

Joint Curriculum Council Meeting Minutes

June 4, 2021

Attendees: Jennifer Miller, Jeanne Qvarnstrom, Ed Moura, Aaron Majek, Pam Pipes, Patricia Harveson, Suzanne Robinson, Oguzhan Basibuyuk, Justin Coleman, Michael Ortiz, Veronica Mendez, Gina Stocks, Jeffrey Meyer.

Jennifer Miller called the meeting to order at 8:51 am. Jeanne Qvarnstrom shared the progress of the IR and OIT's progress on creating 5 surveys in Qualtrics to shorten the curriculum change forms using assurances. Aaron Majek demonstrated the Qualtrics application for posting Degree Works Checklists. Patricia Harveson asked how the copies of the current and proposed Degree Works would be uploaded. Jeanne Qvarnstrom explained that we were investigating the Qualtrics license to get that feature. Then the Qualtrics statement could be....*Upload the current and proposed Degree Works here*. Gina Stocks asked if this would connect to Degree Works. Jeanne explained that this would not connect to degree works but they would need a hard copy.

When asked why both the Curriculum Change form and the Degree Works Change form are required, Suzanne Robinson explained that was her document to be sure Degree Works was accurate. Oguzhan Basibuyuk observed that sometimes the Curriculum Change form did not require a Degree Works change form.

Pam pointed out that "Instructional Type" was listed twice. The second one should be Grade Mode. Jennifer asked about current details on the top of the form, if this was new course details or old course details. Pam suggested that the curriculum change form currently would work for a new course. Jennifer suggested that we create another form to change a course.

Jennifer suggested that a required response should be added to ensure users address prerequisite. Aaron shared that questions could be set as a required response feature prior to moving forward and to also navigate backwards. The group agreed that this would be a great feature to add.

Patricia asked about the Texas Common Core curriculum requirement. Patricia asked about the required paperwork that needed to be attached. Patricia asked if that would be another form. Pam suggested that Qualtrics could bring in addition questions or information for a required class. Aaron shared that Qualtrics does have this feature, display logic, to address the common core curriculum changes.

Jennifer shared that the checklist justification be a required question.

Jeffrey suggested that wording/instructions be included to remind users to check the course catalog on the survey. Jeanne commented that this could be added earlier in the survey.

Patricia asked about who will be allowed to submit curriculum change forms and what level will be allowed to authorize these changes. Jeanne shared that any faculty could initiate a change but might need to be restricted to department changes.

Ed and Oguzhan shared that chairs have always been aware. Pam pointed out in the Faculty Handbook that those curriculum changes should evolve from departmental meetings. "At least once each long term, the faculty members of each department shall meet as a curriculum committee to review the

course descriptions, degree plans, student learning outcomes, and proposed changes in the disciplines for which the department is responsible.” (FH 4.01).

It was suggested that the faculty who submits a Qualtrics Curriculum Change form could make a PDF copy and that copy could be circulated among department chairs and deans. Adobe signature, tracking the progress, could be helpful in that process.

Jeanne shared that Aaron would continue revising the form process and that we would meet again in July to review the forms.

Jeanne thanked the committee for their hard work this spring processing over 150 curriculum changes.

Jennifer asked who would be available to meet on June 10th to process curriculum change forms that missed the timeline and shared that we would need 5 committee members present to process change forms. Jennifer asked about the process of using the spreadsheet. Gina shared that the process worked well but we just wanted to ensure that the forms were complete. Five committee members volunteered to meet on June 10th. Jennifer reviewed curriculum change forms that were turned in from Criminal Justice MS, Business BA and MBA degree change forms, Homeland Security BS, M.Ed. Leadership degree change form, undergraduate RGC education degree change form, English degree change form, and 2 superintendent forms. Jeanne shared that she would look at TEAMS to ensure these were the final changes.

The next meeting will be on Thursday, June 10th, at 9 am CST. The meeting was adjourned 9:45 am.