

WCCC Curriculum Committee
Meeting Minutes
September, 2018
Building B, Room 197

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

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

Recording Secretary: Tyler Liff

Chair Hoff called the meeting to order at 3:30.

I. Old Business

A. Meeting Minutes, 8.28.18

Chair Hoff introduced the meeting minutes from 8.28.18. **Motion: To approve the minutes from 8.28.18 (Carsten/McGraw).** No discussion. **Motion carried unanimously to approve the minutes from 8.28.18.**

II. New Business

A. Public Safety Diving

i. Program Deletions

1. Program coordinator (Karrie Young) explained the reasoning for the program deletion.

Motion to delete technical certificate Public Safety Diving (Carsten/McGraw).
Motion carried unanimously

B. Water Quality Control

i. Course Deletions

1. WQMS 124,224,225
2. Program coordinator (Karrie Young) explained reasoning behind these course deletions.

Motion to Delete WQMS 124,224,225 (McGraw/ Quesenberry). Motion carried unanimously

C. Faculty Senate proposal

- i. Motion to approve with corrections (McGraw/Quesenberry). Motion carried unanimously. Additional details of the proposal and the proposed changes begin on page 2. Changes discussed are highlighted, though additional changes may be made and distributed to the committee.

- ii. Motion to add a timeline of the review process to the proposal (McGraw/Liff). Motion carried unanimously.
- iii. Jenifer Hancock agreed to modify sentences to better clarify over which proposals the committee will have jurisdiction.

Adjournment:

With no objections from the committee, Chair Hoff adjourned the meeting at 3:59.

Respectfully submitted by Tyler Liff September 9.12.18.

Proposal to Faculty Senate:

Proposal to request changes for WCCC Curriculum Committee:

The requested changes are being proposed to streamline the program/course adoption and revision process for the WCCC Curriculum Committee. We feel strongly that it will allow us to move more quickly and efficiently in response to the changing landscape of vocations, community need, and the marketplace.

Why are these changes needed and requested?

As mentioned above, we would like to increase our ability to be more nimble and responsive to student and community needs than we are now under the current processes and procedures. This is due in large part because WCCC CC goes through its own process, prior to going to UCC, which only adds to the timeline of completion. WCCC Curriculum Committee process is extensive and seeks to perform many of the same tasks performed by the UCC to address the same issues and concerns that the UCC process addresses. It is our feeling that this duplication of the process may not be needed.

What is our plan to make sure that documents are clean and correct?

We will carefully examine each of our processes for the WCCC Curriculum Committee to make sure that all are followed and refined to ensure the comprehensive vetting of all changes. Curricular changes are brought forward by faculty in conjunction with the WCCC Director of Instruction. The Director of Instruction will ensure comprehensive vetting of all changes as the document are prepared. The Director of Instruction, along with the VP of Community College Affairs and the WCCC CC vice-chair, will carefully review all documents before they are forwarded to the WCCC Curriculum Committee.

After these initial WCCC reviews, the UCC Chair will review all documents before final submission to Faculty Senate. We will insure that **the chair** receives all documents in a timely manner to facilitate that review. Finally, a staff member from Academic Affairs and from the Registrar's office will review all documents, as they do for all curriculum committees' proposals **before WCCC CC**.

How we assure the courses and or programs are not duplicates of courses or programs offered on CMU campus?

We will follow the procedures carefully articulated in the Faculty Senate's Curriculum and Procedures Manual and will review all changes with the appropriate department heads for degrees, or courses of study, at CMU to eliminate any possibility of duplication. In addition, the Vice Chair of the UCC **will continue to serve** on the WCCC **CC** and will **continue** review **of** documents to make sure there is no duplication or crossover. Finally, the WCCC CC will provide the UCC with its meeting minutes so that the UCC is aware of the courses and programs being proposed.

Changes Proposed by WCCC to the Curriculum Adoption Manuals and Process:

Current wording in manual	Proposed Changes	Reason for proposed change
<p>On page 8 of the Faculty Senate Policies and Procedures Manual for Faculty Senate Standing Committees,</p> <p>“The WCCC Curriculum Committee of Faculty Senate is charged with the responsibility for technical certificates offered by WCCC, and certificate courses within those programs.”</p>	<p>“The WCCC Curriculum Committee of Faculty Senate is charged with the responsibility for technical certificates, AAS, AA, and AS degrees offered solely by WCCC, and certificate courses within those programs.”</p>	<p>We strongly believe this will allow the WCCC curriculum committee, which meets once each month during the academic year, to move more quickly and efficiently in response to the changing landscape of vocations, community need, and the marketplace. It will also reduce the duplication of effort by both committees since they are evaluating the same issue and requirements.</p>
<p>We propose that Page 6, Section II.A.1.a of the Faculty Senate’s Curriculum Policies and Procedures Manual, worded:</p> <p>“The Undergraduate Curriculum Committee approves all undergraduate catalogued courses and degree programs, including certificates, associates degrees, bachelor degrees, majors, concentrations, emphases, cognates, and minors, but excluding WCCC technical certificates and courses that appear only in WCCC technical certificates programming.”</p>	<p>“The Undergraduate Curriculum Committee approves all undergraduate catalogued courses and degree programs, including certificates, associates degrees, bachelor degrees, majors, concentrations, emphases, cognates, and minors, but excluding WCCC technical certificates, Associate of Applied Science (AAS), Associate of Arts (AA), and Associate of Science (AS) degrees and courses that appear only in WCCC technical certificates programming.”</p>	<p>We believe we can provide the same due diligence in the WCCC Curriculum Committee in examining the needed changes, with the same rules and guidance, without the need of the additional step of taking any changes, and addition to the CMU Curriculum Committee after, we have done the same process.</p>
<p>We propose that Page 6, Section II.A.1.b of the Faculty Senate’s Curriculum Policies and Procedures Manual, worded:</p> <p>The WCCC Curriculum Committee approves all technical certificates and courses solely within</p>	<p>The WCCC Curriculum Committee approves all technical certificates, and AAS, AA, and AS degrees, and courses solely within technical certificates offered by WCCC and forwards these proposals to the Undergraduate Curriculum Committee’s</p>	<p>We believe we can provide the same due diligence in the WCCC Curriculum Committee in examining the needed changes, with the same rules and guidance, without the need of the additional step of taking any changes, and addition to the CMU Curriculum</p>

<p>technical certificates offered by WCCC and forwards these proposals to the Undergraduate Curriculum Committee's Executive Committee, for acknowledgement by the Undergraduate Curriculum Committee, and to the Faculty Senate for approval. The WCCC Curriculum Committee reviews and forwards curricular proposals related to associate degrees and courses to the Undergraduate Curriculum Committee for review and approval.</p>	<p>Executive Committee, for acknowledgement by the Undergraduate Curriculum Committee, and to the Faculty Senate for approval. The WCCC Curriculum Committee reviews and forwards curricular proposals related to associate degrees and courses to the Undergraduate Curriculum Committee for review and approval.</p>	<p>Committee after, we have done the same process.</p>
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