

To: Karen Simion, VPIA

Fr: Resida S. Keller, CC Chairperson

Date: September 25, 2017

Subj: Curriculum Committee Meeting Updates for August and September 2017

The Curriculum Committee has had three meetings since the beginning of the Fall 2017 semester (Aug. 21, Sept. 4 and Sept. 18) and so this memo serves as our first communication to the Office of the VPIA with a summary of updates on what has transpired in these CC meetings:

1. TOR Discussions led to a reduction in CC members to include: 6 instructional coordinators, 2 faculty reps for each campus (10), 1 library rep. and the ex-officio. Former division chairs as well as campus reps who were on the committee have withdrawn from the committee and have sought out alternative committees to serve on. The updated TORs have been posted on the wiki by the CC Vice Chairperson.
2. A schedule for the full 2017 Academic Year has been approved and has been posted on the college calendar and arrangements made to reserve the BOR conference room for all of our meetings. The schedule is as follows:

Fall 2017 Meeting Schedule:

August 21st

September 4th

September 18th

October 9th (this date was selected since the week before is Mid-terms week)

October 23rd

November 6th

November 20th

December 4th

*Special end of the semester meeting prior to graduation (Dec. 13th or 14th?)

Spring 2018 Meeting Schedule:

January 29th

February 12th

February 26th

Mid-terms are on March 5th and 6th

March 12th

March 26th (no classes after on the 27th-30th)

(April 2nd Founding Day)

April 9th

April 23rd

May 7th (day before the last day of instruction)

3. Because of the re-structuring of the CC membership, there was a need to also re-structure our course outline reader teams to include the new members of the committee. Some reader teams remain the same while others are newly formed with the new CC members. NOTE: Due to the vacant positions, the DAP has agreed to remain a part of the reader teams to assist us with this task although in past years she was withdrawn from participating in this task. The reader teams are as follows:

CC Course outline Reader teams: Alton Higashi & Gardner Edgar, Jenny Helieisar & Lynn Sipenuk, Joy Guarin & Taylor Elidok, Mixon Jonas & Deeleeann Daniel, Joseph Felix Jr. & George Tilfas, Mathias Ewarmai & Resida Keller, Sylvia Henry & Sharon Oviedo.

4. Sylvia Henry withdrew from her post as a member of the CC as well as the CC secretary so that she could devote her time fully to the Faculty/Staff senate of which she is president. Deeleeann Daniel was elected as the new CC secretary.
5. **Course Outlines Review:** The CC Vice-chair will now be responsible for posting approved minutes and documents to the wiki as well as following up with committee work such as course outline review with members of the CC. Additionally, the ICs will be responsible for following up on course outlines that were reviewed and returned to authors/programs so that they can be revised with suggestions from reader teams and returned to the CC in a timely manner. Hopefully, with this procedure in place, the review of course outlines can be expedited. All new members will be forwarded their assigned Course outlines to review.

Should you have any concerns or questions regarding this update, please let me know.

Respectfully submitted,

Resida S. Keller
CC Chairperson, AY 2017-2018