

College of Health  
Curriculum Committee

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October 19, 2011  
8:30 – 10:30 am  
PSB 211

Meeting Minutes

Members present: Janet Emerman, School of Social Work  
Jenny Miller, Department of Health Sciences  
Brad Myrstol, Justice Center  
Quentin Reuer, WWAMI  
Cathy Sullivan, School of Nursing  
Gloria Tomich School of Allied Health

Others present: Harriet Paule (Recording Secretary), Dean's office  
Catie Wheeler, Center for Human Development  
Gail Holtzman, School of Nursing  
Marsha Oberlender, Dean's office

- I. The meeting was convened by Janet Emerman. Introductions were made.
- II. Approval of the minutes: Minutes from the October 12, 2011, were reviewed and unanimously approved with one correction. Cathy Sullivan was not present as shown in the list of attendees. (Motion made/seconded: Miller/Emerman)
- III. Program/Couse Action Request – Second reading
  - A. Center for Human Development  
The following were approved for second read with comments as noted: (Motion made/seconded: Sullivan/Emerman)

**Add: DLS A094A, TAPESTRY Orientation Seminar**

- CAR 19 – Make lower case: **the** Center...  
– Change comma after Development to **semicolon** (or period and **Program** capitalized).

**Add: DLS A094B, TAPESTRY Exploration Seminar**

- CAR 19. – Same as DLS A094A.

**Add: DLS A094C, TAPESTRY Friendships & Dating**

- CAR 15. – Correct spelling of **through**.  
19. – Same as DLS A094A.
- CCG II.I. – Correct spelling of **through**.  
III.B. – Outcomes #1: remove ending **period**.

B. School of Nursing

The following were approved for second read with comments as noted: (Motion made/seconded: Emerman/Reuer)

**Add: NURS A203 Preparing for Nursing Program Success**

CCG – Correct numbering of Roman Numerals after IV.

**Add: NS A203 Preparing for Nursing Program Success**

IV. Old Business: Bylaws revision

Draft changes as proposed by Chair Fallon were discussed, and motions were made to incorporate the following into an initial draft of the bylaws to be submitted to the COH faculty for approval:

- IV.A.4. The required curriculum coordination specified in the University of Alaska Anchorage Curriculum Handbook for Faculty must be completed prior to the submission of proposals to the College of Health. (Motion made/seconded: Emerman/Sullivan)
- IV.B.2. Anyone in the college may raise objections in writing with the curriculum committee secretary prior to the next regular committee meeting. A copy of the objection(s) will be provided to the curriculum committee for consideration and filed with the proposal in the college's office. In addition, anyone noting errors in form may notify the unit. (Motion made/seconded: Sullivan/Tomich)
  - IV.B.2.a. Each submission will be reviewed by the committee for compliance with university curriculum guidelines, consistency with the overall mission of the college and proposing unit, content and technical errors. (Motion made/seconded: Sullivan/Tomich)
  - IV.B.2.b. If the committee is satisfied that the proposal meets the existing guidelines and clearly communicates the desires of the proposing unit, the committee may propose to waive first read of the proposal with or without changes. First read may be waived only with a unanimous vote of the quorum. The committee may then proceed immediately to second read. (Motion made/seconded: Sullivan/Emerman)
  - IV.B.2.c. When the first read of a submission is not waived, a second reading shall take place no sooner than one week after distribution of the minutes noting any issues. (Motion made/seconded: Sullivan/Emerman)
  - IV.B.2.d. Deleted. (Motion made/seconded: Miller/Tomich)

A draft of the bylaws with the above changes will be distributed to the committee for review at the next meeting. Additional changes to be made to the draft for consideration at that time include:

Consider using the term **submission** instead of proposal throughout the document.

Add: I.B.4. In the absence of the chair, vice-chair or co-chairs, the meeting may proceed with a volunteer chair as long as there is a quorum present.

V. New Business:

- A. Committee recommendation on consolidation of class: Mrystol requested this be added under new business and then informed the committee that the committee would likely be asked to make a recommendation on the consolidation of research methods and data analysis courses across the college.
- B. Reorganization directive: Marsha Oberlender discussed with the committee the request to have them take the lead in identifying programs and opportunities for cross-listing or combining similar courses to support both the interdisciplinary focus of the college's reorganization and the need to find budget and personnel efficiencies within the college. Suggestions for developing 2-3 college-wide required courses or GERs should also be considered. The timeline for implementation would be fall semester 2013.

VI. Next Meeting: October 26, 2011