

Curriculum Committee Summary Report | 2020 - 2021

Our charge (wou.edu/facultysenate/committees/)

1. Review of curricular matters, including proposals for new courses, programs, and degrees, and modifications or elimination of existing courses, programs, and degrees;
2. Examine the curricular implications of policies and procedures;
3. Monitor university procedures for establishment and change of curriculum in order to promote efficiency and effectiveness;
4. Report recommendations and findings to the Faculty Senate.

Our work for 2020 – 2021

1. Curriculum processing (charge 1, charge 3)

- Our team met via Zoom for our regular meetings: September, October, November, January, February, April and May and one additional meeting in March. The February meeting was done by email and voting forms as the power outage prevented hosting the Zoom meeting.
- Our team continued with our efficient approach to sharing and reviewing proposals prior to each meeting using a Google Team Drive.
- Our team reviewed about 246 curriculum proposals this year. We completed every review on time and during our regularly scheduled 3:30 – 5 p.m. meeting times.
- Proposal breakdown (approximate).

	Major			Minor			Certificates			Courses	Total
	New	Modify	Drop	New	Modify	Drop	New	Modify	Drop	all	
9.22.20	1	6	1		1					24	33
10.20.20		6			2					4	12
11.17.20					2					5	7
1.19.21		12	1		6	2	7		1	15	44
02.16.21	1	26		1	12	2		1		50	93
03.16.21		5	6		3	4				12	30
04.20.21										1	1
05.18.21	3	3	1							19	26
Totals	5	58	9	1	26	8	7	1	1	130	246

2. Chair work (charge 2, charge 4)

- Communicated with faculty and division chairs throughout the year regarding required changes, faculty resources and curriculum deadlines.
- Continued to update resource pages for WOU faculty via wou.edu/curriculum.
- Worked with the Faculty Senate programmer to streamline and update forms.
- Met with and assisted faculty throughout the year for curriculum edits, changes, updates and general assistance.
- Prepared and distributed agendas and minutes to campus, with agendas distributed to committee members at least three days prior to meeting.
- Sent a report to the Faculty Senate president after each meeting itemizing the results and Curriculum Committee recommendations from the meeting.
- Set up Templates | Agenda, minutes, review sheet, email folder in the shared Curriculum Committee Google drive with extensive Curriculum Committee Chair Duties | Spring 2021 | Notes from current chair document for subsequent chairs.