**HSS Curriculum Committee (HSSCC)**

**Minutes 25 August 2015**

**Location: SO 3020**

**In attendance:** Charity Butcher (Chair, POLS/IA), Katarina Gephardt (ENGL), Federica Santini (DFL), Ryan Ronnenberg (HIST/PHIL), Polly Howes (COM), Chris Randall (PSYC), Teresa Raczek, (GEOG/ANTH), Kim Haimes-Korn (DWMA), Linda Treiber (SOC/CJ), Chien-Pin Li (Office of the Dean, ex-officio)

**Meeting called to order:**

The meeting was called to order by Charity Butcher at 12:37 PM.

**Approval of minutes from previous meeting (from 28 April 2015):**

A motion to approve the minutes was made and seconded. The motion to approve was passed by voice vote of the full committee.

**Announcements and News:**

Charity welcomed new and returning members. All members were encouraged to check the updated versions of their respective departmental bylaws in regards to the roles and responsibilities of the curriculum committee. In some cases, the department curriculum committee chair is expected to follow proposals through the entire approval process, including UPCC. Members were advised to know how their department handles this process and to know when and if responsibility may be delegated. Chien-Pin Li noted that as a college committee, we do not want to have proposals at the UPCC without someone there to properly present them.

Charity showed the members how to access the HSSCC Webpage. Included is a Resources tab that contains information on the various Curriculog Procedures (thanks to Carolyn Carlson and Charity Butcher). Members should direct faculty there as needed. This information was previously distributed to departmental curriculum committee chairs at the workshop on August 20.

The group discussed the role of department curriculum committee chairs and co-chairs and responsibilities for HSSCC.

Katarina Gephardt asked if co-chairs of a department curriculum committee would both need to approve proposals in Curriulog. The consensus appears to be that in terms of consent, yes, they both need to agree on the proposals, but in terms of the Curriulog system, only one person is listed to approve the proposals.

Kim Haimes-Korn noted that she might need a co-chair from her department in light of her class start time on the Marietta Campus and meeting times at the Kennesaw Campus. Teresa Raczek indicated that she will serve as the sole curriculum chair from her department. The group then discussed the pros and cons of having co-chairs: there are fewer meetings for each individual to attend but harder to keep track of issues. It is also hard to divide the workload equally between co-chairs.

Charity then discussed the Log-in page for Curriculog and displayed a sample proposal. Included were a discussion of the My Tasks, My Proposals, Watch List, and Agenda. Charity indicated that Old and New Business do not separate in Curriculog and the agenda function automatically puts proposals in alphabetical order. The agenda function can also be used at the department level. The agendas are public once published.

A discussion approval flow process followed.

Federica Santini inquired about the benefits of online versus face-to-face departmental curriculum committee meetings. Charity, Chien-Pin, and other members agreed that the department decides this related to the number of proposals for review, size of the department, and how easily members can agree. Chien-Pin suggested checking departmental bylaws on this issue as well.

Charity told the group that most of the HSSCC meetings will be face-to-face. HSSCC duties include identifying overlapping courses and programs. College departments are encouraged to work through these issues ahead of time when possible. Proposals should be well edited prior to submission (i.e., “the cleaner, the better”).

The group also received handouts “Tips for Reviewing Proposals” and a guide to viewing proposals that have already been completed through Curriculog that have been approved by UPCC.

Polly Howes asked about the second reading procedure and the general length of time it takes to get things through. Charity noted that the committee generally follows the two reading procedure, with exceptions taken for consolidation. The UPCC has deadlines for presenting proposals to ensure fall 2016 catalog inclusion. The exact dates will come from the UPCC; however, generally the dealine is early spring semester. Charity advised that proposals for fall 2016 should be submitted at the department level by early October of 2015. Several members noted they would be sending proposals to the committee.

**Election of Chair**

Charity called for nominations from the floor for HSSCC chair. Hearing none, she moved to nominate Linda Treiber. Linda accepted the nomination, and the committee approved her election by unanimous vote. The group thanked Charity for her service as chair.

**Meeting adjourned**

The meeting was adjourned at 1:32PM. The next meeting will be in two weeks at the same time and location.

**Minutes submitted by L Treiber.**