

## Western Nevada College Curriculum Committee Meeting Minutes

<b>2023-2024</b>	<b>Sept. 15th, 2023</b> Call to Order – 9:00 1m	<b>Meeting conducted via Zoom</b>
<b>Members Present</b>	Lauren Stevens, Geri Pope, Amy Ghilieri, Scott Morrison, Matt Anderson, Jaspreet Gill, Smriti Bhattarai, Chelsie Hamtak, Ron Beller, Dana Ryan	
<b>Members Missing</b>	Niki Gladys	
<b>Guests</b>	Debi Ingraffia-Strong, Travis Carr	
<b>Agenda items for next meeting</b>	Bylaws change.	

<b>Agenda Topic</b>	<b>Recorder for September Meeting Notes</b>
<b>Action Taken</b>	Scott volunteered to record Sept. notes.  Committee approved by unanimous consent in celebratory fashion.
<b>Summary of Discussion</b>	

<b>Agenda Topic</b>	<b>Approval of August 2023 Minutes</b>
<b>Action Taken</b>	Travis motions to approve August minutes, Smriti seconds  Motion approved
<b>Summary of Discussion</b>	

<b>Agenda Topic</b>	<b>AV 250 New Course Approval</b>
<b>Action Taken</b>	Chelsie motions to approve, Amy second  Motion approved
<b>Summary of Discussion</b>	

<b>Agenda Topic</b>	<b>CCN Update: ELM 129, ELM 140</b>
<b>Action Taken</b>	Information Only. (Previous meeting these were approved pending CCN approval).
<b>Summary of Discussion</b>	CCN process complete. [From August meeting notes: <i>Chelsie moves to approve the change to the AAS Mechatronics and Electronics removing Mpt 114 and Elm 136 to replace with Elm 129 and Elm 140. Additionally, reduce Elm 110 from 4 to 3 credits and increase</i>

	<i>program electives from 7 to 8 units, Amy seconds. Motion approved (8-18-23)]</i>
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<b>Agenda Topic</b>	<b>Course Outline Update NURS 129</b>
<b>Action Taken</b>	Chelsie motions to approve. Smriti second.  Motion approved.
<b>Summary of Discussion</b>	

<b>Agenda Topic</b>	<b>Curriculum Committee Bylaws Update (first read items)</b>
<b>Action Taken</b>	<p><i>The group worked collaboratively on these revisions and will plan to vote on these at a later meeting.</i></p> <p>Re: Proposal to change membership</p> <ol style="list-style-type: none"> <li>1. Remove director of information and marketing services or designee as standing member.</li> <li>2. Include Accreditation and Curriculum Management Coordinator as non-voting, standing co-chair.</li> <li>3. Include an academic faculty member as co-chair (from the committee membership and maintaining voting responsibilities).</li> </ol> <p>Re: Proposal to change co-chair and recorder responsibilities</p> <ol style="list-style-type: none"> <li>1. Assign academic and administrative co-chair responsibilities as follows: The following role designations are provided for clarity and organization purposes, the Chair and Co-Chair roles are intended to work collaboratively to maintain and support the goals of the committee.</li> </ol> <p><b>The (academic) chair shall:</b> Be an academic faculty member. Serve as a tiebreaker for all votes taken by the committee requiring a majority; Recommend a meeting schedule for the committee at the beginning of the academic year; Preside at meetings of the committee; Communicate with College Council regarding major actions approved by the committee; Serve as liaison between the committee and College Council and/or other college groups.</p> <p><b>The (admin) co-chair shall:</b> Maintain documents and electronic folders related to committee work;</p>

	<p>Send out an agenda for the meeting, ideally three days prior to the meeting;          Communicate with College Council regarding major actions approved by the committee;          Submit the committee’s year-end report to College Council;          Serve as liaison between the committee and College Council and/or other college groups.          Be the Accreditation and Curriculum Management Coordinator.          Maintain the committee website showing the bylaws, mission, annual goals, agendas, and minutes from the meetings.</p> <p>2. Strike “a.k.a. Secretary” and “Web Liaison” from Recorder/Web Liaison section. And remove item 3 “Work with the chair and co-chair to maintain the committee website showing the bylaws, mission, annual goals, agendas, and minutes from meetings.”</p>
<b>Summary of Discussion</b>	

<b>Agenda Topic</b>	<b>Curriculum Committee Bylaws Update (second read items)</b>
<b>Action Taken</b>	<p>Replace all references to “SPFIE” with “College Council.” And, remove “including one from the General Education Committee.” from the <i>voting members</i> subsection of article 3.          Motion from Amy, Second from Chelsie.</p> <p>Motion approved unanimously.</p>
<b>Summary of Discussion</b>	

<b>Agenda Topic</b>	<b>Adjournment</b>
<b>Action Taken</b>	Meeting adjourned by unanimous consent. 10:12am
<b>Summary of Discussion</b>	