

11-7-2017

11-07-2017 Curriculum Committee Meeting Minutes

Curriculum Committee

Meeting Minutes

11/7/2017

Present: Lisa Carbone, Lina Chiappone, Melinda Coleman, Wayne Driscoll, Dana Fredebaugh, Rashid Moore, Vanaja Nethi, Zandra Stino

1. Review of Where We Are

The committee engaged in an open-ended dialogue on its current status, projects, etc. The highlights, affirmations and decisions are summarized below:

Committee Framework: Ken confirmed that the current committee framework established by Roxanne will remain intact, and we will move forward with this structure and make changes only when necessary. Also, it will be faculty driven with Ken, Lina and Wayne serving as ex officio members.

Program Learning Outcomes: Ken will follow up with Jane Duncan regarding the next steps. Note: Roxanne has indicated that the LO's have been finalized.

Department/Program Representatives: The system of department/program representatives will remain as is. The committee will, however, look at establishing what the optimal number of members should be in the future, i.e. the same, less or more. Everyone agreed that the committee should be inclusive, and that all FCE faculty members should have an opportunity to participate.

Communication: A special emphasis needs to be placed on communicating the committee's decisions, activities, initiatives, etc. to the departments, i.e. "reporting out." We will work on developing a protocol...and, at the very least, designated members from the committee will share information with the respective academic departments. Also, should the meetings be open to all faculty?

Distinction Between Curriculum Committee and Assessment Committee: Ken, Jamie and Roxanne will meet in the near future to review how the Assessment Committee will interface with the Curriculum Committee and what the specific functions of each will be. Lina asked that a list of Curriculum Committee responsibilities be prepared and disseminated.

2. Chair Position

At present the committee needs to appoint a new chair. Since the by-laws and procedures need to be completed (see next item), Ken will serve as interim chair until the chair selection process, term of appointment, etc. are developed.

3. By-laws

The draft of the committee's by-laws, procedures, and guidelines needs to be completed. Wayne highly recommended that we take care of this first so that the substantive work of the committee can proceed with a clear framework in place. Ken will lead this process, and will ask a few members for assistance.

4. DISR 8969 Syllabus

Vanaja provided an overview of the DISR 8969 syllabus, which needs to be reviewed by a Syllabus Review Task Force and ultimately approved by the Curriculum Committee. The three members of the Task Force will be Jennifer Reeves, Alex Edmonds, and Michelle Tenam-Zemach. Vanaja forwarded the Syllabus and Syllabus Review Checklist to them, and asked that their review be completed by Friday, November 17.

5. Meeting Schedule

The Committee agreed to meet once a month; the next meeting will be on **Tuesday, December 5 at 1:30 pm.**

6. Other

- Dana reported that the SPED 8402 syllabus is pending; also, all Ed.D. SPED courses need to be updated.
- Ken needs to secure administrative access to the Curriculum Committee website; he will see Shanique regarding this.
- The committee needs to identify curriculum specialists/content experts to assist when syllabi are being reviewed. It was suggested that we speak with Jessica Rodriguez, who is creating a list of faculty experts.
- Starter List of Curriculum Committee Areas of Responsibility:
 - Syllabus/Program Approval
 - Manage Cycle of Department Syllabi Reviews
 - Assist in Developing FCE Faculty Handbook