

Curriculum Committee Minutes

August 24, 2018

Location: Brenham- BK136, Bryan – F205

Present: (Bryan) Brandon Franke, Elmer Godeny, Linda Richardson, Dickie Jones, Carol Wiggins, and Kristine McCoy. (Brenham) Alan Lehmann, Max Hibbs, Christy Johanson, Todd Quinlan, Amanda Clark, Marcello Bussiki, Pat Westergaard, Dave Lena, Michelle Marburger.

Meeting Notes:

- The Meeting was called to order by Alan Lehmann
- A motion was made to approve the minutes from the last meeting (November 2017).
 - Since all members had not received a copy of the minutes, it was tabled to the first order of business at the next meeting.
- A request for nominations or a volunteer for Secretary was made. Linda Richardson volunteered.
- Another request for a volunteer or nominations was made for President Elect. A discussion followed.
 - Did the person have to come from the Bryan campus?
 - Could someone serve two consecutive terms?
 - This request was tabled when mention of the By Laws came up (see next item).
- Brandon Franke brought up that proposed changes (amendments) to the current By-Laws had been submitted to the committee chair in January but that the committee had yet to review and or vote on said changes. A discussion followed.
 - The amendments had not been sent out this spring nor did the committee have a chance to meet.
 - It was suggested that the selection of President Elect or any committee business be tabled until next month until the changes to the By-Laws had been reviewed and approved.
 - Amanda Clark was asked to comment on SACS-COC requirements for curriculum committees. She shared that while there is a great deal of flexibility that in essence its By-Laws should be based primarily on Faculty input.
 - Dr. Godeny commented that technically as voting members, Deans were actually voting twice since Deans are already required to approve any curriculum changes brought forward to the CC. It was suggested that perhaps Deans should be ex-officio members.
 - Alan Lehmann suggested that the faculty representatives of the committee form a subcommittee for the purpose of reviewing the proposed changes. This would consist of 8 individuals (Alan, Christine, Carol, Linda, David, Todd, Michelle, and Vicki).
 - Linda Richardson asked if Division CRTs should also be involved in the process.
 - It was agreed that just the CRT chairs be invited to participate in the committee review of the By-Laws and provide input.
 - The meeting for the By-Laws subcommittee was set for Friday August 31st. (Time? Was this to be at 1:30pm via IVC?).

- The By-Laws and the proposed amendments will be sent to invitees as the basis of discussion.
- Alan Lehmann then relayed to the committee that Dr. Lee asked that the CC examine and potentially revise the textbook workflow schedule. Dr. Lee was to be present to explain her request but was unable to attend.
 - Dr. Godeny shared that he believed that this request was based on the current contract with the bookstore where textbook adoptions should be going to the bookstore much earlier than it has been.
 - Discussion: In order for new books to be entered into the schedule earlier than what is currently done involves moving up semester course creation because you have to have CRNs created before the books can be tied to the courses.
 - Due to IVC difficulties and the fact that the materials surrounding this request had not been sent out to the committee ahead of time, this issue was also tabled until any changes to the By-Laws could be approved.
- The only other new business that was before the committee was a proposal for PHED 1300. This too was tabled so that the proposal could be sent to the committee.
- Our next meeting is scheduled for Friday September 21st. Alan suggested that we begin our meeting 30 minutes early so as to provide enough time to discuss any proposed changes to the By-Laws before getting down to new business. He will check on room availability.
- Todd Quinlan made a motion that we adjourn our meeting since we couldn't vote on any new business at this time. Michelle Marburger seconded it. The meeting was adjourned.

Respectfully Submitted,

Linda R. Richardson, ANS Faculty Representative