directly from the originator, reviews it, forwards it to Stephanie for review, then it is sent on to the committee. However, if the originator is delayed in submitting the proposal to Catherine, then the review process is shortened and the committee may have less than the customary one week to review proposals.

The meeting was adjourned at approximately 3:18 PM