



## AGENDA & NOTES

Name of Committee or Team: **Curriculum Committee**

Recording link: n/a

- **Committee Members Present via WebEx:** Mark Kelland, Rafeeq McGiveron, Tamara McDiarmid, Ian Leighton, Courtney Geisel, James Allen, Mieko Phillips, Eric Bennett, Heather Bunce, Mike Pemberton, Jon Ten Brink, Dan Rafail
- **Resource Members Present via WebEx:** Mary Ellen Laatsch
- **Guest:** Bradley Hicks
- **Scribe:** Penny Tucker

Date: March 15, 2023

Time: 2:30 pm – 4:30 pm

Room: WebEx

| Agenda Item   | Tentative Time                    | Discussion   | Next Steps                                 |
|---|-----------------------------------|--|--|
| Approval of the March 15, 2023 Agenda   | <del>2:30-2:35</del><br>2:31      | <ul style="list-style-type: none"> <li>• Objections: none</li> <li>• Approved without objections</li> </ul>  | Approved without objection                 |
| Approval of minutes from CC meeting on March 1 <i>(All)</i>   | <del>2:35-2:40</del><br>2:31-2:33 | Corrections: <ul style="list-style-type: none"> <li>• Super technical: minutes can only be “corrected,” not amended</li> <li>• Not quite sure what is meant by “Hopefully update at next meeting over by end of month” Should it simply say “Hopefully update at next meeting.” ?</li> <li>• Under Chair Elect discussion: no hyphen needed in Chair Elect; hyphen needed in uses of “one-year senate seat”</li> <li>• My motion re robotics: should say “until further notice is received from...”</li> </ul> | Approved with amendments without objection |
| Approval of CC consent agenda <i>(All)</i><br><b>Course Expedited Revisions Approved by Director of Assessment and CC Reviewed:</b> <ul style="list-style-type: none"> <li>• n/a</li> </ul> | <del>2:40-2:45</del><br>2:33      | n/a  | n/a  |

| Agenda Item  | Tentative Time                    | Discussion  | Next Steps   |
|--|-----------------------------------|---|--|
| CC + CASL Work Group Update Learning Outcomes (Tami M.)          | <del>2:45-2:50</del><br>2:33      | <ul style="list-style-type: none"> <li>Attempted to get together, but did not work. Will continue to get together for discussions.</li> </ul>   | Follow-up at next meeting  |
| CC & Degree Works Update (Zachary Foster)                        | <del>2:50-2:55</del><br>2:34      | <ul style="list-style-type: none"> <li>none</li> </ul>  | Move to next meeting   |
| 5-Star Ticket / Curriculum Committee Webpage Update (Penny T)    | <del>2:55-3:00</del><br>2:34      | <ul style="list-style-type: none"> <li><a href="#">Guidebook</a>, and <a href="#">LMS video</a> - Updates Pending</li> <li>Will remove on CC webpage, Charter, information about Vice-Chair "if-needed"</li> </ul>  | Will move language from charter  |
| Follow-Up questions for CC members from CIMT Discussion (Rafeeq) | <del>3:15-3:35</del><br>2:34-3:00 | <ul style="list-style-type: none"> <li>Discussed if an Expedited Revised Course proposal is submitted and the Director of Assessment advises that the proposal needs to complete the full revise course proposal process....does the CIMT Rep. need to complete a whole new Revised Course Proposal worksheet? Or can the worksheet already completed be used?</li> <li>Karen Hicks advised that the information provided on the Expedited Revised Course proposal worksheet is sufficient for her review part.</li> <li>Reviewing the comparison of what is on the Expedited Revised Course Proposal worksheet and the Revised Course Proposal worksheet, the only additional information deemed necessary would be the Transferability.</li> <li>Understanding that the proposal submitted as an Expedited will be returned to CIMT Rep., which will then complete the Transferability information with the Program and resubmit through the same 5-star ticket. The updated proposal will then be sent through the TRT Review process.</li> <li>CC members agreed to this process update.</li> <li>Penny will update the Expedited Revised Internal Flow Chart to show the changes and return to next meeting with the updates.</li> </ul> | CC members agreed to continue with Expedited Revised process as is. If any concerns/objections are received, will be added to next CC Agenda. If an Expedited Revised proposal is advised to move to full Revised process by Director of Assessment, the same Expedited Revised worksheet can be used, but during the TRT Review process, the Transferability questions from the Revised |

