

MINUTES
CURRICULUM COMMITTEE MEETING
3:30 pm – 5:00 pm
Zoom
March 5, 2024

Voting Members Present: Liz Peters, Tiffany Kragnes, Lindsay Masten, Sarah Southwick, Emily Peek, Kathie Peterson, Tania Sheldahl, Jennifer Ritter, Cassi Gibson, Andrea Riffel, Stacey Hilton, Sheila Jarrell, Jacqueline Mench, Charles Lohman

Non-Voting Members Present: Leslie Sparkman-Winsor, Diana Dowling

Sponsor: Dr. Doug Berry

Guests: Philip Reid, Perry Baker, Meghan Paquette, Kelsey Rumsey, Dean Holbrook

Absent: Ustadza White, Alex Barber

- I. Approval of Minutes from February 20, 2024
 - a. Motioned and seconded to approve minutes with attendance correction. Vote taken; motion carried.
- II. New BAS/BS Shared Courses: CSA 250, 310, 320, 420, 450, 494, 495, 496
 - a. Motion and seconded to approve. No discussion or questions from the committee. Vote taken; motion carried.
- III. New program and courses: BS in Computer Science, CSA 315, 345, 355, 390, 440, 470
 - a. Liz informs the committee of the update to the Gen Ed block, including PHI 105 and the math requirement. Motioned and seconded to approve the package. Vote taken; motion carried.
- IV. New program and courses: BAS in Computer Science, CNT 330, 340, 360, CSA 410, 415, 430
 - a. Motioned and seconded to approve the package. Liz informs the committee of the modifications that were made based on feedback from the committee, including updates to the Gen Ed block. Vote taken; motion carried.
- V. Program Modification: Computer Systems and Applications AAS
 - a. Motioned and seconded to approve. Liz and Philip provide an overview of the modifications made to the program to better align with the proposed BAS in Computer Science.
 - b. The committee discusses the effective date for these modifications and agrees the Computer Systems and Applications AAS and CSA 250 should be offered in Fall 2024, rather than Fall 2025.
 - c. Philip agrees to develop an updated progression plan and work with Dean and Leslie for the Computer Systems and Applications AAS and CSA 250 so it can be scheduled and offered starting Fall 2024.

- d. Motion amended and seconded to approve the program modification with an effective date of Fall 2024 for the Computer Systems and Applications AAS and CSA 250. Vote taken; motion carried.

VI. Discussion

a. Routing and forms

- i. Liz informs the committee that the new routing and forms for AY 2024-25 were approved by email vote.

b. QuickStarts

- i. Discussion ensues regarding the QuickStart proposal for MUS 191, the scheduling timeline for QuickStart courses, and updating the routing.
- ii. Dr. Berry requests to include the Provost/VP for approval in the routing. The suggested routing is as follows: Originator → Dean/AVP → Provost/VP → Curriculum Office.
- iii. Sarah raised the question of whether Workforce QuickStarts can be reviewed by faculty through the PLA process to grant students credit. Sheila agreed, as long as there is faculty review.
- iv. The committee discusses the current process for QuickStart courses to ensure they are meeting the same standards as permanent courses, and the need is not already met by a permanent course in the catalog.
- v. The committee will vote on QuickStart routing at a later date.

c. Curriculum deadlines

- i. Liz proposes implementing staggered curriculum deadlines in the Fall semester to encourage proposal submission prior to October 31st and to provide the committee with curriculum to review earlier in the semester.
- ii. Curriculum representatives are directed to gather feedback from their areas on staggered deadlines.

d. Program planning procedure

- i. Liz discusses the program planning procedure for new programs. Stacey provides the history of this procedure and emphasizes the importance of re-implementing the program planning procedure. Dr. Berry highlighted the need to consider feasibility and workforce demand before approving new program curriculum.
- ii. The committee will address the program planning procedure at a later date.