

2-27-2018

02/27/2018 Curriculum Committee Meeting Minutes

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Curriculum Committee Meeting

February 27, 2018

10:30 pm – 12:00 pm

Minutes

I. By-laws (Ken, All)

The latest draft of the By-laws was reviewed and all agreed with the updates. A few additional areas were identified as needing some further fine-tuning and development. Section 3-Roles and Responsibilities will evolve as we develop the companion Responsibilities and Procedures document. Ken will update the By-laws for the next meeting.

II. Procedures/Responsibilities (Ken, All)

The Committee members were assigned sections in the draft of the Curriculum Committee Responsibilities and Procedures document. They will prepare paragraphs that describe the primary and secondary roles of the Curriculum Committee and return these initial drafts to Ken **by Friday, March 16**. The updated Responsibilities and Procedures document and assigned sections are in the attached.

After we complete the Roles and Responsibilities section, we will develop and finalize the Procedures section.

III. Syllabus Review Checklist (Dana)

Dana updated the Syllabus Review Checklist so that it aligns with the structure in Course Wizard. All agreed with the revisions. Thank you for taking initiative with this Dana and great job!

IV. Proposal to Reactivate Certificate of Distance Education (All)

The four CODE syllabi were distributed to all members, who will review and return their feedback to Ken **by Monday, March 26**. Ken will organize the comments by syllabus and return to the committee for review and discussion at our March 28 meeting.

Important! We will use the updated Syllabus Review Checklist as a guide for this review, and each committee member will prepare a written critique for each syllabus (CODE 600, 610, 630, and 650). Also, please don't submit separate copies of the Syllabus Review Checklist.

V. Terms of Appointment (Ken)

Ken prepared the Curriculum Committee Roster containing contact information and terms of appointment. The final copy is in the attached.

VI. Approval of revised course description for SPED 8402 (Dana)

The committee approved the revised course description for SPED 8402.

VII. Proposal to combine SPED 8407 (behavioral & clinical) and SPED 8408 (cognitive) assessment courses into one (for the 2018-19 Catalog) (Dana)

The committee provided approval to move forward with establishing the syllabus. Dana will work with David Griffin in setting up a review task force.

VIII. Other

Dana, Silvia and Ken will meet to revisit the APA format guide for course assignments. The purpose will be to determine if we will update the stipulation to utilize APA format for all papers.

Next Meeting: **Wednesday, March 28, 10:30 am – 12:00 noon**