

**BLINN COLLEGE  
CURRICULUM COMMITTEE MINUTES**

**DATE:** January 17, 2014

**PLACE:** Bryan – E205A, Brenham – Bullock 105

**PRESENT:** David Corkran (DC, Health & Kinesiology, Bryan), Terry Honan (ADC, Natural Science, Bryan), Craig Jeffrey (ADC, Visual & Performing Arts, Bryan), Leslie McGinnis (Co-DC, Math, Bryan), Twila Miller (Co-DC, Math, Bryan), Brandon Franke, ADC, Social Sciences, Bryan), Irma Valdez (ADC, Humanities, Bryan), Katherine Wickes (ADC, Social Science, Bryan), Britney Hibbeler (ADC, Visual & Performing Arts, Bryan), Debbi Vavra (DC, Visual & Performing Arts, Brenham), Mark Wilkening (DC, Business, Brenham), Linda Flynn (DC, Library Brenham), Mary Barnes-Tilley (DC, Social Sciences, Brenham), Ken French (DC, Natural Science, Brenham), Amy Wunningham (Interim DC, Humanities, Brenham), Thomas Born (ADC, Social Science, Brenham), Robert Lovelidge (Director of Advising and Counseling, Brenham), Carrie Coston (ADC, Social Science, Brenham), Kelly Kissane (ADC, Natural Sciences, Brenham)

Visitors: Karen Buck, Assistant Vice-President of Instruction; Cynthia Griffith, Vice-President of Instruction; Pat Westergaard, Dean of Humanities.

<b>AGENDA</b>	<b>DISCUSSION</b>	<b>RECOMMENDATIONS/CONCLUSIONS</b>
I. Call to Order & Minutes	Called to order at 1:30 by Leslie McGinnis. Leslie asked that the members review the minutes from February 17 that had been sent electronically.	Sign-in list of attendees passed around. Please send to <a href="mailto:kmay@blinn.edu">kmay@blinn.edu</a> . Mary Barnes-Tilley made a motion to approve the minutes, seconded by Twila Miller, and the minutes were approved.
II. Old Business	<p><b>A. Update on review of the new courses and course change submission procedures</b></p> <p>Leslie McGinnis recommended that the Bylaws be rewritten by those who will be on the committee.</p> <p>Mary Barnes-Tilley reported that her committee started this task in November to provide updated materials to our current system of submitting course changes and new course proposals. They started with the web page and proposed additions to connect to the edited forms that they created. They then started looking at the Bylaws and weren't real certain how to change--given the current structure and not knowing how the new structure would look. Mary Barnes-Tilley recommended that we leave the</p>	

Bylaws as is until the new committee takes over. She stated that her committee did edit the Master Course Syllabus and Course Proposal guidelines to remove repetitiveness. They also revised the Course Deletion form and a new signature page.

Karen Buck reported that they attended 3 webinars with Leap Frog and were waiting for a price. She also reported that they would look at 2 other vendors that could provide electronic processes for course proposals and changes. Karen Buck recommended that we have an improved form until a company is picked as it may not be until Spring of 2015.

Cynthia Griffith stated that she would like suggested changes to the forms be reviewed by deans, herself and Karen Buck. Twila suggested that Mary give her work to the Deans to finish. Dr. Griffith further stated that she wanted a subcommittee to work with the Deans, Karen Buck, and herself to bring a proposal to the Curriculum Committee in April. Mary Barnes-Tilley asked to step down from the committee. Karen May volunteered to help Jennifer Garcia who was currently serving on the committee by herself due to the resignation of Dwight Bohlmeier. Leslie McGinnis agreed to help as she could.

Karen Buck stated the Bylaws need to be approved as it is the state of what we are in now. This reflects what was sent in the SACS report so it needs to align. Mary Barnes-Tilley reported the following recommendations from her committee regarding the Bylaws:

- 1) Number of votes that Brenham would be getting is a concern.
- 2) Remove the sentence under Clarification of Procedures.
- 3) In Duties of the Chair, #2, a-d should be removed and instead state that we are following Robert's Rules of Order.
- 4) In the meeting schedule, take out all the months

Karen May made a motion to accept those Bylaws until May 9. Terry Honan seconded the motion.

	<p>and not be so prescriptive.</p> <p>5) In #6 change to say that the information would be posted on the Curriculum Committee webpage.</p> <p>After passing of the motion, Leslie McGinnis stated that she would merge the two documents then send out for everyone to double check and then send to Karen Buck once the final copy has been made.</p> <p><b>B. AP/CLEP scores</b> Discussion was tabled until April as Katherine Wickes and Leslie McGinnis have not had a chance to meet.</p>	<p>Brandon Franke called for Point of Information. He asked Mary Barnes-Tilley if she was putting this in the form of a motion or to amend the motion made by Karen May. Mary Barnes-Tilley said she was providing information. No more discussion.</p> <p>Mary Barnes-Tilley made a motion to amend Karen May's motion. Linda Flynn seconded the motion. No discussion. Motion carried.</p>
III. New Business	<p><b>A. Drop ENGL 1301 Prerequisite</b> According to Leslie McGinnis, this proposal did not have enough documentation so it will be sent out electronically later in the month. PHED 1130. The recommended course change would change the curriculum from power walking to step aerobics in order to spark more interest in the course.</p>	
IV. Announcements	No announcements.	
V. Next Meeting	Next meeting is scheduled for April 25, 2014 at 1:30 p.m.	Blanche Brick made a motion to adjourn with Twila Miller seconding the motion.

Respectfully submitted,



Karen May  
Interim Division Chair for Business