*Minutes*

February 18, 2014 at 10:00 a.m. in I-122

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| --- | --- | --- |
|  | Present | Absent |
| Dr. Denis G. Wright |  | X |
| Dr. Emery Alford | X |  |
| Dr. Marie Collins | X |  |
| Dr. Eileen DeLuca | X |  |
| Jeff Gibbs | X |  |
| Dr. Erin Harrel | X |  |
| Dr. Theo Koupelis | X |  |
| Dr. John Meyer | X |  |
| Mary Myers | X |  |
| Dr. Edith Pendleton | X |  |
| Dr. Laura Weir | X |  |
|  |  |  |
| Michelle Fanslau | X |  |
| Loretta Fritsche (Guest) | X |  |
| Debra Kelly | X |  |

1. **Minutes from February 4, 2014 meeting sent out. Any other changes?**
	1. Reviewed and approved by all
2. **Adjunct faculty classroom observation form – final copy (attached)**
	1. No changes. Approved by all. The document has been posted to the Document Manager. The form can be used effective effectively.
3. **Presentation of a large amount of curriculum material - Michelle**
	1. School of Arts, Humanities, and Social Sciences – course proposal for new course PHI2930. Exception for summer start date. Course is being proposed as an elective. Any issues?
	2. Theo questioned state course numbering system for special topics. Should course pre-requisite be added? Instructor approval? When can the instructor approval be removed?
	3. Dr. Harrel -Selective admissions and subjectivity with instructor approval.
	4. Mary Myers – opens up a latitude of problems
	5. Send PHI2930 back to initial proposer. Recommend that permission of instructor is removed from the course.
	6. Michelle mentioned that Dr. Grove sent out an email last year regarding the role of the Dean’s Council in reviewing curriculum proposals. The Deans Council should review them and express any concerns before they are presented at the Curriculum Committee meeting.
	7. Dr. Harrel – PHI2930 Special Topics approved already?
	8. Dr. Koupelis – asked about the blanket approval of special topics within disciple with a generic xxx course prefix. The response is that honors research sections were approved as a blanket course as XXX 2910.
	9. The Dean’s Council recommended that any PHI course stay as a prerequisite and permission of instructor be removed.
	10. Further discussion with Dr. Wright regarding special topics courses.
	11. Dr. Alford will discuss recommendation with Dr. Russell Swanson.
	12. School of Health Professions – anything specific?
	13. Dr. Pendleton – adult wording for Nursing? Dr. Collins responded that this is common language.
	14. Michelle has NUR2520/2520L – not new courses. Previously in inventory. Dr. Collins will allow old courses to meet current degree requirements. Added wording in justification of proposal under notes.
	15. Dr. Harrel – end date on transferability of course?
	16. Dr. Collins – did not want to change course name or number.
	17. Dr. Harrel – change course number. Previous NUR2520 would no longer be applicable after a certain date. Recommend new number in curriculum.
	18. Dr. Harrel – are any standards mapped in that course similar to theEMT or Paramedic courses?
	19. NUR1001C previously in curriculum. Will it be an issue? Transition or placement course. Entry level students no longer take this course. Remove some verbiage from course description.
	20. School of Business and Technology - any questions?
	21. Michelle will submit some proposals to Dr. Stewart per the Substantive Change policy and new programs will be presented to the Board of Trustees.
	22. Matched up course descriptions and two frameworks changes. One program, AS Networking Services Technology, is being discontinued and being replaced by an AS Network Systems. Dr. Stewart will determine if the new program is a substantive change. Does the new program focus on Network systems or security? Network security.
	23. Dr. Koupelis – questioned grade of D or higher? Dr. Wright will have the D or better removed from the course descriptions. Michelle will change curriculum proposal and discuss with Judi Grasso.
4. **Other items**
	1. Dr. Collins – SLS1515? Course is being required. Dr. DeLuca - not a program requirement just a college requirement.
	2. Dr. Meyer – AS degree. Does not have room in elective area for the SLS 1515 course. SLS 1515 would not be in the program plans.
		1. The Deans are requesting further discussion about the SLS 1515 course and its effect on some AS programs with Dr. Wright at the next meeting. Review of the state mandates in program length.
		2. Not changing frameworks.
		3. The elective is prescribed.
		4. Credits that students will have to take
		5. Dr. Harrel asked about the possibility of adding the SLS 1515 course as a dual enrollment option.
	3. Dr. Collins is requesting further discussion about the new general education requirements at the next meeting

Next meeting is Tuesday, March 18, 2014 at 10 AM in I-122