

Curriculum Committee Minutes
9:30 – 11:30 am, September 15, 2017
Ware Student Commons Room 207

Present: Becky Burton, Brian Farmer, Carol Buse, Carol Summers, Claudie Biggers, Collin Witherspoon, Diane Brice, Ernesto Olmos, Frank Sobey, Jerry Terry, Jodi Lindseth, LaVon Barrett, Margie Netherton, Megan Eikner, Michael Hart, Penelope Davies, Shawna Lopez, Stefanie Decker, Victoria Taylor-Gore and Sarah Davis, recorder.

I. Welcome and Committee Membership and Charge

Frank Sobey welcomed all and expressed the importance of the Committee and its charge.

- a) Handout reviewed: Memo of Committee dates for the year and deadlines for submissions and charge and membership. Faculty representation was increased from the past.
- b) There is a possibility additional meetings will be called as needed in October and March. Want to have work completed before e-catalog is published.
- c) If you are not able to attend, please send an email to Frank and Sarah to keep you informed of meeting business.

II. E-platform status update

Frank Sobey explained past forms submission for revisions/submission/deletions, all manually routed and reviewed.

The new electronic platform is almost ready and the manual forms will no longer be used.

The problems with the new platform (re-organizational of divisions) should be resolved in the electronic submission platform for the proper routing. We have developed an organizational flow chart of Academic Affairs. When a petition has been submitted it will be sent to Deans and Chairs to approve or deny, then submit it to Frank Sobey and Tina Babb. When they approve, it will be sent directly to the Committee Members to review to be prepared to discuss and vote on the proposal at the meeting. By the end of the week it should be ready.

Frank will send the committee an update midweek as well as a link to the submission platform and directions for navigating the platform. Then you will share this information with your faculty/coordinators in your area. Faculty will work with coordinator and chairs to submit their petitions. Confirmations are sent to originator and Deans as they approve and deny petitions.

III. Important Deadlines

Frank Sobey presented Tina Babb's handout in her absence.

Important deadlines to be sure to note are March 2, 2018 and January 1, 2018.

Substantive Changes were discussed as new programs and changes.

Kristin McDonald-Willey explained anything that is needed for an existing program and the substantive changes that would need to be submitted or sometimes if only a small change Tina will be able to convey the information with emails. Tina has contacts and needs to be contacted with any changes and questions.

Discussion followed.

IV. Curriculum Maps

Frank Sobey updated the committee: the maps encompass more than identifying courses that go with degree plans. Also encompassed is the purpose statements, goals and the specific learning outcomes under each goal. This will be used with the Assessment tools. One of the issues we need to resolve is related to the IDM and Learning outcomes. Anytime a change is made, that manager has to determine if the map needs to be changed, or is out of sequence. If a map change is in order, then Tina Babb needs to be emailed and she can make the change on the online map. Last year's petitions need to be reviewed and map updates need to reflect the changes approved. Frank will be reviewing maps by January for changes that need to be reflected due to last year's submissions. If they are not made to the maps, Frank will be contacting the Deans/Programs Managers for action needed. As changes are made this year, be sure to keep them up to date.

V. WTAMU alignment: charge by Dr. Lowery-Hart

Collin Witherspoon stated that 65% of our transfers go to WTAMU. Frank Sobey stated that the students outperform success and completion than those that begin their freshman year at WTAMU.

Dr. Lowery-Hart wants our degrees to align with WTAMU where possible.

Deans and Chairs will need to review their programs and WT's degrees to check alignment and then Deans will report back to Committee, and then if not in alignment review how (if possible) to make changes.

Ernesto Almos explained the advising area already compares the alignments with WT as students are advised.

Frank will meet with Ernesto to review the areas and report back to the committee and go forward from there.

Collin stated the 5 universities our students transfer to are WTAMU, Texas Tech University, University of Texas at Arlington, University of Texas at Austin and University of North Texas in Dallas.

Discussion followed.

VI. Pre-requisites and Co-requisites: Diane Brice and Kristin McDonald-Willey

Diane Brice stated the Co-Board strongly encourage to not place pre- requisites that are not in the ACGM or WECM. She requests everyone review their courses to confirm they are in alignment with the ACGM and WECM. Also, when registering students course sequencing should be handled through the student planning piece, not enforced by the artificial creation of pre- requisites. Pre-requisites are for Student Success in the course.

Discussion followed

Pre- and Co- Requisites will be audited.

VII. EDUC 1100 Course Substitutions

Just received communication from the Co-Board stating the substitutions that have been coming through the VPAA office will no longer be approved. FYS currently is in our core 90 which is our component option. Currently Speech and Science Labs are in this option. You cannot sub another course from a different core.

We are going to continue the present practice through the present semester. January 1st, students will not be allowed to substitute another course outside the core 90 for the FYS class. Short term solution, those up for graduation in Spring, a credit by examination is being developed.

Long term solution, there will be conversations about moving FYS out of the core.

Adjourned