

**Western Colorado Community College  
Curriculum Minutes**

August 23, 2016

Conference room 109 building A

**Meeting called to order by Glen Hoff at 3:36 p.m.**

**I. Roll Call – Introductions**

**Committee members present:** Glen Hoff (Chair), David Miller (Vice Chair), Michael Carsten (WCCC-Transportation), Dennis Tobin (TECI), Michael Carlton (WCCC-Machining Instructor), Scott Kessler (Vice Chair, Undergraduate Curriculum Committee)

**Ex-Officio members present:** Kurt Haas (Designee for Academic Affairs), Laureen Cantwell (Library Representative),

**Recording Secretary:** Tammy Murray (WCCC –Receptionist/Admin. Assist.)

**Guest:** Jessie Barnett (Coordinator of Special Projects), Christine Murphy (Director of Instruction), Christopher Riggs (IT)

**II. New Business**

1. Jessie Barnett informed the committee of the new processes and overview of the curriculum forms and changes for the new year.
2. WCCC Curriculum Committee Calendar
  - i. Changes were made to the new calendar and will be sent out to the committee upon completion by email for approval. Course additions and program additions will have separate dates for final approval.
3. Colorado Mesa University Faculty Senate's Curriculum Policies and Procedures Manual was handed out for all committee members to read.
4. Christopher Riggs, represented the committee with the idea of getting documents on the cloud.
  - i. Christine Murphy will get all paper work. She will review and make changes, then put it in the cloud, Glen Hoff will look them over and then send an email to all WCCC curriculum committee members. Curriculum committee will then look over the documents and make corrections if needed. After everyone has looked them over and approved them, Glen will then email the corrected, approved documents to the Undergraduate Curriculum Committee.

**III. Adjournment**

Motion to adjourn by Glen Hoff. Meeting adjourned at 4:33 p.m.

Next meeting September 13, 2016 3:30 p.m. Location to be announced later.