



Curriculum Committee
December 8, 2020 – 2:00 PM
Zoom Meeting
Minutes

Voting Present: Michael Bowman, Thomas Broxson, Deb Derylak, Pearl DeSure, Michelle Hillesland, Dean Kelly, Claire Korschinowski, Chris Mahoney, LaRita Montgomery-Mandley,

Voting Absent: Michelle Barre, Celva Boon, Lisa Colombini-Hyke, Cristeen Crouchet, Myra Griffin, Hannah Precour, Brandon Rogers, Melissa Siedlicki, Tracey Songao, Don Souza, Carolyn Van Beek, Mike Wheeler.

Non-Voting: No non-voting members of the committee were present.

Guests: Bijou Boerst, Jenna Hand

Call to Order

Dr. Broxson called the meeting to order at 2:00 PM.

1. Approval of Minutes

The minutes of the November 10, 2020 meeting were approved as written.

MOTION TO APPROVE: Dean Kelly

MOTION SECONDED: Michael Bowman

MOTION CARRIED

2. Consent Agenda – none.

3. New Business

- **Computer Literacy** – Dr. Mahoney led a discussion regarding the computer literacy requirement.
 - Michelle Hillesland reviewed the requirements put into place in 2009.
 - The original expectation was that computer literacy courses be three credits.
 - The faculty have historically made the decision as to whether or not a class meets the requirement.

- Dr. Montgomery-Mandley spoke about providing some assistance to prepare students to take courses online on a large scale.
 - Remote learning during the Covid-19 pandemic has brought issues to light.
 - She suggests conducting a student survey, possibly involving ASG.
- Dr Broxson asked if there is a course or an on-ramp, which prepares students for online instruction.
 - Dean Kelly spoke about related topics in the new student orientation.
 - Deb Deylak added that there is a course to assist students in learning how to navigate CANVAS.
- Dr. Mahoney will begin work with a team to collect data and will report back to the committee.

4. Continuing Business

- **Curriculum Management System** – Dr. Broxson reported that a team has been identified to begin uploading the course outlines into the new curriculum management system. Data entry should begin in the next week or two.

5. Good of the Order

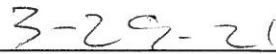
- **Inactivating Courses** – Michelle Hillesland asked about the process to inactivate a program or certificate. A short discussion ensued. It was decided that items such as this will need to be put on the consent agenda.

6. Next Meeting/Adjournment

The next regularly scheduled meeting will be held on January 12, 2021 via Zoom. The meeting was adjourned at 2:47 PM.



Dr. Thomas Broxson, Vice President for Instruction
Curriculum Committee Chair



Approval Date