

**MINUTES OF THE CURRICULUM COMMITTEE MEETING
OCTOBER 9, 2003
LIBRARY ROOM 407**

Ms. Ruth Charnay called the meeting to order at approximately 3:05 p.m. after a quorum was reached.

Voting members in Attendance: Ms. Ruth Charnay (chair), Ms. Carolyn Frye-Shegog, Ms. Carol Heitkamper, Mr. Julian Hilliard, Mr. John Hockett, Mr. Ziayien Hwang, Dr. Thomas Jones, Mr. Steve Kamm, Mr. Paul Lewis, Ms. Sara Mathew, Ms. Nancy Pietroforte, Dr. Jim Schwark, Ms. Pam Stout, Ms. Susan VanSchuyver, Ms. Anita Williams, Ms. Bertha Wise.

Absent Member: Ms. Barbara Gowdy.

Others in Attendance: Dr. Jim DeChenne, Dean of Learning Resources; Ms. Susan Mills, Curriculum Committee Student Representative.

Welcome: Ruth Charnay welcomed everyone to the Curriculum Committee meeting and asked the Committee to introduce themselves.

Announcements: The next meeting will be October 23, 2003.

Distribution of Curriculum Committee Schedule and Curriculum Guide

Copies of the Curriculum Committee schedule and Curriculum Guide were distributed. Dr. Jim DeChenne informed the Committee that the schedule is tentative.

Explanation of Curriculum Change Process and Forms

Dr. Jim DeChenne distributed copies of the Actions Required on Curriculum Proposals with a brief discussion.

Dr. DeChenne emphasized the following:

- The Curriculum Committee does not approve curriculum changes, it only makes recommendations.
- Committee members may submit dissenting opinions if they strongly disagree with the outcome of a vote.
- The Provost/Vice President for Academic Affairs has final approval on courses
- Brand new programs are approved the by the Board of Regents
- The Curriculum Committee forms are located at <http://www.okccc.edu/institutionalcommittees/curriculum/forms.html>.

Other

Ruth Charnay informed the Committee that they would be receiving packets prior to each Curriculum Committee meeting containing information about the next meeting.

Steve Kamm asked the Committee to proof the packets for corrections and let the presenting divisions know of the errors before the next meeting.

Ruth Charnay asked the Committee to notify her or Dr. DeChenne if they will not be able to attend a meeting.

The meeting adjourned at approximately 3:35 p.m.