Curriculum Committee (21-22) Meeting Minutes:

	8/27/2021	Zoom
Members Present	Dianne Hilliard, Lauren Stevens, Geri Pope, Matt Anderson, Winnie Kortemeier, Amy Ghillieri, Dave Riske, Deborah Ingraffia, Scott Morrison, Terry Mendez	
Members Missing	Niki Gladys, Kyle Dalpe, Eric York	
Guests		
Agenda items for next meeting		
Agenda Topic	Schedule for the year and for the month of September	
Action Taken	September has a heavy agenda and will split into 2 separate meetings: September 10th and 17th at 12:30pm. The meetings for the year will take place the second Friday of each month at 12:30pm.	
Comments/Information		
Agenda Topic	Chair Election	
Action Taken	Winnie moves to approve Geri for Chair and Amy for Co-Chair, Dave seconds Motion approved	
Summary of Discussion	Geri will remain in the Chair position. Amy will be the new Co-Chair. Lauren will remain the recorder for now, but a possible change will be explored at future meetings.	

Assignments/Potential Agenda Items	

Agenda Topic	Forms for Curriculum Changes and Agendas
Action Taken	Information Only
Summary of Discussion	Dianne reviews required forms for curricular changes such as the WNC Articulation Form, Common Course Numbering Deletion Form, CCN Course Change Form and CCN New Course Form. Any proposals should be sent no later than the Monday before the Curriculum Committee Meeting. Changes to programs should be typed up in catalog format. For brand new programs there is a detailed NSHE form with a process for the division to assist with.
Assignments/Potential Agenda Items	
Comments/Information	

Agenda Topic	Old Business
Action Taken	NA
Summary of Discussion	
Assignments/Potential Agenda Items	
Comments/Information	

Agenda Topic	New Business

Action Taken	Information Only-Dave shares the need to have a marketing individual more actively involved in meetings to be able to input changes to the catalog in a timely way.
Summary of Discussion	
Assignments/Potential Agenda Items	
Comments/Information	

Agenda Topic	Public Comment
Action Taken	Scott comments that we have an effective working group for the year.
Summary of Discussion	
Assignments/Potential Agenda Items	
Comments/Information	

Agenda Topic	Adjournment
Action Taken	Meeting Adjourned
Summary of Discussion	
Assignments/Potential Agenda Items	
Comments/Information	