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Curriculum Committee Minutes

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9-9-2004

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University of Minnesota, Morris  
Morris, MN

**MINUTES 2004-2005 CURRICULUM COMMITTEE MEETING # 1**

September 9, 2004, 8:00 a.m. Behmler Conference Room

Present: John Schwaller, Mike Korth, Judy Kuechle, Jooinn Lee, Carol Marxen,  
Mary Elizabeth Bezanson, Dave Roberts, Sarah Black, Blair Jasper, Ruth Thielke, Sarah Haugen,  
Nancy Helsper and Jeri Mullin.

Absent: Harold Hinds, Jenny Nellis, Chris Ervin, Lee Thao

Schwaller gave a brief overview of the items to be addressed this year. He explained that this is a catalog year and we will meet weekly to review and approve changes for the upcoming catalog. He then asked everyone to introduce themselves.

Schwaller also told the committee members present that if there were no agenda items for September 16 and 23 that those meetings may be cancelled. All members will be notified by e-mail if the meetings are cancelled.

Schwaller explained that with the current schedule it is possible that a division may not get through all of their changes during the scheduled meeting however, with IS at the end we should be able to get through everything by the deadline without affecting the catalog production date.

A member asked if all items need to be approved by Campus Assembly before they are put in the catalog. Schwaller explained that they do need to be approved by CA and there are tentative Campus Assembly meetings set for October and November, however Executive Committee has not met yet so these dates are tentative.

Schwaller also noted that Division Chairs will be presenting their division changes with explanations and the Dean's Office has requested information to be submitted one week before presentation so items can be distributed by the Monday before each meeting.

Schwaller brought up for discussion the information Helsper distributed to the committee regarding inactive/active courses and listing them in the catalog.

- \* Courses not offered during the catalog can be included in the catalog and can remain active however, if a course is not going to be taught in the next 2-3 catalogs then it should be made inactive.
- \* Courses may be listed as “offered when feasible”
- \* Reactivated courses should go through the Curriculum Committee.
- \* If a course is being dropped from the catalog it does not have to be made inactive if the discipline plans to offer it again. If a course is being dropped from the catalog because it is not going to be taught again then it should be made inactive.

A member asked if courses taught during the summer are to be dropped from the catalog.

Schwaller stated that the courses should be described somewhere and the catalog would be a good place to do that. A member stated that in past practice courses that were summer only were not listed in the catalog. Schwaller then clarified that if a course is summer only it does not need to be in the catalog but if the course is part of the regular curriculum then it should be listed in the catalog.

A member asked why courses showed up in certain areas such as Sign Language under Education. It was discussed that all foreign language classes that do not have a major be listed in one area for foreign language courses. Schwaller will discuss the issue with Helsper. A member stated that Sign Language was housed where CE could find a home for it and that happened to be Education.

A member raised the issue of SEED licensure and ELED specialty areas and that it would be good to have the information from other disciplines early to keep the information for their programs accurate. The Education Division may have to present a second time to cover these changes.

Meeting adjourned.

8:25 a.m.

Submitted by Karen Van Horn