

Curriculum Committee Meeting
January 13, 2017
Ware Student Commons Room 207

Present: Tamara Clunis, Frank Sobey, Kim Hays, Becky Burton, Diane Brice, Kelly Murphy, Jill Gibson, Vicky Taylor-Gore, Kristin McDonald-Willey, Carol Moore, Brian Farmer, Mark Rowh, Daniel Esquivel, Lyndi Shadbolt, Debby Hall, Megan Eikner, Jerry Terry, Ernesto Olmos, Tina Babb, Collin Witherspoon, Edie Carter, Jodi Lindseth, Carol Buse, Toni Gray, Renee Vincent and Toni Van Dyke as recorder.

Absent: Carol Summers, Marcia Julian, Tamra Rocsko, Claudie Biggers, Mary Clare Munger, Stefanie Decker, Jason Norman, Kelly Prater, and Kim Crowley

Dr. Clunis welcomed everyone. Dr. Clunis will not be present for the meeting, Frank Sobey will be chairing the meeting today.

Frank Sobey: this meeting is a reset to prepare for the coming meetings.

I. Curriculum Committee Charge.

The second sentence “authority to process all curricula changes ...” The Committee does and will do more than reviewing petitions for deletions and additions and programs of study. We will be letting everyone know if they are making decisions that affect curricula it needs to come through this committee. This will include student learning outcomes, General Education core curriculum, admission requirements, degree requirements, units of credit, attendance policy, late and irregular registration, and grades and grading policies.

II. Curriculum Committee Membership List

Members will be as listed. Added some ex-officio members.
Everyone gets to vote except the ex-officio members.
ADN and VN Directors have rotated membership in the past and there is no longer a Dean of Nursing. This will be discussed with Dr. Clunis and Frank Sobey.

III. ACGM and WECM Alignment Petitions

Petitions come through this committee. If it's an alignment with WECM or ACGM we will not waste time of committee as the alignment is justification in itself.

Request a deletion with explanation, and another form for addition or change.

Routing: Prepare and submit to Dean, Dean will complete routing form and send to Sarah Davis in VPAA office. If Sarah receives in advance of a week of the next meeting, she will send it to the Committee to review a week prior to the next meeting.

Dean will screen the proposal. Frank Sobey will review the request when Sarah receives the forms and will advise the presenter of questions or suggestions.

Degree audit, inventory and catalog information: Kelly Murphy and Kristin McDonald-Willey need to be involved as they will see things due to their experience when entering information into the system.

Be sure to note Amarillo College and External Resources for questions regarding your request.

IV. Electronic Submission Platform.

<https://www.actx.edu/ie/curriculum-committee>

Becky Burton, Corey Willis and Kristin McDonald-Willey have been working on an electronic submissions form and it is still in development

Meetings held after February: training on this form and process. The plan is to use the form beginning FA17. Form demonstrated by Mr. Sobey.

Send emails to Frank Sobey with list of what needs to be reviewed regarding this form and there will be a timeline made to discuss.

Revision Requests do not have to be presented by someone from area of study being requested.

V. Approve past minutes:

- a. Minutes of May 20, 2016, reviewed by committee.
Toni Gray motioned to approve minutes, Megan Eikner seconded. All approved minutes as presented.
- b. Minutes of November 18, 2016, reviewed by committee.
Jerry Terry motioned to approve minutes, Toni Gray seconded. All approved minutes as presented.

Meeting adjourned 10:20 am

Attachments A, B, and C on following pages.

Attachment A

Curriculum Committee Charge

The Committee is responsible for maintaining excellence in the instructional programs at the College. It has the authority to process all curricula changes and to appoint ad hoc committees as necessary to develop sufficient background information for its decisions. In addition, this Committee is responsible reviewing and recommending academic policies and procedures. This includes (but is not limited to) such items as student learning outcomes, general education core curriculum, admission requirements, degree requirements, units of credit, attendance policy, late and irregular registration, and grades and grading policies. The committee annually reviews the admissions, academic and general degree requirement policies. Recommendations for the addition of new programs of study are taken to the Board of Regents for consideration, as well as the Curriculum committee, prior to being submitted to the Coordinating Board for approval.

