

Adams State University Curriculum Review Committee
Meeting Minutes for 16 February 2015
Business Room 239

Present: Tim Armstrong, Claire van der Plas, Comfort Cover, Nick Saenz, Pat Robbins, Aaron Tuioti-Mariner, and Mary Walsh

Invited guests: Margaret Doell, Pat Bryson (Institutional Reporting)

1. The meeting was called to order at 12 noon.
2. Introductions were made.
3. Tim Armstrong told the committee what work to expect this semester – 3 program reviews plus some late program & course changes from Art and Biology.
4. Margaret Doell spoke to the committee in her capacity as chair of 'Higher Learning Commission Criterion 3 Committee', which deals with Teaching & Learning: Quality, Resources & Support. To comply with HLC requirements all new and updated Institutional Syllabi need to use a format which includes the relevant program / general education goals, assessment measures for those, and sample rubrics. M.D. stated that all departments would be required to update all their syllabi to meet these new standards within 2 years. However HLC3, Academic Council and Graduate Council had agreed that since these updates constitute an expansion, not a change to the I.S. , updated I.S would only need to come to C.R.C. if there were other changes being made besides the ones required by H.L.C.

M.D. gave the committee three draft documents to review (Proposal for Modifications to Undergraduate Institutional Syllabi, 2015 Institutional Syllabus Template and 2015 Institutional Syllabus Guidelines). The committee discussed these and agreed to review them and relay any concerns to T.A. by 2/23/15. T.A. will compile and forward these to M.D.

M.D. left the meeting at 12.30.

5. T.A. and C.P. are working on updating the CRC guidelines and will incorporate the new I.S. information once the drafts are finalized.
6. The schedule for the rest of the semester was discussed
7. T.A. outlined the process for the upcoming Program Reviews. Reviews expected this semester are from Undergraduate Special Education, H.A.P.S. and Math & Computer Science.
8. The meeting was adjourned at 12.40.