

College of Education
CURRICULUM COMMITTEE MINUTES

February 4, 2013

2:00 p.m.

APPROVED

The College of Education Curriculum Committee met on Monday, February 4, 2013 in Room 1020 of the Cate Teacher Education Center. The following members were present:

Dr. Deborah McCarthy, Chair	Dr. Gail McMillon
Dr. Shari Hoffman	Dr. John Trowbridge
Dr. Cynthia Elliott	Dr. Kathleen Campbell
Shelly Debetaz – UG Representative	Ms. Elizabeth Meyers, Graduate Representative

Absent: Dr. Michael D. Richardson

I. CALL TO ORDER

Dr. McCarthy called the meeting to order at 2:07p.m.

The minutes of the October 1, 2012 meeting approved by all members present.

II. CHANGES AND DISCUSSION REGARDING NEW CURRIUCLUM FORMS

- a. Additional course information: (Currently offered; frequency of course offering.)
- b. Includes what assessment result has prompted new course, changes, etc.
- c. Adequate information added (course outline, objectives, evaluation method, and bibliography).
- d. Form expands for adequate space to enter information.
- e. Signatures reduced to 10.
- f. Review new forms for additional changes.
- g. Deadline for changes to appear in the next catalogue is October.
- h. Do not save forms for later use. They are subject to change.

III. UCC GUIDELINES FOR CURRICULUM REVISION

Updates of January 28, 2013 (attached) should be reviewed by each member.

Some of the most important are as follows:

- a. Program assessment and reference to specific departmental goals and outcome.
- b. Adequate information must be added in ALL categories.
- c. Use paper and electronic catalogue page numbers.
- d. Wording and footnotes must be consistent in catalogue.
- e. Adequate justification required.
- f. Thorough descriptions.
- g. New website for questions is www.curriculum@selu.edu.

No curriculum items were submitted for approval at this meeting.

Adjourned @ 2:40p.m.

Respectfully Submitted:

Dr. Deborah McCarthy, Chair