

**MINUTES OF THE CURRICULUM COMMITTEE MEETING  
OCTOBER 12, 2006  
LIBRARY ROOM 407B**

Dr. Stephanie Hayes called the meeting to order at 3:00 PM after a quorum was reached.

**Voting members in Attendance:** Ms. Marsha Austin, Dr. Courtney Dodd, Ms. Barbara Gowdy, Mr. Al Heitkamper, Ms. Kim Jameson, Dr. Peggy Jordan, Mr. Stephen Morrow, Mr. Vijayan Ramachandran, Dr. Jim Schwark, Mr. Gary Tucker, Ms. Mary Turner (for Ms. Liz Largent), and Dr. Cecelia Yoder.

**Non-voting members in Attendance:** Dr. John Boyd (co-chair) and Dr. Stephanie Hayes (co-chair).

**Absent Voting Members:** Mr. Paul Buckelew, Dr. Brenda Harrison, Ms. Deborah Myers (for Ms. Valeria McCartney), and Ms. Beverly Schaeffer.

**Materials Distributed:** October 12, 2006 Agenda, April 20, 2006 Minutes, Revised Appendix K and Revised Appendix M to the 2006/2007 Curriculum Guide, and Curriculum Guide 2006/2007.

**Announcements:** Dr. Hayes welcomed committee members and asked members to introduce themselves by sharing their name, the division they represent, and how many years they have served on the committee.

**Approval of Minutes:** Dr. Hayes asked if there were any corrections to the April 20, 2006 minutes. Time was given for members to review minutes. No corrections were made. Dr. Hayes commented that “if there are no corrections to the minutes then the minutes stand as written and by silent assent.”

**Other:**

- a. Dr. Hayes distributed the new Curriculum Guide 2006/2007 to members who had not received a copy.
- b. Dr. Boyd will serve as co-chair.
- c. Curriculum membership –  
2 representatives for divisions with 15-24 faculty members  
3 representatives for divisions with 25 faculty members or more  
Dr. Hayes reviewed current membership per division.
- d. Dr. Hayes entertained a motion to suspend the rules to allow for a general and a formal discussion of the remainder of the items on the agenda. Dr. Schwark made the motion to suspend the rules to allow for a general and a formal discussion of the remainder of the items on the agenda. Ms. Jameson seconded the motion. The motion was approved unanimously.

**General Discussion:** Dr. Hayes asked the committee to refer to their Curriculum Guides. Dr. Hayes reminded new members to bring both the Curriculum Guide and the College Catalog to each meeting. Dr. Hayes asked the committee to turn to the following pages of the Curriculum Guide:

Page 2-7: This section discusses the charge of the committee. In the past committee meetings have ran longer than one hour due to considering proposals in their entirety. Dr. Boyd has proposed limiting meetings to one hour. Dr. Boyd proposes doing preparatory work prior to meetings. Dr. Boyd and Dr. Hayes will review curriculum changes that come forth and attempt to revise all typographical/formatting issues as well as suggest items to include in proposals for clarification. Curriculum proposals will be submitted to committee members electronically prior to meetings for review. This should allow for clarification, so that committee members can discern the faculty proposal quickly. The rationale section of the proposals will capture changes for quick review. This should allow the committee to review the reports in a more timely and efficient manner. This should allow the committee to hold meetings to an hour. Dr. Boyd stated that he and Dr. Hayes are keeping the original proposals and after the proposal(s) goes through the process and approval of the Curriculum Committee the proposal(s) will go through the final signature process. Dr. Boyd asked for input. Dr. Schwark commented it was a great idea. Dr. Hayes summarize the primary purpose of the Curriculum Committee meetings would be to discuss substantive issues. Dr. Yoder asked who would contact divisions and when would divisions be contacted for their proposals. Dr. Boyd replied he would send out a reminder to the dean and that Appendix K has schedule of proposal, presentation dates as well.

Page 3: This section deals with attendance policy. Item C states that when a member misses 3 meetings within an academic year he or she will be notified. Dr. Hayes opened for discussion. Dr. Boyd stated if it is in the guide it should be enforced unless the committee votes to remove it. Dr. Boyd stated it is here not as punishment but as an indicator of the importance of the committee and what it is charged with doing. If there is a committee member unable to contribute or attend when meetings are scheduled it is recommended the committee find a replacement. Dr. Hayes commented that Deborah Myers will serve as substitute for Valeria McCartney because she is unable to attend this semester. So there will actually be a substitute made in this case.

Page 10-14: This section discusses process of adding, deleting and/or modifying courses. Dr. Boyd has made some modifications to the guide. Dr. Boyd stated he attended a workshop and reviewed the OSRHE website. There are procedures involved in curriculum changes that are mandatory pursuant to OSRHE policies. There are other curriculum documentation procedures that are internal to the College. Dr. Boyd has segregated the two. On pages 10 – 13 he has given a more detailed explanation and outline of policy 3.4.6. This is a resource for the committee to consult for themselves. Pages 13-14 represent OCCC procedures. These compliment or are in addition to the requirements that OSRHE has prescribed. Ms. Sandra Box sent an e-mail to all faculty and deans regarding curriculum information available on the Instructional Resources website. Dr. Boyd commented that the Institutional Committees website for Curriculum committee has also been updated to include all curriculum information available. Dr. Boyd suggested that members not default to College Employee webpage, since the curriculum forms are not current on that site. Use only the Instructional Resources or Institutional Committee websites.

Dr. Hayes brought a suggestion made by Ms. Driscoll to committee. Her suggestion is to submit a curriculum committee agenda the Monday before the each committee meeting, so it fresh on committees' minds versus sending out agenda over a week in advance. Dr. Hayes asked if there were any objections. No objections were made.

Dr. Hayes summarized the following changes proposed during meeting:

1. Limit meeting to one hour if at all possible.
2. Allow committee to entertain only substantive issues.
3. Setup of co-chair system.
4. Agenda will be sent Monday before committee meeting.

Dr. Hayes asked the committee if they had any questions or considerations. Dr. Boyd stated he hopes to have a curriculum procedure guide that will also incorporate tech-occ reviews, program reviews and other curriculum issues. He is also looking at conducting a workshop during Spring 2007 Orientation Week. Hopefully this curriculum procedure guide and electronic information will be available by then. He is also working on an electronic course inventory system. This system will list courses, course numbers, modification and status changes to the courses and eventually include HEGIS and CIP codes and OSRHE links.

Dr. Hayes stated she would forward proposals for next week electronically. The proposals will be Child Development, Psychology, and History. Mr. Heitkamper suggested that IT be contacted to setup e-mail title identifier for this committee, so these e-mails stand out and could be easily identified.

Dr. Schwark made the motion to adjourn the meeting. Dr. Yoder seconded the motion. The motion was approved unanimously. Meeting adjourned at 3:29 PM.