M-I-N-U-T-E-S
Curriculum Committee
Wednesday, April 5, 2017, 10:00 AM
Topp Room

Present: Ryan Dudley Wade, Amber Janssen, Scott Green, Tony Lewis, Jeff Ward, John
               Matusek, Nader Bagheri for Tom Oppenheim, Britt Elliott, Frank Yip, Graham Benton
               (Non-voting), Sam Pecota (Non-voting), Shari Smiljanic-Villa (Non-voting), Mike
               Tressel (Non-voting) and Pat Harper (Non-voting)
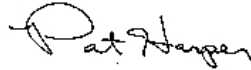Absent: Tom Oppenheim, Amy Parsons and Peg Solveson (Non-voting)
Guests: Jaimie Bartlett, Jon Fischer, Mike Strange, Tom Nordenholz and Nipoli Kamdar

✳ The meeting was called to order at 10:04 AM.

✳ Ryan called for approval of the agenda for April 5, 2017. Nader motioned for approval;
Scott seconded the motion. The agenda was unanimously approved, 7-Yes/0-No. Tony,
and Frank had not arrived yet.

✳ Ryan called for approval of the minutes of March 1, 2017. Nader motioned for approval;
John seconded the motion. The minutes were approved 6-Yes/0-No/1-Abstention. Tony
and Frank had not arrived yet.

✳ **CCR 04/17-01 – PE 160 Beginning Sailing – Basic Keelboat –** New prerequisite and
course description modification. Scott motioned for approval; John seconded the motion.
The unanimous vote was 9-Yes/0-No.

✳ **CCR 04/17-03 – COM 220L Programming Apps for ET's Lab –** Course description
modification, change to method of instruction. Nader motioned for approval; Frank
seconded the motion. The unanimous vote was 9-Yes/0-No.

✳ **CCR 04/17-02 – EPO 343 Refrigeration & A/C –** New STCW course for Mechanical
Engineering–License Track. There was discussion regarding the number of hours of
instruction for the course. The course was tabled.

✳ **Program Review Guide** –Streamline for efficiency, in line with accrediting agencies,
Curriculum Committee would be a conduit between accrediting agencies and external
reviewer. Graham suggested that the Curriculum Committee revise Policy No. 572; it needs
to be updated. Graham will write up the Program Review Guide and send it to the Senate
for review.

✳ **Course Descriptions –** Graham distributed a document to everyone, "Style for Course-
Descriptions in a Course Catalog." Sue requires that course descriptions be short and
complete sentences are not necessary.

✳ **Online Teaching Policy** – Course modality form will be created and will need to be filled
out. Nipoli reported that QOLT suggests that it will take 4-17 hours to review an online

course. No one will be grandfathered in. Nipoli urges that anyone requesting to teach online must have online training. The Senate would like the "buy in" of the Curriculum Committee. Intellectual property is included in the policy. The Master's Degree would be left out of this policy. A section would be added similar to the Department Chair Questionnaire.

✱ Scott motioned for adjournment; Jeff seconded the motion. The meeting was adjourned at 11:48 AM.

Respectfully submitted,

Pat Harper, Secretary

cc: Tom Nordenholz, Chair, Academic Senate
Sue Opp, Provost & VPAA
Thomas Cropper, President