

# CAAHE Curriculum Commission Teleconference

December 1, 2008

2:00 P.M.

**Present:** Suzy Bills, Kristina Carlberg, Priscilla Dreisbach, Michelle Hawkins (IPD Liaison), Jodi Jensen, Mike Manning (Chair), Stacy Robinson, Jacqui Williams

## 1. Revisit Fiscal Year 2008 CAAHE Curriculum Commission Initiatives

- Refer to meetings minutes from the June CAAHE conference in Richmond for details on each institution's curriculum initiatives in 2008.
- Update by Michelle on member use of the Curriculum Commissions Website located at [http://HYPERLINK  
"http://www.onlinecollegetutorials.com"www.onlinecollegetutorials.com](http://www.onlinecollegetutorials.com)

Activity on the Website by Curriculum Coordinators is sporadic. When IPD reaches out or draws attention to the site, there is some activity, but activity is not consistent. Believing the environment is a good resource for curriculum coordinators, Michelle would like to see more activity.

- Curriculum Coordinator Certification Training and professional development opportunities

The curriculum coordinator position varies widely from school to school, and many do not get formal training for fulfilling their responsibilities. The self-paced tutorials were designed to provide professional development training and support for inexperienced coordinators. Only a few have actually completed the training (see additional discussion below under Fiscal Year 2009 Initiatives).

- Curriculum Coordinator Review Worksheet and Curriculum Coordinator accountability and the Writing Consultant Checklist and Writing Consultant accountability

Determined worksheets are tied to curriculum coordinator training; no further discussion.

## 2. Discuss Fiscal Year 2009 Initiatives

- Question "What are your institution's curriculum initiatives for 2009?" directed to Priscilla (Montreat College) and Mike (IWU).

Priscilla: We have just completed the curriculum development of two new degrees in 2008 but have no new curriculum initiatives pending at this time.

Mike: IWU has two new initiatives with curriculum implications:

- 1) IWU is in the early stages of developing a bachelor's level HR concentration. They are trying to work out the details of how to integrate

the five (5) concentration courses into the existing business and management degree. They will need to develop the five new courses. IPD may already have courses that could be used or adapted. Implementation of an HR concentration would be ready no earlier than 6 months.

2) IWU is developing curriculum without the work application pieces with the goal of delivering the curriculum to students in other countries. IWU has already modified their curriculum successfully for a traditional student population and is seeking to do the same for a new non-native student population.

- Continue to promote collaboration via the Curriculum Commissions Website located at <http://HYPERLINK> "<http://www.onlinecollegetutorials.com>"[www.onlinecollegetutorials.com](http://www.onlinecollegetutorials.com)>

Mike suggested we could increase involvement by quarterly email prompts to curriculum coordinators with new topics to check out and respond to. Reminders to contribute and respond to the Website teasers could be included in alternating releases of Tuesday's Tips. The first reminder/encouragement to access the CC Website will be included in Stacy's December Tuesday's Tips. The first email teaser topic will be written by Mike and come out in January.

- Form a research committee of CAAHE Curriculum Commission members to explore ways to enhance curriculum.
- Form a research committee of CAAHE Curriculum Coordinators and Academic Deans to discuss, review, and recommend proper staffing of curriculum personnel

It was determined that it may not be necessary to form two different research committees, but rather just one and only if survey data supports the need. Perhaps the best initial approach for addressing both curriculum enhancement and the staffing of curriculum personnel questions is to develop a 5-10 question survey seeking input from all CAAHE curriculum coordinator on both issues. Michelle will develop a survey on curriculum best practices, job descriptions, what the position should entail, and staffing questions.

Based on the results, and if it is deemed expedient, several curriculum coordinators could be invited to serve on a committee which would then bring ideas to the commission leaders for further consideration.

- Collaborations with CAAHE Faculty Commission members and Student Services Commission members (see below discussion notes).

### **3. 2009 Academic Services Conference**

- Curriculum and Faculty Services Commissions roles and responsibilities in planning past conferences

Conferences are held approximately every 18 months. Planning the conference is typically a joint effort of Faculty Commission (Robert Barnes), Curriculum Commission, and MariaElena. Six – seven people make up a

committee to generate the conference theme and plan the agenda.

Mike Manning announced IWU has agreed to host the spring 2009 conference in Indiana. The preferred location is IWU's Indianapolis North campus which has ample space with break-out rooms, a lounge, and on-site catering. If this site does not work, their Greenwood (south side) campus is a possible second option. Mike will work to confirm the dates (around April 2-3) and the site. The conference will run full day Thursday and half day Friday.

Michelle will communicate with Robert Barnes to schedule a teleconference to brainstorm ideas for the conference theme and topics and keynote speaker. We should plan on approximately 40-50 attendees.

**Action Items:**

Michelle will work on a survey based on meeting discussion and send out to all CAAHE curriculum coordinators.

Mike will confirm location and dates of the spring 2009 Academic Services conference

Michelle will work with Robert Barnes to set a joint teleconference date for conference planning

Stacy will write a notice for the December Tuesday's Tips, and for every other issue thereafter, encouraging curriculum coordinators to join and contribute to the dialog on the Curriculum Commission Website.

Mike will write and send the first email prompt with a teaser to encourage curriculum coordinators actively participate in Website discussions/topics.

Future email prompts will be written and released as follows:

Writer	Topic	Release date
Mike	Credentials of faculty for curriculum writing	January 2009
Michelle	Staffing of curriculum coordinator personnel (results of survey)	April 2009
Priscilla	Topic to be determined	July 2009
Julia	Topic to be determined	October 2009

Meeting adjourned: 3:00 p.m.