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|----------------------|------------------------|--|---|
|                      |                        |  | worksheet will need to be answered. The Expedited Revised Flow Chart will be updated and reviewed at next meeting.  |
| Chair Elect (Tami M) | 3:35-3:50<br>3:00-3:29 | <ul style="list-style-type: none"> <li>• Reminded by Academic Senate, that this matter is on a time table</li> <li>• No volunteers received for work group</li> <li>• Deadline is 3/24; to AS Secretary by 3/20</li> <li>• Term limits for chairs</li> <li>• Requirements be a senator, but may proceed to chair role if senate chair ends, may continue as CC Chair</li> <li>• Outgoing chair main remain chair if chair elect unable to take position, or if no chair elect is selected</li> <li>• Need to move to how to handle – what are the term limits (2-3- years). If unable to put together, will need to motion to extend through the Academic Senate</li> <li>• Mark: tentative language that CASL is proposing: The Chair must be an Academic Senator who is also a member of the faculty. A Vice-Chair, if needed, will be appointed by the Academic Senate President from amongst the membership of the committee. A future Chair must hold the Chair Elect position for one year before becoming Chair. A Chair serves a two-year term. (Rafeeq suggests changing “amongst” to “among”).</li> <li>• Tami would suggest that the Vice Chair, remove “if needed” and amended, by the Academic Senate President, by the Academic Senate Executive Committee.</li> </ul> | <ul style="list-style-type: none"> <li>• The proposed Term Limit language will be submitted to the Academic Senate at the 3/24 meeting.</li> <li>• Tami M. will forward CC’s proposed language to Tim D at CASL for sharing.</li> </ul> |

| Agenda Item   | Tentative Time | Discussion  | Next Steps  |
|---|----------------|---|---|
|   |                | <ul style="list-style-type: none"> <li>• Proposal: The Chair should be an Academic Senator who is also a member of the faculty. A Vice-Chair will be appointed by the Academic Senate Executive Committee from among the membership of the committee. A future Chair must hold the Chair Elect position for one year before becoming Chair. A Chair serves a two-year term.</li> <li>• James suggested: At the time of appointment, the Chair will be a faculty member of the Academic Senate.</li> <li>• Rafeeq further suggested: The Chair will be a faculty member who at the time of appointment is an Academic Senator.</li> <li>• James suggested: The Chair and Chair-Elect will be a faculty member at the time of appointment is an Academic Senator.</li> <li>• Mike suggested: Since we also have the TRT subcommittee, I think that the Chair Elect should also serve as a member of this important subcommittee to acclimate to becoming chair.</li> <li>• Tami agrees, but will be in expectations so does not need to be in the term limit information.</li> <li>• Final proposal from CC: The Chair and Chair Elect will be faculty members who at the time of appointment are Academic Senators. A Vice-Chair will be appointed by the Academic Senate Executive Committee from among the membership of the committee. The Chair Elect will be chosen and serve for the final year of the Chair’s term. A Chair serves a 3-year term.</li> <li>• Mark requested to have the language forwarded to Tim Deines at CASL to review language.</li> </ul> |   |
| <b>Items for Review</b>                                 |                | <ul style="list-style-type: none"> <li>•</li> </ul>   | <ul style="list-style-type: none"> <li>•</li> </ul> |
| <b>New Courses:</b>                                     | 3:50           | <ul style="list-style-type: none"> <li>• n/a</li> </ul>   | n/a   |
| <ul style="list-style-type: none"> <li>• n/a</li> </ul> | 3:29           |   |   |
| <b>Course Revisions:</b>                                | 3:50           | <ul style="list-style-type: none"> <li>• n/a</li> </ul>   | n/a   |

