

## Minutes of the Curriculum Committee meeting on 25 Sept. 1996

1. Call to Order.

Curt Mehlhaff, standing in for George Tomlin as Chair, called the meeting to order at 8:02 a.m.

Persons present: Fikes, Bruce, Mehlhaff, Hooper, Fields, Magnus, and Lupher.

2. MSP to postpone review of minutes from the previous meeting of the Committee because of late posting on the Web.

3. Washburn distributed subcommittee assignments.

4. The subcommittee process was discussed. Mehlhaff wondered if a record of previous subcommittee deliberations was available for reference. Washburn said single core course subcommittees do not generally keep records, but that inspection of wording changes in the core guidelines might serve a similar purpose. Guidelines for C.V., for example, were rewritten three or four years ago. Magnus commented that guideline language is usually sufficiently constrained. Neshyba said that written reports summarizing the main points of deliberation are often submitted by department review subcommittees to the committee. Washburn said those reports are collected in the historical notebook. Regarding Departmental reviews, Bartanen pointed out that syllabi and prior review documents are kept in the Associate Dean's office (Jones 212). She added that current policy is such that questions posed by subcommittee members in one review are to be made available to reviewers in the next cycle.

Mehlhaff expressed concern about deadlines. Bartanen said that a review for a proposed History course satisfying the CV core has highest priority so that it will be available in time for the Spring schedule. Another History proposal, meant to satisfy a C1 core, should be reviewed before 1 March. Washburn explained that the 1 March deadline is set by printing considerations. Courses proposed for core for next year should be submitted by 1 November, she said.

Kline commented that a useful general principle in departmental reviews is to maintain informal contact with the department.

5. MSP adjournment at 8:50 a.m.

These minutes are submitted by Steven Neshyba, 3 Oct. 1996