Curriculum and Instruction Team Meeting
January 20, 2022
2:00 pm via Zoom or In-Person

I. Call to Order

II. Roll Call

X	Employee Name	X	Employee Name
X	Lori Armstrong	X	JoElla Basler
X	Danielle Boyd	X	Dr. Tammy Capps
X	Robert Christie	X	Amanda Hannan
X	Wendy Harris	X	Lorena Hines
X	Dr. Greg Mason	X	Mindy Reach
X	Kayla Sauerbrunn	X	Greg Sheppard
X	Ruth Smith		

Chair: Dr. Kristin Shelby

VP of Academic Affairs: Darci Cather

III. Approval of Minutes of November 18, 2021

JoElla Basler made a motion to approve the November 18, 2021 minutes as written with a second from Roberta Christie. All voted in favor and the motion carried.

IV. **Action Item**

a. Allied Health (Kayla Sauerbrunn)
b. BOT (Ruth Smith)

230 Course change 1.2 to 1.1, but unsure of why course change was made.
Answer: Shawnee College is working for articulation with universities, we want to make sure it is transferrable and available as a dual credit course.
SIU, SEMO, Murray State, etc.
1.1 courses are generally recognized as a transfer course.
1.1 is recognized by any 4-year school in the state of Illinois.
Next step in process – Form 13 has to be sent to University partners.

- Three (3) members/Universities need to approve.

Shawnee can then change from a 1.2 course to a 1.1 course.

Lori Armstrong made a motion to take Business 230 from a 1.2 course to a 1.1 course with a second from Roberta Christie. All voted in favor and the motion carried.

c. Humanities and Social Sciences (JoElla Basler)
d. Math and Science (Lori Armstrong)
e. Nursing (Amanda Hannan)
f. General Education (AA/AS/AGS)

V. Old Business – No old business to address at this time.

VI. New Business

a. C&I Team Scope – Darci Cather / Shared Screen Information

Committee Change, hybrid team, will review both materials, guidelines and operational need.

- Need to meet Federal and State guidelines.
- Will manage process.
- Recommendation.
- Improvements.
- Actively portrayed within Shawnee.
- Aligned and consistent.
- Compliant.
- Review all proposals.
- Review grievances.
- Preparing curriculum actions.

Will follow up to Academic Council and leadership team.
Will be working closely with these teams.
Assignment lists – make recommendations Darci Cather, Darci is not a voting member.
Dr. Kristin Shelby is chair, and will continue to submit forms to ICCIS.

- Designed to be shared governances.
- Represent groups.

Able to discuss and make recommendations.
Recommendation Business 230 course (example), this does not flow upward, it goes directly to ICCB.

- Guidelines and policies flow upward.
- Revised course descriptions, operational pieces to work through, keep the College moving forward.

New Business, start reviewing existing forms and processes.

- Processes not always articulated.
- Not always successful in locating where stored.
- Assessment of all forms used for Curriculum Committee.
- Sometimes, when people leave processes fall through the cracks, etc. (Many hands on a process, need to complete and document).

Academic Affairs council met today, discussed some key priorities.

- Go through and develop a process for CTE programs.
- Small team will work with Dr. Mason to develop a program and process.
- Small team meaning, 3-4 individuals, will work closely with Institutional Research.
- Ideally people would be from committee, but not necessary.
- Dr. Mason will be the point of contact.

Revisiting CTE Program Development / Standards and Process.

- Revision to syllabus templates.
- Often rolled over from time-to-time.

- Hard to locate, its “everywhere but nowhere”.
- Creation of a master syllabus.
    - Defines class time / lecture and how many hours in lab.
    - Should come up to credit hours.
    - Example, in week one course will cover…, in week two course will cover…
    - Articulates major components.
    - Start with fundamentals.
    - Then project, how many hours needed.
    - Build it out.
- Start with existing template, no preference what called, Master Syllabus or Master Course Outline.
- Need revisions, in the event a partner requests, or a transfer audit.

Question asked, template is that ADA compliant? – Unknown at this time.
Separate master does not have to have semester,

- Course objectives.
- Course competencies.

IAI is very restrictive regarding courses meeting requirements.
Documents and Forms is located on SCC.
Smaller Team was created / volunteered.

- Scope can be revised how many faculty / non faculty participating
- Right now 7 faculty / 7 staff, on committee.
- Thoughts, maybe we can recruit one (1) more faculty member, or look for a volunteer.
- Samples will be provided to smaller group.

VII. **Announcements**- No announcements to address at this time.

VIII. Upcoming Meeting Dates

a. **Thursday, February 17, 2022**
b. **Thursday, March 17, 2022**
c. **Thursday, April 21, 2022**

Posted upcoming meeting dates, due date changed to March 17 meeting are due March 4, prior to spring break.
Dr. Shelby will work during the break, but wants to give the committee time to review the packets.
If we anticipate additional action items, other attachments the subcommittee are working on, those items are due at the same time.

IX. Adjournment

Lori Armstrong made a motion to adjourn C&I Meeting, second by Roberta Christie. All voted in favor and the motion carried.

The meeting adjourned at 2:51 pm. Our next Curriculum and Instruction meeting is scheduled for February 17, 2022.