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|--|-----------------------------------|--|---|
| <ul style="list-style-type: none"> <li>n/a</li> </ul>  | 3:29                              |  |   |
| <p><b>Expedited Revisions:</b></p> <ul style="list-style-type: none"> <li>n/a</li> </ul>   | <del>3:50</del><br>3:29           | <ul style="list-style-type: none"> <li>n/a</li> </ul>  | n/a   |
| <p><b>New Programs/Pathways:</b></p> <ul style="list-style-type: none"> <li>Robotics Technology (CA) – <b>ON HOLD</b></li> </ul>   | <del>3:50-3:55</del><br>3:29      | <p>Robotics Technology (CA)</p> <ul style="list-style-type: none"> <li>Following last meeting, received email from Jackie Womble requesting a hold be placed on this new program of study request pending additional review by program.</li> </ul>   | <p>On Hold pending advisement from Program and/or TC CIMT Rep:</p> <ul style="list-style-type: none"> <li>Robotics Technology (CA)</li> </ul> |
| <p><b>Program of Study Discontinuation:</b></p> <ul style="list-style-type: none"> <li>n/a</li> </ul>  | <del>3:55</del><br>3:29           | <ul style="list-style-type: none"> <li>n/a</li> </ul>  | <ul style="list-style-type: none"> <li>n/a</li> </ul>   |
| <p><b>General Ed-Applied / MTA Course Proposal</b></p> <ul style="list-style-type: none"> <li>HUMS 223-The Western World to 1500</li> <li>HUMS 224-The Western World since 1500</li> </ul> | <del>3:55-4:15</del><br>3:30-3:36 | <p>HUMS 223:</p> <ul style="list-style-type: none"> <li>Transfer to CMU, EMU, FSU, GVSU,</li> <li>CMU no credits provided, but Rafeeq found MSU also transfers</li> <li>CMU - HUM CRED 4cr University Program = IA [per email 2023.01.24]</li> <li>EMU - HIST 102 Western Civ 1648-WWII [per email 2022.11.15]</li> <li>FSU - HUMN 102 Renaissance to 20th Century 3cr + HUMN 1-C 1cr [per email 2023.01.12]</li> <li>MSU - HST 206 World History Since 1500 4cr</li> <li>GVSU - HST 204 World History since 1500 [not listed]</li> <li>Comments: Mark feels totally absurd that forgoing</li> <li>Heather B motions to approve course, mark seconds</li> <li>Discussion/objections: none</li> <li>Approved without objections</li> </ul> <p>HUMS 224</p> <ul style="list-style-type: none"> <li>Same as HUMS 223 transfers</li> </ul> | <p>Approved without objection:</p> <ul style="list-style-type: none"> <li>HUMS 223</li> <li>HUMS 224</li> </ul>                               |

| Agenda Item   | Tentative Time                            | Discussion   | Next Steps  |
|---|---|--|---|
|   |   | <ul style="list-style-type: none"> <li>• MSU also transfers</li> <li>• Meets transfer levels</li> <li>• Heather B moves to approve, Rafeeq seconds</li> <li>• Discussion/Objections: none</li> <li>• Approved without objection</li> </ul>   |   |
| <p><b>CIMT Course Revisions:</b></p> <ul style="list-style-type: none"> <li>• LEGL 207/227</li> <li>• LEGL 110</li> <li>• AVGM 111</li> <li>• AVGM 112</li> <li>• AVGM 113</li> <li>• AVGM 114</li> </ul> <p>(Any courses on CIMT Course Revision .pdf document that are highlighted in green are pending cc course reviews and are NOT listed here.)</p> | <p><del>4:15-4:25</del><br/>3:36-3:39</p> | <p>LEGL 207/227</p> <ul style="list-style-type: none"> <li>• Change, When building the new eDiscovery course-LEGL 227 I discovered that LEGL 227 was already being used by an existing course and changed the new course to LEGL 207</li> </ul> <p>LEGL 110</p> <ul style="list-style-type: none"> <li>• Cancel, LEGL 207 will replace this course</li> </ul> <p>AVGM 111</p> <ul style="list-style-type: none"> <li>• Change, Placement Score: Reading Level 3</li> </ul> <p>AVGM 112</p> <ul style="list-style-type: none"> <li>• Change, Placement Score: Reading Level 3</li> </ul> <p>AVGM 113</p> <ul style="list-style-type: none"> <li>• Change, Placement Score: Reading Level 3</li> </ul> <p>AVGM 114</p> <ul style="list-style-type: none"> <li>• Change, Placement Score: Reading Level 3</li> <li>• Questions/Comments:</li> <li>• Mark asked if this is consistent with FAA regulations. Just curious</li> <li>• Rafeeq says current pre-reqs are none so this tightens it up.</li> <li>• Mark moves to approve CIMT revisions, Mike P seconds</li> <li>• Discussion/objections: none</li> <li>• Approved without objections</li> </ul> | <p>Approved without objection:</p> <ul style="list-style-type: none"> <li>• LEGL 207/227</li> <li>• LEGL 110</li> <li>• AVGM 111</li> <li>• AVGM 112</li> <li>• AVGM 113</li> <li>• AVGM 114</li> </ul> |
| <p><b>Agenda Items for Future Meeting:</b></p> <p><b>Next Meeting:</b><br/>April 5, 2023, 2:30-4:30pm</p>   | <p><del>4:25-4:30</del><br/>3:39-3:42</p> | <ul style="list-style-type: none"> <li>• New program of study – Education (GA)</li> <li>• Review updated Expedited Revised Flow Chart</li> <li>• Meeting schedule for 23/24 academic year</li> <li>• Gen Ed-Applied and MTA forms for Fall 2024 implementation</li> </ul>  | <p>Add items to next agenda.</p>  |

| Agenda Item | Tentative Time | Discussion  | Next Steps |
|-------------|----------------|---|------------|
|             |                | <ul style="list-style-type: none"> <li>If AS accepts the Charter changes for Chair Elect, discuss senate vote for adoptions to changes of Charter.</li> </ul> |            |

Meeting adjourned at 3:42 pm

**WebEx Chat Information:**

- March 15, 2023      2:31 PM      from Penny Tucker to everyone:    Meeting is being recorded
  
- March 15, 2023      2:50 PM      from Rafeeq McGiveron to everyone:    "...and the Grinch's heart grew three sizes that day!"
  
