

SEPS CURRICULUM MEETING MINUTES

Venue: HB 222

Date: September 16th 2014

Time: 12:25 – 1:30 p.m.

Present:

- Carol Ciotto -- PEHP
- Mark Jackson -- Biology
- Wangari Gichiru – Teacher Education
- Jesse Turner – Reading and Language Arts
- Joan Nicoll-Senft – Special Education

Introduction:

Mark welcomed members to the meeting and distributed a 6-page packet that contained the following items:

- Primary agenda for first round of curriculum meetings
- Appendix 1a – Proposed curriculum form for courses
- Appendix 1b – Proposed program form
- Program addition form step 1/3

Minute 1:

- Mark put a motion to approve the previous meetings minutes. Joan, seconded by Jesse approved the minutes.

Minute 2:

- Mark made an announcement about October's proposals. He said that once the new system was up and running, proposal owners would be able to log in and enter their proposals in the new system
- He mentioned that the catalogue had been revised and that 'everything would be linked to it.'
- He said the catalogue would be unveiled on Thursday and that a list of 40 courses will be reconciled
- He also requested for input from members on the proposed curriculum and program forms (i.e. Appendix 1a and 1b)

Minute 3:

- Mark brought our attention to Appendix 1A – He said there were minor revisions as defined by the by-laws and that there would be a criteria to define a 'minor change' or a 'major change.'
- For number 5 of the same form, he suggested a box be added for 'desired abbreviations.'

Minute 4:

- Mark mentioned that if faculty want to develop courses on diversity, then the proposals can be forwarded to the Diversity committee for approval.

Minute 5:

- Mark informed members that another major feature of the new system would be ‘eliminating the paper trail by going paperless. This would especially be useful for signing purposes by concerned parties.’
- A ‘restrictions provisions’ box may be added.

Minute 6

- For #33 of form 1a, Joan suggested that a box be added that reads, “Does this course involve CAPE?” Joan will ask other Chairs of departments what would be the best language to use

Minute 7:

- Mark mentioned that the registrar had promised that, “as long as proposals were in by March, then they will be in by the fall of 2015 for the first submission cycle.”
- Mark also mentioned that the ‘catalogue will have an academic map.’

Minute 8

- Members were brought to the attention of Appendix 1b. The term ‘certificate’ needs clarification on item #2. Joan will bring this up in chairs’ meeting
- Item #2 of form 1b – it was suggested to clarify and add ‘if a minor is required.’
- The new system will link academic standards with graduation students’ policy.

AOB

- Revision of the by-laws to be done in the next couple of months
- Have the chair of C-TEC to be Ex-Officio member of the curriculum committee. (International studies and... also have Ex-Officio members). The rationale for doing so was, “incase there were questions during the curriculum meetings that would be easily resolved by that official rather than going back to the C-TEC committee.”

The meeting was adjourned at about 1:45 p.m.