

## Curriculum Committee Meeting Minutes

Date: November 9, 2010

Time: 11:00 a.m. until 12:15 p.m.

Where: Room 338 Tom Raper Hall

Attending: Paul Kriese, Elliott McKinley, Mary Folkert, Mort Seddighin, Teresa Henderson

- I. Minutes were approved from October 12th meeting
- II. Voting Items
  - A. Suggested changes to New Courses were suggested for Chem C 327 and Chem C 368
  - B. Course descriptions were suggested for the School of Education Reading Minor.
  - C. New Academic Program: Political Science was approved.
- III. Information Items
  - A. The streamlined process for CARMin was discussed.
    1. Changes were suggested for the Library Form.
    2. It was suggested that the IU East Learning Objectives should be included in parentheses aligned with the Course Objectives in Item ES14.
    3. Changes to written instructions for CARMin were suggested, and are indicated. Note: Steps 3 and 5 are switched from original order.
  - B. CARMin routing process is:
    1. Faculty requesting course approval submits to the school dean with the library form approved.
    2. The dean disseminates the CARMin form to the school faculty.
    3. If anything needs to be changed, it is resubmitted by the faculty member.
    4. The course request is sent to Bloomington for a quick check... not final approval. (~~Mandy~~) (48 hours).
    5. The school approves the course request.
    6. The course request is sent to the Curriculum Committee.
    7. Electronic forms are sent to ~~Laverne~~, Faculty Senate President.
    8. Co-chairs of the Curriculum Committee take hard copies to the Agenda Committee.
    9. The course request is brought to the Faculty Senate for approval.
    10. From the Senate, the course request is sent to the Office of Academic Affairs (Larry).
    11. Academic Affairs sends the course request to the Academic Leadership Council or Bloomington.
- IV. Adjourn