- March 15, 2023      2:50 PM      from Mark Kelland to everyone:    L. O. L. !
  
- March 15, 2023      2:53 PM      from Mary Laatsch to everyone:    Thank you!! I have another meeting that I need to attend. Have a good afternoon!
  
- March 15, 2023      3:02 PM      from Penny Tucker to everyone:    Jon had a feeling he was being spoke about!
  
- March 15, 2023      3:02 PM      from Jon Tenbrink to everyone:    My ears were burning! :-)
  
- March 15, 2023      3:05 PM      from Mark Kelland to everyone:    • The Chair must be an Academic Senator who is also a member of the faculty. A Vice-Chair, if needed, will be appointed by the Academic Senate President from amongst the membership of the committee. A future Chair must hold the Chair Elect position for one year before becoming Chair. A Chair serves a two-year term.
  
- March 15, 2023      3:06 PM      from Rafeeq McGiveron to everyone:    Just switch "amongst" to "among," please.
  
- March 15, 2023      3:08 PM      from Rafeeq McGiveron to everyone:    Love it. I was gonna recommend at least 3 years.
  
- March 15, 2023      3:09 PM      from Mark Kelland to everyone:    The Chair must be an Academic Senator who is also a member of the faculty. A Vice Chair will be appointed by the "AS Executive Committee" from among the membership of the committee. A future Chair must hold the Chair elect positioin for one year before becoming Chair. A Chair serves a 3-year term.

March 15, 2023 3:11 PM from Tamara McDiarmid to everyone: The Chair must be an Academic Senator who is also a member of the faculty. A Vice Chair will be appointed by the "AS Executive Committee" from among the membership of the committee. A future Chair must hold the Chair elect position for one year before becoming Chair. A Chair serves a 3-year term.

March 15, 2023 3:12 PM from Rafeeq McGiveron to everyone: The Chair must be, or previously must have been, an Academic Senator who is also a member of the faculty.

March 15, 2023 3:13 PM from Rafeeq McGiveron to everyone: has been, an Academic Senator."

March 15, 2023 3:14 PM from Rafeeq McGiveron to everyone: OOPS, here we go? The Chair must be a faculty member who is, or previously was, an Academic Senator.

March 15, 2023 3:16 PM from James Allen to everyone: At the time of appointment, the Chair will be a faculty member of the Academic Senate.

March 15, 2023 3:17 PM from Jon Tenbrink to everyone: ^^^ LOVE that

March 15, 2023 3:18 PM from Mike Pemberton to everyone: Since we also have the TRT subcommittee, I think that the Chair Elect should also serve as a member of this important subcommittee to acclimate to becoming chair.

March 15, 2023 3:18 PM from Rafeeq McGiveron to everyone: If you faculty are OK with the possibility of someone shifting later out of being faculty, then I support it as well.

March 15, 2023 3:21 PM from Rafeeq McGiveron to everyone: The Chair will be a faculty member who at the time of appointment is an Academic Senator.

March 15, 2023 3:23 PM from James Allen to everyone: The Chair and Chair-Elect will be a faculty member at the time of appointment is an Academic Senator.

March 15, 2023 3:35 PM from Rafeeq McGiveron to everyone: CMU - HUM CRED 4cr University Program = IA [per email 2023.01.24]

EMU - HIST 102 Western Civ 1648-WWII [per email 2022.11.15]

FSU - HUMN 102 Renaissance to 20th Century 3cr + HUMN 1-C 1cr [per email 2023.01.12]

MSU - HST 206 World History Since 1500 4cr

GVSU - HST 204 World History since 1500 [not listed]



March 15, 2023 3:36 PM from Rafeeq McGiveron to everyone: We weren't painless last time . . .

March 15, 2023 3:42 PM from Daniel Rafail to everyone: Take care everyone

March 15, 2023 3:42 PM from Mieko Philips to everyone: Thank you.

**Polling Results:**

No polls used during meeting.