

## Curriculum Committee Meeting

### Minutes

September 5, 2023

**Present:** Dwight Heaster, Donal Hardin, Larry Baker, Jason Barr, Adam Black (Chair), Jonathan Minton, David O'Dell, Kaitlin Ensor, Schuyler Chapman, Cheryl McKinney, Sara Sawyer, Tim Konhaus, Rachel Adams

**Absent:** Mari Clements, Gerda Kumpiene

**Guests:** Kevin Evans, Elizabeth Matory, Ann Reed, Connie Stout

#### Approval of Minutes:

- Minutes from August 22, 2023: Dwight motioned to approve, Schuyler seconded. Motion passed

#### Old Business

- Hours Required for Practicum Discussion
  - Kevin submitted a letter of recommendation after speaking with his department faculty, which recommended 35 hours per credit
  - Adam recommended creating a sub-committee of Business, Land Resources, Health Sciences and Science & Math faculty to define internships, work experiences and practicums
  - The accrediting body for Counseling has definitions of practicums & internships, but does not define the number of hours required per credit
  - Adam will schedule a meeting for the sub-committee to meet
- Process/Procedure to Review Potential Credits for Prior Learning
  - Ann is still working on compiling information to send to Department Chairs
- Update to bylaws – membership section
  - Adam asked the committee if it was necessary for graduate coordinators to also be members of the committee, or if they should be ex-officio members
  - The Graduate Council could appoint a member “as elected” for Curriculum
  - The committee discussed having the structure of Graduate Council, departments and colleges, and if all Colleges will also have a Department Chair. Other committees and Faculty Senate would also need to update bylaws
  - In Article VII Lines of Reporting it states that ULC will take action, but this hasn't been happening. Dr. Clements will need to be included in this discussion
  - Schuyler motioned to approve the bylaws as presented to the committee, David seconded. Motion passed
- Criminal Justice Department
  - Presented revised documents after discussions at the last meeting
  - Learning objectives and plans of studies were updated, and course outlines were put into the new format
  - Kaitlin motioned to approved, Dwight seconded. Motion passed

## **New Business**

- Changes to Cover Page
  - A second cover page was created for course changes
  - Wording referring to a specific catalog page was revised so that the page number wouldn't have to be updated every year
  - The committee questioned whether the Chair and Provost should sign the cover page before it comes to the committee
  - The required number of hours for gen ed courses needs revised to 30, and the Department Chair signature line should include /Dean
  - This topic was tabled until the next meeting
- NRMT – Criminal Justice major
  - The new CJ courses were updated in the NRMT-CJ major
  - The number of Block Electives were lowered because there were too many 300-499 level courses in the program; these hours were added to General Electives so that transfer students will also have more options for transfer credit
  - Kaitlin asked if PSYC 105 should be required, or if it should be CRJU 105 instead. Adam will talk with his department and bring back to the committee next week

**Adjournment:** Adam adjourned the meeting at 1:20 p.m.

*Ashley Nicholas*

*September 5, 2023*