

COURSE & CURRICULUM COMMITTEE

MEETING MINUTES

FEBRUARY 14, 2020

Present: M. Adams, C. Barrett, J. Brady, D. Coblentz, B. deDie, G. Fredericks, C. Gibson, K. Grubka, C. Jbara, R. Kraas, T. Labadie, P. Linden, A. Nord, C. Pruis, M. Raines, K. Sparrow, H. Stevens, T. Sypris, J. Wagner

Absent: J. Abbott, D. Coates, P. Eagan, P. Henning, S. Hubbell, B. Reynolds

Guests: S. Walman

1. Call to Order – The meeting was called to order at 1:00 p.m.
2. Meeting Minutes of January 10, 2020 were approved as presented.
3. Review/Revise/Approve Agenda – The agenda was approved as presented.
4. Announcements/Updates
 - 4.1 A. Nord reported on Phi Theta Kappa Events.
 - 4.2 P. Linden reported the HLC Assurance review.
 - 4.3 K. Sparrow reported on curricular deadlines.
5. Business
 - 5.1 Course Inactivations
 - 5.2 Course Revisions
 - 5.3 New Courses
 - 5.4 Program Inactivations
 - 5.5 Program Revisions
 - 5.6 New Programs

Items 5.1 – 5.6 – None submitted at this time.
6. Informational Pieces – None submitted at this time.
7. Quality Matters – G. Fredericks distributed for review the documents *HE Specific Review Standards from the QM Higher Education Rubric, Sixth Edition* and *Kalamazoo Valley Community College Online Business Program Course Quality Checklist*. An overview of the each document was provided.

J. Wagner reported on Online Learning Committee discussions.
8. Alternate Teaching Strategy – S. Walman brought forward a motion to change the approval process for adding or altering alternate instructional methods on credit courses to requiring only department chair and academic dean approval and Provost and Vice President for Instruction and Student Services final review. After discussion it was **MOVED**, **SECONDED**, and **CARRIED** to endorse the motion as presented.
9. Upcoming Meetings – March 13, 2020 at 1:00 p.m. in Room 4380
 - April 10, 2020 at 1:00 p.m. in Room 4380
 - May 8, 2020 at 1:00 p.m. in Room 4380
10. Adjourn – The meeting adjourned at 2:11 p.m.