

## Curriculum Committee Meeting Minutes

**Date: October 12, 2010**

**Time: 11:00 a.m. to 11:35 a.m.**

**Where: Room 338 Tom Raper Hall**

**Attending: Brenda Buckner (co-chair), Elliott McKinley, Mary Folkerth, Mort Seddighin, Frances Yates (ex officio), and Maureen Scane (co-chair).**

**I. Minutes from September 28<sup>th</sup> meeting were approved.**

**II. New Business**

A. Laverne (Perspectives on CARMIIn)

Laverne addressed the need for the committee to inform the faculty that the IUE Course Objectives need to be listed in the Objectives/Outcomes space on the CARMIIn form. The committee discussed the routing process of the CARMIIn form.

1. Faculty requesting course approval submits to the school dean with the library form approved.
2. The dean disseminates the CARMIIn form to the school faculty.
3. The school approves the course request.
4. If anything needs to be changed, it is resubmitted by the faculty member.
5. The course request is sent to the Curriculum Committee.
6. Digital forms and hard copies are sent to the Agenda Committee.
7. The course request is brought to the Faculty Senate for final approval.

Brenda and Maureen planned to meet to further review the CARMIIn procedures on October 14, 2010.

Course activations (ECAP's) were also discussed as items for clarification.

B. Library Form

C. Frances Yates developed a form to be filled out by the faculty member requesting course approval. Further discussion for streamlining the form needs to be discussed at the next meeting.

**III. Adjourn**