

**M-I-N-U-T-E-S**  
**Curriculum Committee**  
**Tuesday, April 12, 2022, 11:00 AM**  
**Zoom**

Present: Bets McNie (Chair), Amber Janssen, Christine Isakson, Amy Parsons, Tony Snell, Amy Skoll, Emily Scheese, Scott Green, Julia Odom (Non-voting), Shari Smiljanic-Villa (Non-voting,) and Pat Harper (Non-voting)

Absent: Alex Parker, Kevin Sandifer, Don Maier (Non-voting), Kevin Mandernack (Non-voting), Lina Neto (Non-voting) and Graham Benton (Non-voting)

Guest: Thomas Brindle

### **I. Approval of Agenda and Minutes**

- \* Bets called for approval of the agenda for April 12, 2022. Amber motioned for approval; Scott seconded the motion. The agenda was unanimously approved 8-Yes/0-No/0-Abstentions.
- \* Bets called for approval of the minutes for March 8, 2022. Amy P. motioned for approval; Tony seconded the motion. The minutes were unanimously approved 8-Yes/0-No/0-Abstentions.

### **II. New Business**

- \* **CMR 04/22-01 EGL 200 Introduction to Literature** – Adding several modalities to this course will add flexibility and make future summer sessions possible. Scott mentioned that he has heard students talking about having class online even though classes are supposed to be back in the classroom. Some faculty are still holding online classes without permission. He appreciates that the C&C Dept. is going through the proper channels to add modalities to EGL 200. Bets informed everyone that she had a conversation with Dean Mandernack about this. He is concerned that offering this course in the summer might take students away from classes during the academic year, which would reduce enrollment. She informed him that that is not the purview of the Curriculum Committee. It's up to the dean and department chair to make the decision of when to offer it. Amy P. replied that scheduling this course in the summer is not on the table yet. When that time comes, it will be ready to go. Scott motioned for approval; Amy S seconded the motion. The unanimous vote was 8-Yes/0-No/0-Abstentions.

### **III. Old Business**

Last spring, Thomas Brindle brought two CCRs, EM 810 and EM 840, to the Curriculum Committee for approval. They are the first two courses of five that will make up the Graduate Certificate in Emergency Management. Those two courses will be offered in fall 2022. Applications are now being accepted. The following two courses, EM 820 and EM 830, will be offered in spring 2023 and the last course, EM 850, will be offered in summer 2023.

- \* **CCR 05/21-16 EM 820 Disaster Response & Risk Communication** – New course.  
This course covers the framework and structure that FEMA and all the emergency management agencies at the county level and state level of the United States use to communicate and to manage disasters. Amy P. motioned for approval; Scott seconded the motion. The unanimous vote was 8-Yes/0-No/0-Abstentions.
  
- \* **CCR 05/21-17 EM 830 Disaster Recovery & Community Resilience** – New course.  
This course is more of the social science about community resilience. What causes vulnerability in a community? What causes economic vulnerability? What local areas can do to enhance community resilience and the recovery process, which is the longest, most difficult process of the disaster cycle. In addition to the literature, conversations held in class, case studies and assignments, there is a great symposium that is offered online by the University of Colorado at Boulder that students can participate in. Bets asked if there would be more readings besides the two textbooks mentioned in the CCR. Thomas replied that if he were to teach the course, he would also have readings of journal articles. He offered to add these articles to the CCR to be more detailed to whomever ends up teaching the class. Bets offered, as a motion, that the CCR be approved, provisionally, with the understanding that Thomas will provide a more extensive reading list within two weeks. Scott seconded the motion. The unanimous vote was 8-Yes/0-No/0-Abstentions.
  
- \* **CCR 05/21-18 EM 850 Emergency Management Program Evaluation** – New course.  
This course is one of the ways that our graduate certificate program is unique and different from other graduate certificates being offered at other universities. There are programs that are created but are never evaluated in how they performed. The evaluation of the program is important. Thomas envisions this course as a bit of researched methods that teaches some basic research method material, in addition to qualitative data collection. Someone in the role of emergency manager or coordinator will have those tools to collect information from the community that they serve to better serve them. Also, once programs are put in place, they will have the tools to evaluate and an accepted method to evaluate. The students will be introduced to how different organizations around the world evaluate their programs and make them stronger after big events or on a set basis. The active learning component would be for whatever organization the student works for in their community. The student would volunteer to help with the evaluation of that program. Bets asked Thomas if he could add a more extensive reading list; he agreed. Bets made a motion to approve the CCR, provisionally, with the understanding that Thomas will provide a more extensive reading list within two weeks. Amy S. seconded the motion. The unanimous vote was 8-Yes/0-No/0-Abstentions.

Scott asked Thomas if there are any long-range plans to move this certificate program to the Academy rather than keeping it in Extended Learning. Scott thinks that this program would be very attractive to faculty, particularly the maritime faculty, especially because we will supposedly be getting an emergency-response vessel. Since the certificate program is offered through Extended Learning, faculty can't use their 6 credit hours.

Thomas replied that now that this certificate program has been created, the next step would be to combine it with the other four courses that are offered in the master's program, or another graduate certificate, to make a master's program that could be part of the regular university, not the extension. This could be created relatively quickly if the new certificate program is successful.

**\* Archiving and Digitizing Subcommittee Report Out**

Amber sent Bets a document that formalizes the subcommittee's recommendations. Amber reported on the requirements that are needed out of this project. The Registrar's Office does have a lot of this material. The bulk of what needs to happen is digitizing it in a way that people can search and cataloging it in a way that aids that search. Amber thinks that it's ready to send on to the next level. Bets will send it to Graham and Lori and let them know that we are proposing this. Resources will be required, but software wasn't specified. Christine motioned to send it to Graham and Lori; Tony seconded the motion. The unanimous vote was 8-Yes/0-No/0-Abstentions.

**\* Timeline Subcommittee Report Out**

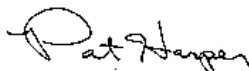
Scott thanked Julia for finding out what East Bay does for a timeline. Julia reported that East Bay requires that major program changes must be done a year in advance so incoming students know when they apply what the requirements are for that program before they commit to coming to that university. Julia will put something together that will outline different categories: If you are starting a new program from scratch, this is the timeline; if you are making significant changes, this is the timeline; if you are making title changes to classes or unit changes, this is the timeline. Changes to prerequisites/co-requisites changes will have a timeline. Scott stated that anything that has to do with the Coast Guard-sea-time equivalencies and STCW classes-must be submitted a year to a year and a half ahead because the Coast Guard moves so slowly. Julia will mockup a timeline for the Curriculum Committee review at the beginning of next year, along with the new Curriculum Committee policy.

**IV. Open Floor**

Bets updated the Committee. The first reading of the Curriculum Committee policy was held at the Faculty Senate meeting three weeks ago. No feedback has been received. Bets has reformatted the policy, but the content has not changed. The second reading and, hopefully, approval will be held at the Senate meeting next week. Assuming it will be approved, it will start next fall. Scott thanked Bets for the Curriculum Committee now having school structure by taking the policy to the Senate for a first reading. He has never seen this kind of shared governance before. Bets thanked Amy Parsons for doing the lion's share of the policy's revision, with Graham and Alex.

Bets moved to adjourn. The meeting was adjourned at 11:53 PM.

Respectfully submitted,



Pat Harper, Secretary