

CURRICULUM COMISSION MEETING MINUTES  
February 27, 2006

Attendees:

<u>Name</u>	<u>College</u>	<u>Current E-mail</u>
Karen Bilda	Cardinal Stritch	<a href="mailto:ksbilda@stritch.edu">ksbilda@stritch.edu</a>
Suzy Bills	IPD	<a href="mailto:suzy.bills@apollogrp.edu">suzy.bills@apollogrp.edu</a>
Joseph Cameron	Belhaven College	<a href="mailto:jcameron@belhaven.edu">jcameron@belhaven.edu</a>
Samuel Carbaugh	Cornerstone University	<a href="mailto:samuel_j_carbaugh@cornerstone.edu">samuel_j_carbaugh@cornerstone.edu</a>
Priscilla Dreisbach	Montreat College	<a href="mailto:pdreisbach@montreat.edu">pdreisbach@montreat.edu</a>
Jodi Havranek	IPD	<a href="mailto:jodi.havranek@apollogrp.edu">jodi.havranek@apollogrp.edu</a>
Michael Jolly	Hope International	<a href="mailto:mvjolly@hiu.edu">mvjolly@hiu.edu</a>
Tressa Mortensen	IPD	<a href="mailto:tressa.mortensen@apollogrp.edu">tressa.mortensen@apollogrp.edu</a>
Maxine Nelson	Cornerstone University	<a href="mailto:maxine_nelson@cornerstone.ed">maxine_nelson@cornerstone.ed</a>
Carrie Powell	IPD	<a href="mailto:carrie.powell@apollogrp.edu">carrie.powell@apollogrp.edu</a>
Marianne Sullivan	Medaille College	<a href="mailto:masullivan@medaille.edu">masullivan@medaille.edu</a>
John Wasserman	Albertus Magnus College	<a href="mailto:jwasserman@albertus.edu">jwasserman@albertus.edu</a>

- Vice-Chair Karen Bilda called the meeting to order in the absence of Fred Bolton, Past Chair. Because of a change in positions, Fred has stepped down as the Chair. Karen Bilda, Vice-Chair, has moved up to assume the position of Chair. Michael Jolly will assume the position of Vice-Chair. The Vice-Chair works on the committee to help prepare the academic conference.
- Each person in attendance introduced him- or herself and offered information on current projects.
  1. Maxine Nelson: Would like know how to get faculty to use their Guidelines for Writing Curriculum when writing or revising a course. Cornerstone has regular curriculum program reviews.
  2. Marianne Sullivan: Would like to know what types of programs would be appealing to put online.
  3. Joseph Cameron: Mentioned that things are being restructured at Belhaven.
  4. Michael Jolly: All their courses are online.
- Discussion on Common Curriculum Issues
  1. What makes meaningful study team assignments?
  2. Time is the biggest factor that prevents people from producing good curriculum.
  3. What simulation games are available to use in classroom instruction?

4. Do other schools supply laptops to their students? Most schools did not but simply instructed students on the type of software programs they must have for the program.
  5. How to better train faculty to write curriculum.
  6. Ways to develop quality curriculum for online teaching.
  7. How to juggle the many priorities with too few resources.
- Focus of the June 2006 Meeting
    1. Design courses for online and blended delivery, especially the activities. It was suggested that Bob Barnes facilitate a workshop. Then in the Curriculum Commission meeting, we can talk about the process.
    2. IPD will work with us to implement a Moodle site where we can meet and talk between conferences in “chat rooms.”
    3. Michael Jolly volunteered to show some online courses. Kevin Hill, Chair of their Business Division, might also be willing to present. He could also demonstrate some good team projects.
    4. Conducting assessment testing online would also be a good workshop.
    5. It might make sense to have a “working session” at the June meeting.
    6. Continue to present online information: the “how to” of writing online curriculum.

The meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Maxine Nelson  
Curriculum Commission Secretary