**Curriculum Committee Minutes**

**Final**

**September 8, 2015**

**Present:** Mylène Dressler, Michael Dutch (Recorder), Edwins Gwako, Martee Holt, Michele Malotky, Norma Middleton, Beth Rushing, Karen Tinsley, Marc Williams

1. Meeting opened at 1:00 PM with a moment of silence. Beth presiding.
2. Approval of the minutes from 01 SEP was deferred due to a loss of internet connectivity.
3. Marc Williams was welcomed as a new member of the committee.
4. Beth facilitated a discussion of requirements for the committee chair position and the responsibilities of the chair and members in general. Edwins graciously consented to be chair of the committee. The discussion of committee responsibilities covered the following points. Beth volunteered to be the point person for the collection and the initial posting of information for committee. Mylène volunteered to be the point person to manage the outgoing information. The committee accepted these offers with appreciation. The committee discussed how divisional representatives will serve as the primary point of contact whit their divisions for curriculum matters.
5. To orientate new members and better plan workflow, a discussion regarding upcoming matters for the committee was facilitated by Beth. The discussion primarily focused on the master’s proposal currently in front of the committee. **ACTION STEP:** The committee was charged to research criteria used by similar institutions so that committee may present a methodology to clerks and the faculty.
6. The meeting adjourned with a moment of silence at 1:54 PM.