

# MEETING MINUTES

## Curriculum Committee

Thursday, August 19, 2021 at 9:00 a.m. in MacRury 101

### Voting Member Attendance:

- |                     |                     |                      |
|---------------------|---------------------|----------------------|
| 1. Jeffery Beltramo | 6. Andrew Fisher    | 11. Billie Lunt      |
| 2. Christie Cho     | 7. Denine Garnett   | 12. Debbie Remillard |
| 3. Rebecca Dean     | 8. Adam Hopper      | 13. Amy VonKadich    |
| 4. Sue Diener       | 9. Michele Karwocki | 14. Stu Wallace      |
| 5. Dave Edwards     | 10. Cynthia Lucero  |                      |

### Voting Member Regrets:

- |                 |                      |
|-----------------|----------------------|
| 1. Trish Dionne | 2. Alison Richardson |
|-----------------|----------------------|

### Agenda

1. Welcome
  - a. The meeting was called to order at 9:03 A.M.
  
2. Approval of Meeting Minutes
  - a. Sue Diener made a motion to approve the May 13,2021 meeting minutes, seconded by Cynthia Lucero. The motion passed.
 

1. Jeff Beltramo - Abstain	7. Adam Hopper - Approve
2. Christie Cho - Approve	8. Cynthia Lucero - Approve
3. Rebecca Dean - Abstain	9. Billie Lunt - Abstain
4. Sue Diener - Approve	10. Debbie Remillard - Approve
5. Dave Edwards - Abstain	11. Amy VonKadich - Approve
6. Andrew Fisher - Approve	12. Stu Wallace - Abstain

Approve, 7; Oppose, 0; Abstain, 5
  
3. Bylaws
  - a. Shared Governance Working Group
    - i. The Shared Governance group is working on logistics with bylaws and a bylaws template. They are hosting two weeks of feedback for the shared governance group.
    - ii. A PowerPoint with a recording was sent out to the campus on the proposed structure for shared governance. Curriculum proposals will not be going to college council for discussion. They are looking for the discussion to happen at the beginning of the process rather than the end. Proposals would be sent to Faculty Council, Staff Council, Student Senate, and Department Head Council for comment before the voting curriculum committee meeting.
    - iii. Discussion: Attaching email communication for community feedback might get lengthy. Adding a spot on the form for the findings may be better. Meeting with the VPAA to discuss the “can we” and the councils can do the “should we” will occur. Once proposals are voted on they would go to college council as informative but not for approval or discussion. Having the information go to the other councils before curriculum will provide the curriculum committee with a better big picture for the

proposal. The councils will not be voting on curriculum proposals. Suggested for the information to be emailed to the groups and not specifically waiting until all the councils meet. We have a prescribed timeline and will need to work out how all of this will happen in a timely manner.

- iv. A liaison from each committee for a faculty council, staff council, student senate and department head council would need to be defined for each sub group.
  - v. Timeline – business as usual until a final change is made.
  - vi. Clarity needs to be provided to the council groups so they know what their roles is in reviewing the proposals.
- b. Discussion on proposed bylaws
- i. The purpose may need to updated pending the shared governance working group decisions. Possibly change term of Vice Chair to Chair Elect. Making sure voting for members and leadership positions is occurring with curriculum committee. When terms expire have the curriculum committee vote. There is a lot of logistics involved in the chair position that are ever evolving. Simplify the language in the description of the Chair and Vice Chair. The Vice President of Academic Affairs, Learning Commons/Library, and Academic Advising Center will be added as permeant voting members. Change “a simple majority” to “two-thirds majority” for voting. Add that we will follow CCSNH policies and procedures as they pertain to curriculum.
4. Other
- a. Voting process: we will continue with rollcall voting for the right to know act since we are a public institution.
  - b. Roberts Rules: Would like to have discussion upfront so the group can make a motion following the discussion. If there are any changes a motion would not need to be amended via Roberts Rules.

Meeting adjourned at 10:48 a.m.

Submitted by,  
Heidi Karajcic  
Academic Affairs Secretary