Meeting Minutes

**Curriculum Committee**

**Tuesday January 11, 2022 at 12:00 p.m. via Zoom**

**Voting Member Attendance:**

1. Jeffery Beltramo
2. Christie Cho
3. Rebecca Dean
4. Sue Diener
5. Trish Dionne
6. Dave Edwards
7. Andrew Fisher
8. Denine Garnett
9. Adam Hopper
10. Michele Karwocki
11. Cynthia Lucero
12. Billie Lunt
13. Debbie Remillard
14. Alison Richardson
15. Kathy Taylor
16. Amy Vonkadich
17. Stu Wallace

**Voting Member Regrets:**

**Guests and Presenters:**

**Agenda**

1. Welcome
   * The meeting was called to order at 12:15 p.m.
2. Approval of Meeting Minutes
3. Course Catalog Clean Up
4. Forms Subcommittee
   * Kathy Taylor, Dave Edwards, Andrew Fisher, Michele Karwocki, Adam Hopper and Jeff Beltramo started to review the current NHTI forms for content. The group discussed what information was necessary and what was redundant or not needed.
5. Curriculum Best Practices Subcommittee
   * Discussed the curriculum process and updating the curriculum flow chart to accurately display the process. Will look at creating a checklist for proposers to follow. Need to solidify best practices for curriculum committee members and onboarding.
6. Other
   * Concern was brought forward on the full Faculty Council meeting minutes being included in the curriculum committee meeting materials. It was suggested for only the section pertaining to curriculum to be included.

Meeting adjourned at 1:49 P.M.

Submitted by,

Heidi Karajcic

Academic Affairs Secretary