



College of Education and Community Innovation Curriculum Committee

Meeting Agenda 09/06/2022

1:00 p.m. – 2:30 p.m., 303C DeVos Center

Members: Nagnon Diarrassouba, Daisy Fredricks, Gabriela Gui (Chair), Leanne Kang, Mohammed Lefrid, Laila McCloud, Scott Rood, Joshua Sheffer, Melissa Villarreal

Guests: Amy Schelling (Associate Dean), Heather Walker (Office Assistant, Dean's Office), others

I. Call to Order & Roll Call

II. Approval of Agenda for 09/06/2022

III. Old Business:

a) Meeting Dates, Times, and Format:

- Dates: 09/06/22, 09/20/22, 10/04/22, 10/18/22, 11/01/22, 11/15/22, 12/06/22, 12/20/22, 01/03/23, 01/17/23, 02/07/23, 02/21/23, 03/07/23, 03/21/23, 04/04/23, and 04/18/23
- Times: from 1:00 p.m. to 2:30 p.m.
- Meeting Format: First and last meetings are face-to-face; the rest are virtual

b) Review of proposed Curriculum Guide/Review Process; feedback

IV. New Business:

1. Logistics: Processing Proposals

- **Access to Sail documents:** Everyone has access to Sail using their network login. Under each user's profile (right hand corner of the Sail screen), select to receive notices. Save. <https://www.gvsu.edu/sail/>
- Thoroughly review all proposals assigned to you based on the CCC guidelines and documents. Review ALL associated documents (correspondence, supporting documents, etc.).

- Write your report directly on the Agenda for the date the proposal will be discussed. Follow format suggested (see separate sheet). Agendas will be posted several days before a meeting, in our Google Folder. All reviewers assigned to a proposal should contribute. A recommendation will be made for each proposal (see next bullet). Other reviewers might review and comment on any proposal submitted to the CCC.
 - Levels of recommendation/action: **Approved**; **Approved with Amendment** (Chair will approve upon amendments without the need for committee to review another time), **Return for Amendment** (the committee will review again the amended proposal(s)).
 - Report out during our meeting.
- b) *GVSU free gmail accounts and Access to CCC Google Folder*: Request a gmail account via GVSU:
- Log into <https://intranet.gvsu.edu/networkauth/>.
 - (1) Off campus access requires a [VPN connection](#). If you are unable to connect to the VPN, please email auth@gvsu.edu so that they can set up a Google account for you.
 - Click “**Request Google Account**” on the right side of the screen.
 - Follow the prompts to request a new Google account.
 - Accounts are created overnight and will be ready for use the next morning. A confirmation email will be sent to your primary GVSU email address.
 - You can log into your Google account here: <https://mail.gvsu.edu/>
- c) Once you have your gmail account, please share your email address with Gabriela. She will give you access to the CCC Folder where documents and resources are housed.
- d) Once a proposal/package is approved, Chair will act in SAIL. Chair will also keep an Excel file with all proposals received, reviewed, and acted on (plus the dates).

2. *Proposals currently in SAIL, waiting for review:*

3. *Reviewers of proposals for 09/20:*

V. Other:

VI. Adjournment

General Reminder:

Please review and comment in writing on submitted proposals in advance of our meetings and be ready to cast your vote if there are no further discussions.