



Curriculum Committee Summary Report

September 2, 2022 1:30 pm – 1:30 pm Zoom Meeting ID: 872 5168 6980; Passcode: 233721
<https://fsw.zoom.us/j/87251686980?pwd=N2lzZlBJSUJZyQkFkb2ZlNDYyYDNTdz09>

CHAIR	Dr. Sheila Seelau
VICE CHAIR	vacant

AGENDA SUMMARY

INFORMATION ITEMS: MEMORANDA	EFFECTIVE DATE
Memo: CVT 2920 Change of Credits and Contact Hours	Fall 2022
Memo: New Course Numbers - HIM 1800C, HIM 2814C	Fall 2022
Memo: State Approval of Civic Literacy requirement for AS Programs	Fall 2022

FACULTY MEMBERS	Present/Absent
Dr. Sheila Seelau, Chair	P
Prof. Jeremy Pilarski	P
Dr. David Evans	P
Prof. Randy Moffett	P
Prof. Dani Peterson	P
Dr. Monique Harrington	P
Prof. Alisa Callahan	P
Prof. William Van Glabek	P
Dr. Julia Kroeker	P
Prof. Angela Marchionni	P
Dr. Marsha Weiner	P
Dr. Eric Commendatore	P
Anthony Valenti	P
EX OFFICIO MEMBERS	Present/Absent
Dr. Martin McClinton	P
Dr. Deborah Teed	P
Dr. Joseph Van Gaalen	P
Dr. Brenda Knight	P
Tim Maricle	P
Dr. Ashley Kuhn	P
Steve Felter	P
April Falso	P
Dr. Christy Gilfert	A
Andrae Jones	A

Meeting minutes below appear in this font color.

I. INFORMATION ITEMS: MEMORANDA

INFORMATION ITEM	1
Type of proposal	Change of Course
Presenter	Dr. Sheila Seelau
Memo: CVT 2920 Change of Credits and Contact Hours	Effective Date: Fall 2022
Summary	
<p>On 4/1/2022 Curriculum Committee approved changing course credits from 2 to 3 for CVT 2920 <i>Cardiovascular Technologist as a Professional</i>. Due to poor question formatting, there was confusion over whether contact hours (faculty load) should also change. Drs. Cobb and Such clarified the intent to change the (2) contact hours to match the new credits at 3. The Provost approved this change by email (attached) and the Assistant Registrar completed the modifications in Acalog (Banner and 2022-2023 catalog).</p> <p>The Course Change Proposal questions have also been modified for 2022-2023 to remove the source of confusion.</p>	

INFORMATION ITEM	2
Type of proposal	Change of Course
Presenter	Dr. Sheila Seelau
Memo: HIM 1800C, HIM 2814C Course Number Changes	Effective Date: Fall 2022
Summary	
<p>On 4/1/2022 Curriculum Committee approved Course Change Proposals for HIM 1802 and HIM 2813 that included adding a "C" to each course number to reflect their combined lecture/laboratory format. In subsequent discussions it was determined that Course Discontinuation and New Course Proposals should have been submitted to establish these new course numbers and archive the old. The Assistant Registrar submitted new course requests to SCNS, which approved different course numbers for the new courses to avoid confusion with the original numbers. Thus, HIM 1802 has been replaced with HIM 1800C Medical Office Simulation. HIM 2813 has been replaced with HIM 2814C Coding Office Simulation. The Provost approved these changes, and modifications have been completed in Banner. Email string appended.</p>	

INFORMATION ITEM	3
Type of document	Legislative Update
Presenter	Dr. Sheila Seelau
Memo: Approval of Civic Literacy requirement for AS Programs	Effective Date: Fall 2022
Summary	
<p>On April 7, 2022, the Executive Vice Chancellor of the Florida College System issued an email with attached memo to all FCS Presidents verifying approval of an amendment to FAC 6A-10.02413, Civic Literacy Competency. This amendment adds the civic literacy competency as a graduation requirement to all AS and AAS degree programs, effective AY 2022-2023.</p> <p>Email and FAC Rule appended. The Florida Administrative Code link to this rule is: https://www.flrules.org/Gateway/View_notice.asp?id=25779028</p>	

II. COMMITTEE BUSINESS

COMMITTEE BUSINESS	1
Presenter	Dr. Sheila Seelau
2022-2023 Curriculum Committee Documents	
Summary:	
<p>The following 2022-2023 Curriculum Committee documents are available in the FSW Document Manager (Academic Affairs > Academic Committees > Curriculum Committee > Curriculum Committee 2022-2023) and Canvas: Curriculum Committee course. Link to join course = https://fsw.instructure.com/enroll/HYR9DF</p> <ul style="list-style-type: none"> • 2022-2023 Curriculum Committee Meetings (CC Mtgs) Zoom invitation • 2022-2023 Curriculum Committee Calendar – Includes: <ul style="list-style-type: none"> ○ Monthly Curriculog submission deadlines preceding each committee meeting ○ Effective dates for approved proposals ○ Submission deadlines by proposal type (e.g., Course Change, New Program/Certificate) for inclusion in Academic Year 2023-2024 catalog • Curriculum Committee Roster - faculty and ex officio members • Curriculum Proposal Forms – Word format samples that may be used to draft proposals. <ul style="list-style-type: none"> ○ Official curricular proposals are submitted in the Curriculog system at: Fsw.curriculog.com ○ See Canvas Curriculum course for Curriculog access and submission instructions. 	

