

**MINUTES OF THE CURRICULUM COMMITTEE MEETING
OCTOBER 10, 2002
LIBRARY ROOM 407**

Mr. Chris Oehrlein called the meeting to order at approximately 3:08 p.m. after a quorum was reached.

Voting members in Attendance: Dr. Kristy Bailey, Ms. Ruth Charnay, Dr. Jo Ann Cobble, Ms. Sue Hinton, Mr. Jon Inglett, Mr. Steven Kamm, Ms. Sara Mathew, Dr. Jim Schwark, Dr. Jessica Sheetz-Nguyen, Ms. Anita Williams.

Absent Members: Ms. Gloria Barton, Ms. Vicky Davidson, Mr. John Hockett, Dr. Marty Ludlum, Mr. Ray McCullar, Ms. Vicki Rankin.

Others in Attendance: Dr. Jim DeChenne, Dean of Learning Resources.

Welcome: Chris Oehrlein welcomed everyone to the Curriculum Committee meeting and asked the Committee to introduce themselves.

Announcements: Gloria Barton, Marty Ludlum and Vicky Davidson informed Chris Oehrlein that they would not be attending today's meeting. Chris Oehrlein informed the Committee that the October 17 meeting has been canceled. The next meeting will be October 24, 2002.

Distribution of Curriculum Committee Schedule and Curriculum Guide – Chris Oehrlein.
Chris Oehrlein distributed copies of the Curriculum Committee schedule, Curriculum Guide, and the College Catalog. Chris asked the Committee to bring the College Catalog and the Curriculum Guide to each meeting.

Explanation of Curriculum Change Process and Forms – Jim DeChenne.
Jim DeChenne distributed copies of the following forms with a brief discussion:

Actions Required on Curriculum Proposals
Summary of Recommended Curricular Change(s) by Program
Request for Change in Course Offerings
Request for an Identical Change in Multiple Course Offerings
Educational Program Form
New Program Request Form

Dr. DeChenne emphasized the following:

- The Curriculum Committee does not approve curriculum changes, it only makes recommendations.
- If a voting member cannot attend a meeting, a substitute may attend. Substitutes are not allowed to vote.

- Committee members may submit dissenting opinions if they strongly disagree with the outcome of a vote.
- The Curriculum Committee forms are located on the website under Learning Resources on the Academic Affairs web page. The “New Program Request Form” is not online.

Other.

Chris Oehrlein informed the Committee that they would be receiving packets prior to each Curriculum Committee meeting containing information about the next meeting. He asked the Committee to proof the packets for corrections and let the presenting divisions know of the errors before the next meeting.

Chris Oehrlein asked the Committee to give Jim DeChenne names of students who may be interested in serving as non-voting resource members of the Curriculum Committee. Sue Hinton volunteered to try and get names of students from the Office of Student Services.

The meeting adjourned at approximately 3:42 p.m.