

CURRICULUM COMMITTEE

MEETING MINUTES

Date: SEPTEMBER 26, 2022

Time: 2:00 PM

Place: WHITFIELD 226 & VIA TEAMS

I. Call to Order

Meeting called to order at 1:49 pm due to a difference in the calendar invitation and the start time listed on the agenda. A quorum is established, as five voting members were present at the start time.

Attendees: Dr. James Yates, Jennifer Baine, Mary Kate Sumner, Mike Laws, Tammy Ward, Susan Spicher, Jennifer Schroeder, Brandy Mendoza (arrived at 2:21p)

Absent: Dr. Stephanie Tully-Dartez, Garrett Trussell

II. Approval of Minutes

The minutes of the April 21, 2022 meeting were reviewed by the committee. Ms. Spicher requested additions or corrections to the minutes nothing Dr. Yates moved to approve the minutes as submitted. Tammy Ward seconded the motion.

5 in favor/0 Opposed/0 Abstained. Motion carried.

III. Welcome 2022 new committee members

Ms. Spicher welcomed new committee members including: Mike Laws - Health Sciences representative and Jennifer Baine – Arts & Sciences representative. She also thanked Kelly Goodwin & Linda Bates for their service over the last few years and wished them the best on their new committees.

IV. Chair Updates – Susan Spicher

HS101-04152022HAYNES(RADT)

The HS101-04152022HAYNES(RADT) course description updates moved forward to Academic Affairs for the next step in the approval process.

CTE022-04192022WINIECKI (INDUSTRIAL-PROCESS TECHNOLOGY)

These changes also moved forward to Academic Affairs.

CTE015-04152022DARTEZ(FORESTRY)

This program also moved forward to Academic Affairs.

APM Change Regarding Extended Service

The following change was requested by the committee at the last meeting. "Chair and Vice-Chair may be re-appointed for a maximum of one additional term following the initial term upon request of the committee. The decision to extend would be made at the last meeting of the committee of the academic year." This was approved and is in the APM.

V. Old Business – Nothing discussed

VI. New Business

Review Curriculum Committee Purpose/Function

The following information is currently published in the APM. Dr. Yates moved to accept the purpose and function as published. Jennifer Baine seconded the motion.

5 in favor/0 Opposed/0 Abstained. Motion carried.

Purpose/Function

Make recommendations on matters relating to curriculum design and curricular changes.
Approve or disapprove curricular changes that affect only the faculty member or department requesting the change.
Recommend curricular changes that would affect the entire faculty to the Academic Affairs Council.
Recommend new program proposals to the Academic Affairs Council.
Review existing programs on a rotating basis.
Perform other duties assigned by the Vice President for Academic Affairs or the President.

Review Curriculum Committee Membership

Dean Winiecki requested the CTE division have one representative instead of two for the 22-23 academic year. Dr. Yates moved to approved the membership as provided below with Dean Winiecki's requested exception. Jennifer Baine seconded the motion.

5 in favor/0 Opposed/0 Abstained. Motion carried.

Chair and Vice-Chair may be re-appointed for a maximum of one additional term following the initial term upon request of the committee. The decision to extend would be made at the last meeting of the committee of the academic year.

Career & Technical Education Division (2 representatives)

Health Sciences Division (2 representatives)

Arts & Sciences Division (4 representatives)

Division of Workforce and Continuing Education (1 representative)

Registrar

Vice President for Academic Affairs (advisory)

Election of Recorder (Agenda amended to add this item)

Tammy Ward moved to elect Jennifer Schroeder as secretary for this committee. Jennifer Baine seconded.

6 in favor/0 Opposed/0 Abstained. Motion carried.

Review of Curriculum Approval Forms

Ms. Spicher reminded the committee of the curriculum process and deadlines. The timeline document was reviewed. Committee members may complete requests for their programs and ask a second person to review the changes assigned to them. All curriculum forms are located at U:\Curriculum_Committee and many are housed on MyCampus under Administration. The 22-23 forms will be available on MyCampus within the next two weeks. Dr. Yates suggested the justification fields be updated to make it clear as to what should be included. This request will not stop the approval process, but will be considered in the future. We will review the signature pages on each document to ensure all are able to be signed. We will consider adding the reminder to the procedures document that signatories should not click the box to lock the form following the signature. Again, these updates will not stop the approvals below.

- Curriculum Change Form (SACC-CCF 200)
Jennifer Baine moved to approve this form without changes for the 22-23 academic year. Mike Laws seconded the motion.
6 in favor/0 Opposed/0 Abstained. Motion carried.
- Program/Degree/Certificate Change/Update Form – New Program/Degree/Certificate (SACC-CCF 300)
Tammy Ward moved to approve this form without changes for the 22-23 academic year. Dr. Yates seconded the motion.
6 in favor/0 Opposed/0 Abstained. Motion carried.
- Internal Review Curriculum Edits/Changes (SACC-CCF 100)
Mike Laws moved to approve this form without changes for the 22-23 academic year. Tammy Ward seconded the motion.
6 in favor/0 Opposed/0 Abstained. Motion carried.
- Addendum SACC-CCF200/300 (SACC-CCF 400)
Dr. Yates moved to approve this form without changes for the 22-23 academic year. Mike Laws seconded the motion.
6 in favor/0 Opposed/0 Abstained. Motion carried.

ACTION: Jennifer Schroeder will update all of the documents listed above to make them current as of September 26, 2022.

Curriculum Request Reviewer Team Assignments

The curriculum request review team document was discussed. Several committee members requested clarification regarding their roles in this process. These were discussed and questions were answered. Typically, these are completed collaboratively between team members. There was other discussion regarding the review types to clarify expectations. All assignments will move forward as proposed.

Customer Service 101 Curriculum – Jennifer Schroeder

SouthArk is playing a significant role in customer service training for local businesses. Ms. Schroeder requested an informal review of the proposed curriculum. Dr. Yates, Ms. Spicher, Mr. Laws, Ms. Baine, and Ms. Ward volunteered to support this effort and provide feedback.

VII. Announcements

No other announcements were provided.

VIII. Adjourn

The meeting adjourned at 2:51 pm.

Minutes respectfully submitted by:

Jennifer Schroeder

Secretary