Curriculum Committee Minutes

Monday, September 25th, 2023 2:00pm

* Meeting commenced at 2:02pm
* In attendance:

Vickie Crouch, Darrell Frost, Marie Head, Cara Beth Johnson, Sherrie Martin, Brad Matson, Tiffany Meacham, Steve McClaren, and Diana Watkins

* Read purpose of committee: To study curriculum proposals from all academic divisions (with at least 1 representative from each division) and serve as a recommending body to the administration for new programs or courses.
* Discussed need for chairs – determined not necessary for each campus and consensus for co-chairs
* Elected Chairs – Tiffany Meacham (SS, Enid) and Sherrie Martin (AG, Stillwater)
* Discussed need for representation from all divisions – Diana will bring up in Division Chair meeting Oct 3rd
* Curriculum Approval Process Discussion determined a need to update procedures to match employee handbook
* Set deadlines for fall and spring proposals Monday of the 4th week of each semester,

Committee will have one week to review before meeting to vote.

Faculty will have one week to review and vote after committee approval.

Timeline will be accelerated this semester but will follow this process going forward. This semester submissions will be due October 2nd, curriculum committee will meet again Oct 9th, and faculty will receive submissions on Oct 10th with votes due by October 13th.

* New business: it was discussed that special meetings can be called for time-sensitive grant related proposals but otherwise submissions should follow approved schedule.
* Set date for next meeting 1:00pm Monday October 9th
* Items for next agenda – Curriculum Proposals
* Meeting adjourned at 2:45pm