Committee Meeting Minutes

Meeting Date	Wed. Sept. 7, 2016
Meeting Time	2:20-P.M.
Meeting Location	Conference room
Type of Meeting	
Committee	Curriculum Committee
Facilitator	Mandy Schram
Attendees	Mandy, Tami, Julia, Bill, Devery, Leah

Agenda Item #1:	
Time Allotted	Posting syllabi
Presenter	Mandy Schram
Discussion	
Conclusions Syllabi NEED to be posted on the portal ASAP if they are not already.	

Action Items	Person Responsible	Deadline
Post syllabi	faculty	ASAP

Agenda Item #2:	
Time Allotted	Final syllabi submitted to Academic Affairs
Presenter	Mandy Schram
Discussion	
Conclusions Mandy read a list of courses that need to submit their final syllabi.	

Action Items	Person Responsible	Deadline
Email syllabi to Mandy	Faculty	ASAP

Agenda Item #3:	
Time Allotted	Spring schedule
Presenter	Mandy Schram
Discussion	
Conclusions Mandy asked the status of the spring schedule. Laurie sent feedback after reviewing the faculty-generated schedule. Those will be discussed during the next Faculty Senate meeting.	

Action Items	Person Responsible	Deadline
Review spring schedule for submission to Academic Affairs	Faculty Senate	9/14/2016

Agenda Item #4:	
Time Allotted	Aligning learning outcomes to rubrics
Presenter	Mandy Schram
Discussion Mandy presented a video to help align learning outcomes to rubrics. The goal is for faculty to develop a clear idea of writing objectives that are specific, measurable, attainable, relevant, and targeted to learners (SMART). Valuable outcomes improve student focus, class structure, and feedback regarding content, activities, and assessments in a course.	
Conclusions This will help expedite the curricula review of EDU 102, MATH 140, and HIST 101 that are to be reviewed this academic year. It will also help make learning outcomes more appropriate and measurable once RLNC is officially in candidacy and modifications are possible. The range of outcomes recommended per class is four to six.	

Action Items	Person Responsible	Deadline
EDU 102, MATH 140, and HIST 101 curricula should be ready for review.	Julia, Jeff, Devery	9/21/2016

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Signature of Committee Chair **Date**