

12-5-2017

## 12-05-2017 Curriculum Committee Meeting Minutes

## Curriculum Committee

### Meeting Minutes

12/5/2017

Present: Georgina Arguello, Lina Chiappone, Wayne Driscoll, Dana Fredebaugh, Victor Lopez, Rashid Moore, Zandra Stino

Welcome to the Curriculum Committee Georgina and Victor!

#### 1. Approval of DISR 8969-Applied Dissertation 4: Final Report Syllabus

Vanaja presented the DISR 8969 syllabus and the committee voted to approve it. She finalized the syllabus on 12/8 and it has since been uploaded to CIMF. Thank you all for your review and feedback!

#### 2. Areas of Faculty Expertise List

We will have an update from Jessica R. in January.

#### 3. By-laws

The first rough draft of the committee's by-laws, procedures, and guidelines was distributed and reviewed. We will work on updating this document prior to the break, and feedback for the next version should be sent to Ken by **Wednesday, December 20**. The sections have been assigned as follows:

Section II-Purpose: **Dana**

Section III-Committee Membership: **Ken**

Section IV-Officers (Duties): All (**Rashid, Georgina, Victor, Zandra, Wayne, Lina**)

We also decided the following:

- The Curriculum Committee will have four (4) representatives from the Dept. of Curriculum & Instruction and three (3) representatives from the Dept. of Higher Education Leadership and Instructional Technology.
- The department chairs will be responsible for appointing representatives to the committee.

Also, the current membership is as follows:

**Curriculum Committee Membership  
as of December 11, 2017**

<b>HELIT Department Representatives</b>
Georgina Arguello
Lisa Carbone
<b>C &amp; I Department Representatives</b>
Dana Fredebaugh
Victor Lopez
Rashid Moore
Zandra Stino

In view of our membership structure decision, HELIT will need to appoint one more representative.

**4. Faculty Retreat**

Ken noted that the planning committee for the Faculty Retreat will be appointed soon. The projected date for the Retreat is the middle of winter semester. Before proceeding, Ken will meet with Jorge to determine the budget.

**5. Next Meeting**

The Committee agreed that the next meeting should be scheduled for the **third week in January**. Because of teaching schedules and other commitments, we may have to change the meeting day; Ken will send a Doodle request to discern the best day and time.