Courses and Curricula Committee

Agenda

 Noon, 10/2/2024

Mulder 226

Agenda

1. Welcome
2. Old business
	1. Reading in the special-case online vote from spring 2024
	2. Responses to some of your questions about Curriculog (what the program allows; what our campus programming allows; what our current charge allows; state open meetings law requirements)
	3. A few helpful hints (in addition to Dr. Corbat’s magisterial document.
3. Charge and explanations
	1. Charge from Faculty Senate (what it does and does not mean)
		1. While our primary job is NOT copy editing, we should return things for egregious errors in the course description, votes missing, wrong paperwork attached
		2. C&C Chair duties
			1. Surveying incoming proposals; if possible, returning those with missing paperwork, errors in hours, etc.
			2. Calling meeting
			3. Making agenda far enough in advance that the committee can review the proposals
			4. Sending agenda to committee
			5. Posting the agenda both at the location of the meeting and online
			6. Conducting meeting
			7. Vetting minutes before putting them up for vote
			8. Once the minutes are approved, posting those online and also sending them to Faculty Senate VP
			9. Once the minutes are approved, and only then, moving the proposals as dictated by the votes recorded in the minutes. EG, if the committee voted to return something, it cannot be returned until the minutes are approved.
			10. Fielding returns from Faculty Senate and getting votes on revised minutes as needed.
			11. At the end of the year, being available to come to campus to sign forms in ink.
4. Election
	1. Chair
	2. Secretary
5. Determination of meeting time for this semester.
	1. Note: inconvenient as this may be, it’s likeliest that more of us can meet during lunch—and that we can reserve a room of the correct size.