

**CURRICULUM AND ACADEMIC POLICY COMMITTEE**  
**MINUTES OF**  
**October 14, 2009 meeting**

**In attendance:** Chuck Ciampaglio, Mark Cubberly, Greg Homan, Cindy Laman, Bonnie Mathies

Chuck Ciampaglio called the meeting to order at 4:00  
Chuck asked the committee how we wanted to proceed with the approval of one day classes and suggested that we should review procedures and policies especially in new courses, and new programs. One of the big questions that need to be answered was whether these procedures should be part of the by-laws. Mark suggested that we look at the other colleges' bylaws and see what polices/procedures they have in place.

Bonnie brought up three areas that she wanted to discuss with the committee. First, she wanted to make sure all committee members had seen the link for the committee on the Lake Campus website; she stated that she would like to see two links added one for curriculum review and one for assessment reports. Second, we were scheduled to review 8 programs this year, but Bonnie contacted Dayton to see if this needed to happen due to the fact that these programs are currently under revision for the conversion to semesters. The answer she received was no, but she stated that she would get that in writing.

Bonnie also discussed assessment of the associate degree programs which takes place yearly. The interesting part is that only four of the associate degree programs are listed. She is going to check into why only four are listed. Cindy made the comment that her program may fall under the OIS heading as she has always filled out these assessments until last year. Third, Bonnie is working diligently to convert all of the Lake Campus programs in a searchable, clickable, digital format. She wants to make sure that the programs line up with DARS because right now some of them do not. The question Bonnie asked the committee was whether we wanted to be involved in the process step-by-step or just look at the final document for approval. The committee decided that Bonnie should check with the Faculty involved with each program as the process evolves and then when the final document is complete, the committee will approve it. A clarification was made that these are programs that are already in

place, not new programs of study.

Chuck then proceeded with the business that he wanted to bring to the committee. The first was a special topics syllabus submitted by Greg Homan. Greg stated that this special topics course number had been through the course approval process here and on the Dayton campus and he just wanted to make sure he was following correct procedure. The committee assured him that he was.

Chuck then went to the old business that Jim Steinberg submitted from last year's committee. The first old business was one-day courses. There was some discussion that the one day courses have been a problem because they don't count toward an associate's degree program or a bachelor's degree program. The students often take these classes only to find out that they don't really count toward their degrees or have been used for substitutions for other courses with which there is no relevance. There is also concern about who is teaching the courses and whether they are qualified in that subject area. Bonnie stated that on the Dayton campus before courses are approved, the instructor's vita is reviewed to make sure they are qualified to teach the course. The sheet that is currently being used for the approval process is not very informative. A blank sample sheet from the Dayton campus was given out for the committee to look at. The committee was asked to look this over before the next meeting to possibly develop a more comprehensive sheet for use here at the Lake Campus. Bonnie did discuss the approval process on the Dayton campus and said normally the procedure would be for the curriculum committee to approve the courses and then for administration to approve them. Mark then asked Bonnie if samples of actual courses that had been approved could be given to the committee members before the next meeting and she said she would get those for the committee. Greg suggested that one-day courses could be created to replace courses in existence for instance; a COM 101 could be broken down into separate units so a student then could take those units as a replacement for COM 101.

The second item from last year was the Lake Campus Residence Requirements for Associate Degree programs. Currently there is not a policy. The committee was given the Dayton campus policy to consider and look over to decide to support it and send it on to the full Faculty Senate.

The meeting was adjourned at 4:45.