



## College of Education and Community Innovation Curriculum Committee

### Meeting Agenda 09/06/2022

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

**Present:** 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

- a. Motion to approve by Nagnon
- b. Leanne seconded the motion
  - i. All say aye
  - ii. Agenda approved

#### 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
  - January 3<sup>rd</sup> and March 7<sup>th</sup> can be eliminated since they are over break periods (Heather will update)
  - We may need to change the Winter dates due to faculty schedules
    - Scott motioned to approve the schedule for Fall
    - Daisy seconded the motion
      - All say aye
      - Fall schedule approved.

- 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
- Send feedback to Amy Schelling
    - (1) Please send feedback by this Friday, September 9th
  - Check with UCC to make sure we aren't providing conflicting information
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#### IV. New Business:

- a) **No new proposals at this time. Gabriela will email group later this week.**

##### 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/>
  - i. **Check to make sure you have access to all the proposals.**
- Thoroughly review all proposals assigned to you based on the CCC guidelines and documents. Review ALL associated documents (correspondence, supporting documents, etc.).
  - (1) Each should review the whole proposal individually. At the meeting, you will be assigned parts of the proposal to review.
    - (a) How many should each person be assigned to review?
      - (i) Gabriela: if there are more than 4, we will have 2 groups of reviewers.
- 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.
  - (1) Should we know if the UCC is asking the author to change the proposal in a significant way?
    - (a) By the time we get the proposal, many of the major issues have been worked out.

- 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.
  - (1) Goals:
    - (a) To be efficient
    - (b) To be thorough
    - (c) To respect the author
  - (2) Do we need to assign someone with expertise to look at the proposals, or do we have enough knowledge to make approvals, etc.?
    - (a) Anyone can look at a proposal. Rely on your peers with expertise when necessary.
  - (3) Do we invite the author?
    - (a) They may come to the meeting at the beginning of the process but cannot be part of the vote.
      - (i) Not a requirement, an open invitation.
      - (ii) It depends on the proposal.
      - (iii) Perhaps if something isn't clear or could benefit from explanation.
    - (b) We could table our approval until we could have any questions answered by the author.
    - (c) **Fourth option proposed: we table our action in Sail until the author can provide further clarification in person.**
      - (i) It doesn't get recorded in Sail anywhere, but CCC tables until they get clarification.
      - (ii) How do we communicate this fourth option to the potential authors?
      - (iii) In CCC Guidelines to Review Document, this needs to be amended. Amy will do this.
    - (d) Melissa motioned to add a 4<sup>th</sup> option of tabling the process until the author can attend the meeting in person and clarify their proposal
    - (e) Gabriela seconded the motion

(i) All say aye

(ii) Tabling approved

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](mailto: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:*

a. *HTM 201*

b. *EDR/EDS 623*

**V. Other: N/A**

**VI. Adjournment: Nagnon motioned to adjourn. Melissa seconded the motion.**

**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.