

Lake Campus Curriculum and Academic Policy Meeting Minutes for February 4, 2010

Members in attendance: Bonnie Mathies, Chuck Ciampaglio, Mark Cubberley, Greg Homan, Cindy Laman and Brent Stocksdales

Special guests: Marj Hess and Kelly Bubp

The EMT program that was discussed at the last meeting has been put on hold for the time being due to some personnel issues in Dayton. We will get an update from Jim Steinberg at the next meeting.

Chuck mentioned that Jan and Linda need to be brought up to speed on the electronic voting on WebCT. This follows the suggestion from last meeting that they could possibly take over this task. This needs to take place as soon as possible.

The committee then discussed how to handle curriculum approval dealing with the semester conversion. Bonnie discussed the workflow procedure. Curriculum approvals should follow this procedure: the curriculum should initially go to Jim Steinberg (our semester conversion contact), then to Chuck (curriculum committee chair), then to the Dean and then to UCAPC in Dayton. It was decided that in lieu of calling meetings, Chuck would send materials to members to look over and then he would approve them.

Discussion then turned to understaffing of the Math department. Marj Hess and Kelly Bubp then passed out handouts on suggestions for a Math lab. Kelly then gave a presentation on each option. Marj discussed Plato software that would allow students to master objectives that have been set by the instructors.

A lengthy discussion then took place about the placement of the Math lab with several suggestions. It was decided that the Administration needs to be brought into the discussion to see what space and funds are available for the Math Lab.