This committee meets every other week during the academic year or on call of the chair. **Permanent members are the Dean of Academic Success, Dean of Continuing Education, Dean of Health Sciences, Dean of Arts and Sciences, Dean of Technical Education, Dean of School of Creative Arts, the Chairs of Developmental English, Reading-Writing and ESL, and the VPAA who serves as chair. Other permanent members are the Registrar and the Director of Advising. Other members consist of six faculty members and three department chairs.** Ex-officio members include the Dual Credit Coordinator, K-16 Project Liaison and Career Clusters Coordinator, Director of Institutional Effectiveness, and Director of Financial Aid. Members are selected to achieve college – wide representation. The members will serve three-year rotating terms with one-third of the membership selected each year.

Decisions of this Committee are subject to the review and concurrence of the Vice President of Academic Affairs and the President.

Curriculum Committee Membership List

Permanent Members

Tamar Clunis, Interim VPAA
Frank Sobey, Dean of Arts and Science
Diane Brice, Registrar
Megan Eikner, Dean of Technical Education
Toni Gray, Dean of Continuing Education
Vicky Taylor-Gore, Dean of School of Creative Arts
Mark Rowh, Dean Health Sciences
Ernesto Olmos, Advising Director
Lyndi Shadbolt, ADN Director
Edythe Carter, Interim Dean, Academic Success
Carol Summers, Dept. Chair Dev. English, Reading-Writing & ESL

6 Faculty Members

Jodi Lindseth (2015-18)
Jerry Terry (2015-18)
Marcia Julian (2016-19)
Brian Farmer (2015-18)
Debby Hall (2016-17)
Tamra Rocsko (2016-17)

3 Department Chairs

Claudie Biggers (2016-17)
Mary Clare Munger (2016-19)
Stefanie Decker (2016-19)

Ex-officio Members

Tina Babb, Director of Institutional Effectiveness
Becky Burton, K-16 Project Liaison & Career Clusters
Jason Norman, Director of Career Pathways Advisement
Kelly Prater, Director of Financial Aid
Collin Witherspoon, Director of Instructional Research
Jarrod Madden, Sr. Research Associate
Renee Vince, Executive Director-MCC
Daniel Esquivel, Executive Director-HBC

Other Members

Kim Hays, Dept. Chair
Kim Crowley, Associate Dean Health Science
Carol Buse, Associate Dean STEM
Jill Gibson, Associate Dean Creative Arts

Submission Materials

1. If applicable, gather any materials that support your submission (e.g. advisory committee notes)
2. Choose the correct form(s) below and complete the required information. Please carefully read the instructions and related comments in the margins. If additional information is needed, please note the reference materials provided for you on this page.

COURSE CHANGE REQUESTS

- **Download:** Course Changes – Delete a Course from Inventory
- **Download:** Course Changes – Add a Course to Inventory
- **Download:** Course Changes – Change Current Approved Course Requirements

PROGRAM CHANGE REQUESTS (Certificate and Associate Degree Program Major Codes)

- **Download:** Program Changes – Add a new Major code or Reactivate a Major Code
- **Download:** Program Changes – Revise Curriculum
- **Download:** Program Changes – Offer Program at New Site First Time

DEACTIVATE OR CLOSE A MAJOR CODE

- **Download:** Deactivate or close a Major Code

OTHER CURRICULUM ISSUES

- **Download:** Other Curriculum Issues

3. Submit!

External Resources by Topic:

- **Academic Course Guide Manual Courses (ACGM) – Courses Typically Geared Toward Transfer**
 - **Academic Course Guide Manual**
(Use this to find course descriptions, course outcomes, etc.)
- **Southern Association of Colleges and Schools Commission on Colleges (SACS-COC)**
 - Handbook for Institutions Seeking Reaffirmation
 - Substantive Change/Notifications
- **Technical (WECM) Courses – Courses Typically Geared Toward Job-Skill Attainment**
 - **Workforce Education Course Manual**
(Use this to search for rubric information, course descriptions, course outcomes, etc.)
 - **Guidelines for Instructional Programs in Workforce Education (GIPWE2015) pdf and Associated Forms**
(Use this to ensure 100% compliance for all technical education programs)

Internal Resources by Topic

- Financial Aid questions – Kelly Prater, Director of Financial Aid
- Degree Audit, Catalog, and Inventory Questions – Diane Brice, Director of Enrollment Services/Registrar
- Basic Questions, Form Questions, Not Sure Who to Ask? – Tina Babb, Director of IE
- Difficult ACGM/SACS-COC Questions – Dr. Tamar Vess, Interim VPAA
- Difficult WECM Questions – Megan Eikner, Dean of Technical Education (serves on WECM Committee)