

Joint Curriculum Council Minutes

4/15/2021

The meeting was called to order by Chris Davis at 3:02 pm.

Attendees: Chris Davis, Jennifer Miller, Oguzhan Basibuyuk, and Michael Ortiz

Chris and Jennifer led a discussion of Curriculum Change Form - Proposed Changes. The following recommendations were made.

- Use a Qualtrics survey to provide the questions and fields.
- Challenge - getting information into banner correctly - Qualtrics produces a spreadsheet which would help
- Questions have to be filled out before the originator can proceed and submit.
- Get the originator to check a box saying that they have the permission of the dean for this change - then deans will receive a spreadsheet of proposed changes
- Each question needs an example so that the entry is formatted correctly
- Have 3 forms instead of one long one - break it up into change, add, delete. -- Or -- start with question/popup asking what the originator wants to do - then the cards change as you go.

These recommendations will be emailed to administration.

The meeting was adjourned at 3:24 pm.