

WCCC Curriculum Committee
Meeting Minutes
August 28, 2018
Building B, Room 197

Members Present: Jenifer Hancock, Glen Hoff, Michael Carsten, Tyler Liff, Steve McGraw, David Miller, and Joseph Quesenberry.

Ex-officio members present: Maggie Bodyfelt, Morgan Bridge, Janel Davis, Diana Sirko, and Brigitte Sundermann.

Recording Secretary: Emily Dodson

Chair Hoff called the meeting to order at 3:33.

I. Old Business

A. Meeting Minutes, 4.10.18

Chair Hoff introduced the meeting minutes from 4.10.18. **Motion: To approve the minutes from 4.10.18 (Carsten/Miller).** No discussion. **Motion carried unanimously to approve the minutes from 4.10.18.**

II. New Business

A. Introduction of the New Director of Instruction

Chair Hoff introduced Sirko, the new Director of Instruction for WCCC. She will be very involved in the curriculum review and submission process.

B. Committee Membership

Miller announced that his position is now under CMU jurisdiction, disqualifying him from serving as the Group B representative for WCCC CC. As such, Miller offered his resignation, and the committee unanimously accepted.

Quesenberry was introduced as a potential WCCC CC Group B representative. The floor was also opened for vice-chair nominations. **Motion: To nominate and elect Quesenberry as the new Group B WCCC CC representative and for the position of vice-chair (Carsten/McGraw).** Quesenberry accepted the nominations. No additional nominations were offered. **Motion carried unanimously to nominate and elect Quesenberry as the new Group B WCCC CC representative and as the committee's vice-chair.**

Liff was announced as the committee's second At Large representative, replacing the seat previously held by Gary Chrisco.

C. Upcoming Proposals

Hoff announced that proposals for the 9.11.18 meeting as well as feedback regarding necessary corrections are available on the R drive (<R:\WCCC Curriculum>). Anyone who does not have access to this folder needs to email Dodson so she may requests access be granted.

Dodson announced the addition of a WCCC CC toolbox to this folder. In this, members will find tools that will help guide them through the proposal process. Members were asked to send ideas for any additional tools to Dodson so she may prepare and add these.

D. Committee Processes

Sundermann discussed the committee submission review process. Once proposals have been prepared, they should be sent to Sirko for first review. After any revisions requested by Sirko have been addressed, revised proposals are then sent to Quesenberry for additional review. Next, once corrections requested by Quesenberry have been addressed, the revised proposals are sent to Bodyfelt and Dodson. Finally, once all requested revisions have been addressed, the proposals go to the full committee for review.

Adjournment:

With no objections from the committee, Chair Hoff adjourned the meeting at 4:01.

Respectfully submitted by Emily Dodson, August 29, 2018.