COMMITTEE BUSINESS	2
Presenter	Dr. Sheila Seelau
2022-2023 Committee Membership	
Summary:	
<p>Open faculty seats: SoPAS Sciences, SoPAS Mathematics; Vice Chair (to be elected by committee).</p> <ul style="list-style-type: none"> • CC Chair will notify SoPAS Dean and Department Chairs of 2 available seats. <p>Open ex officio seat: Academic Advising</p> <ul style="list-style-type: none"> • CC Chair will contact Dr. Yovanovich, VP Student Affairs, to fill this position. • NOTE: Summer 2022 email confirms Rachel Bussell as Academic Advising representative. <p>Number and composition of ex officio seats are under discussion with leadership of Student Affairs and Academic Affairs. <i>Updates?</i></p> <ul style="list-style-type: none"> • Chair will follow up with VPAA Bilsky, AVPAA McClinton, VPSA Yovanovich, and Faculty Senate President Martin Tawil. <p>Action: Nominations for Vice Chair. <i>Election?</i></p> <ul style="list-style-type: none"> • CC faculty membership will discuss revised Vice Chair responsibilities before opening nominations. 	

COMMITTEE BUSINESS	3
Presenter	Dr. Sheila Seelau
2022-2023 Curriculum Proposal Forms & Procedural Changes	
Summary:	
<p>Forms have been updated, streamlined or expanded as necessary, and combined.</p> <p>More detailed instructions and help text should assist proposers complete all required fields and steps. PLEASE READ ALL INSTRUCTIONS AND HELP TEXT BECAUSE THEY MAY HAVE CHANGED!</p> <p>Updated Curriculog hierarchy, including review group members and step administrators.</p> <p>Proposal workflow has been modified so proposals will reach Curriculum Committee sooner.</p> <p>6 forms for 2022-2023 include 3 for courses and 3 for programs and/or certificates:</p> <ul style="list-style-type: none"> • New Course Proposal • New Program/Certificate Proposal • Course Change Proposal • Program/Certificate Change Proposal • Course Discontinuation Proposal • Program/Certificate Discontinuation Proposal <p><i>Information Item: Syllabus Change Proposal</i> has been discontinued. All fields appear in the Course Change Proposal.</p> <p><i>SCNS Verification Form</i> has been discontinued. All fields have been integrated into the New Course Proposal.</p> <p>Contacts:</p> <p>For Curriculog issues and technical difficulties, please contact Dr. Martin McClinton, lead Curriculog Administrator. Assistant Registrar Tim Maricle will assist and serve as SCNS liaison.</p> <p>For questions about curriculum procedures, form selection or completion, and other curricular issues, please contact any Dr. Sheila Seelau, CC Chair, or any Curriculum Committee member. Email sseelau@fsw.edu to schedule a Zoom meeting on M/W/F in Fall 2022.</p> <p>Professional Development sessions may also be requested by emailing interest to Dr. Seelau or your Curriculum Committee representatives.</p>	

COMMITTEE BUSINESS	4 – ITEM ADDED AT MEETING
Presenter	Dr. Sheila Seelau
International/Diversity Course Designations for 2022-2023	
Summary: "International and Diversity Courses Summer Fun Opportunity" followup	
<ul style="list-style-type: none"> • Provost DeLuca offered a stipend to faculty members to attend a summer working meeting on updating International and Diversity course designations. Drs. DeLuca and McClinton met with department chairs, program coordinators, and faculty members teaching courses currently carrying the (I) International/Diversity designation to share information and facilitate curricular changes. • During 2021-22 the ad hoc IDEA Committee crafted separate (I) and (D) designations, writing definitions of International vs. Diversity, and associated course learning objectives. These new designations have been accepted by GEAC, Curriculum Committee, and the Provost for use beginning in 2022-2023. • During the meeting, teams matched course learning objectives from each I-designated syllabus to the IDEA/GEAC objectives, and requested each course be updated to I, D, or both designations. • Between 10-15 courses remain to be mapped, most from SoAHSS: Arts and Humanities, and one from SoBT: Management. • AVPAA McClinton and CC Chair Seelau will notify deans and assist in completing this task. • This process and resulting designations will be summarized in an Information Item Memorandum to Curriculum Committee before the end of this semester. • GEAC and CC leadership will develop and advise on a process by which new requests for I and/or D designations should be submitted. GEAC will advise CC on all GE, WI, D, and I designation requests. 	

Meeting adjourned: Ex officio members and guests excused.

Time permitting, faculty discussion follows conclusion of agenda business at each meeting.

Next meeting: October 7, 2022 1:30pm – same Zoom link.

Respectfully submitted,

Sheila M. Seelau, Ph.D.
Chair, Curriculum Committee