

8-23-2016

# Minutes, Curriculum Committee Meeting, Tuesday, August 23, 2016

Curriculum Committee

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# Curriculum Committee

Aug 23, 2016 12:30 PM

## Attendees

Gabriel Barreneche, Amy Armenia, Nick Houndonougbo, Jay Pieczynski, Mario D'Amato, Shaayann Khalid, Nancy Niles, Jonathan Harwell, MacKenzie Moon Ryan, Mattea Garcia, Zhaochang Peng

## Agenda Items

- 1 Assign Subcommittee Representation
- 2 Review charge for committee (new bylaws)
- 3 Discuss strategic planning and our role

## Notes

### Assign Subcommittee Representation

- New course subcommittee will remain Amy Armenia, Nick Houndonougbo, Nancy Niles. This group has met already.
- Academic Appeals subcommittee will include MacKenzie until Spring when she will need to be replaced following bylaws procedure. J. Pieczynski is also serving.
- We need a rep for the Faculty Advisory Committee on International Programs (an all college committee). Our rep was to be Z. Peng. Since there is already a member from his department, we need to send someone else. The logical choice based on current duties is J. Harwell. He agrees to serve.

Unanimous approval (and applause).

AMENDED NOTE FOLLOWING MEETING: J. Harwell will serve in this capacity until 7/18.

### Review charge for committee (new bylaws)

- M. D'Amato read aloud the draft of bylaws. The language indicates that we approve and move proposals to EC (and new programs to all faculty). Most often we will review changes to existing curriculum. We expect to hold proposals to rigorous standards.

- Gabriel Barreneche asks about the definition of 'continuing education programs'. Would this include certification programs (lifelong learning, paralegal) which currently operate independently out of Holt and don't traditionally make their way before CC.

----Mario D'Amato will follow up with the Deans of THE FACULTY and Holt and see what the current process is, was intended to be, and will be going forward. May also loop in Dexter regarding the language in the bylaws for clarification.

- E. Kodzi asks about our involvement in graduate programs. We do review such programs and though we may not have expertise specific to the program we are able to review for standards, rationale, and appropriateness for the Rollins College mission/community.

- Clarification re: bylaws language on library and media services. Seems this may have been in the original language but a discussion was held regarding what this may entail. For example, IDT credit courses or tutors?

- Discussion regarding faculty proposals coming before CC.

We offer comment on lines. These lived in the Divisions prior to this and perhaps this is a way to structure/streamline the process. We may consider this an opportunity to advocate for curricular needs through departments and assist departments in making the best case for their needs. We can think broadly in light of the mission and needs of the College and remember that we are not approving lines but only making comment. It may be worth asking for clarifying language on exactly what the procedure will be (e.g. What do we mean by opportunity for revision and on what timeline?)

N. Niles asks if we get staffing information to meet the charge of alignment of staffing. We can ask Udeth as has been done in the past.

M. Garcia suggest we may want to think broadly about our Standard Operating Procedures. So if we know that line requests are going to come in, we may want to request info in advance or expect it with the proposals. We will want to think in general about what this process looks like. It isn't entirely clear what the role of DIVISIONS will be.

M. D'Amato met with Robin Mateo regarding changes to a major/minor and reviewed forms and procedures. They created a one page guide so we can manage the process more smoothly.

M. Garcia mentioned requiring a 1 week turnaround. So groups who have proposals should get it to us 1 week before we meet.

M. D'Amato will make an announcement in the Faculty meeting to encourage items be submitted in advance and that new courses go to Karla Knight. New courses by Monday a week before. All else Tuesday a week before.

Discuss strategic planning and our role

- We noted that the initiative will include charges to CC
- Grant may have ideas to share as will others. A strategic planning team, including Carol Lauer, reached out to ask about sharing some thoughts with us. We expect to follow shared governance procedures but are willing to allow guests to visit for these purposes, especially since the process overall is emerging.
- A discussion about advising began. While several individuals shared ideas, we know that this will come forward to us for more discussion later. It may help, as Jay pointed out, that the RCompass initiative is making some changes and offering advanced advisors as resources.

MOTION TO ADJOURN (E. Kodzi)  
2nd (N. Niles)  
APPROVED

### **Action Items**

- Mario will email Deans regarding "continuing Ed" review process and relationship to CC
- Mario will announce to faculty our SOPs: we ask for proposals to New Course subcommittee and CC to come 1 week before their meetings (Monday's and Tuesday's respectively).
- Mario will follow up on 'library and media services language'