SOE Curriculum Committee

9/18/18

Present: Ronnie Casella, Kate McCormack, Tadayuki Suzuki, Maria Timberlake

Agenda

1. Intro to new member. Explained the review process, when and why we reject, looked at sample flow charts from academic affairs. Dates to be aware of – for the 2018-19 catalog.
2. Calendar shared:

For Level One changes, proposals should be received as follows:

* Department Chair – February 1
* School Dean – February 15
* Provost – March 1

For Level II changes, proposals should be received as follows:

* Department Chair – November 15
* School Curriculum Committee – December 15
* School Dean – January 15
* College-level Review (CCRC/GFEC) – February 15
* Provost – March 1
1. Our procedure – developing a checklist
	1. We will invite Pam to come to our next meeting on Oct 2 and do curriculog overview.
	2. Maria will compile the flowcharts and suggested checklist.
2. Schedule for taking minutes.
	1. Ronnie 10/02; Kate Tadayuki
3. We will review the curriculum guide before the next meeting. <http://www2.cortland.edu/academics/curriculum/>
4. Questions? Next meeting Oct 2 in 1240.