CSU Channel Islands
Curriculum Committee Meeting Minutes

February 20, 2008 – Sage Hall, Main Conference Room
10:15am to 11:45am

Attendees: Jeanne Grier   Kathy Musashi   Andrea Grove
                Steve Stratton   Bill Cordeiro   Sean Anderson
                Mary Adler   Jaye Smith

Absent:

1.   **Minutes.** February 13, 2008, minutes were approved as submitted.

2.   **Course and Program Reviews**

   The following courses or programs were <u>approved as submitted</u>:

   The following were reviewed and <u>approved with minor changes</u>:

   The following courses were <u>deferred:</u>
   - Anthropology Long Form – Reviewed with Colleen Delaney-Rivera. Colleen noted the concerns of the committee and will resubmit the long form.

3. **Curriculum Deadlines.** There was consensus that the former curriculum deadlines will be referred to as <u>Priority Review Deadlines</u> and that submittal against these dates would guarantee proposers that their documents will be reviewed in time for catalog processing. The information will be disseminated to the faculty later in the year. Amy Denton agreed to ask her GE committee to set their priority review deadline one week earlier than ours.

4. **Forms**. The committee discussed various ways to revise the forms. It was determined that there would be two Program Modification forms. One called <u>Program Update</u>, to be used for minor changes such as adding faculty, adding electives and other simple changes. This form will be a single column form in the tracked change mode of Word. The other form called the Program Modification will be reserved for larger changes to programs that would include changes made to actual curriculum requirements, options or emphases, etc. The dialogue on form changes will continue at the next meeting.

5. **Center Processing**. Kathy will invite the center directors to a meeting time in March to discuss their role in course processing.

6. **Next Meeting**: February 27, 2008, Sage Conference Room, 2nd Floor.