

College of Health and Social Welfare
Curriculum Committee

September 23, 2009
9:30-10:30 am
PSB 211

Meeting Minutes

Members present: Carol "C" Clouse, School of Nursing
Sue Fallon, Human Services Department
Gabe Garcia, Department of Health Sciences
Randy Magen, School of Social Work
Marny Rivera, Justice Center

Others present: Harriet Paule (Recording Secretary), Dean's office

- I. The meeting was convened by Harriet Paule. No adjustments to the agenda were noted. Approval of the minutes from the April 27, 2009, meeting was deferred.
- II. Election of Officers: Sue Fallon and Marny Rivera both volunteered to be Chair of the committee. Since returning member Susan Wilson was absent, the election of the chair was deferred until the next meeting to see if she was also interested in running for the position and to allow her to participate in the voting.
- III. Fall 2009 Semester Schedule: Beginning September 30th, the committee will meet every other Wednesday morning from 8:30-11:00am. Material from the units must be submitted to the Dean's office by 8:00 am Monday morning the week prior and forwarded to the committee by the Dean's office by 5:00 pm the Friday before the meeting at which it will be addressed. Arrangements will be made to post the CHSW bylaws, meeting agendas, submitted course materials and minutes on the CHSW web page. Until those arrangements are in place, the submitted course materials will be emailed to the committee members in pdf files.
- IV. Procedures: The committee discussed the need to expedite the meeting process and establish procedures to allow the committee to concentrate on the content of the course material. It was agreed that, as much as possible, committee members should review the material prior to the meetings.
- V. Next Meeting: September 30, 2009