Curriculum Committee
Minutes of September 25, 2008

Members present: James Carabetta, Robin DiAngelo, Volker Ecke, Donald Ferris, Brian Hubbard, Stan Jackson, Tara Kavanaugh, Sean Klay, David Laing, Marsha Marotta, John Ohotnicky, Brook Orr, Mary Allen Watson, Henry Wefing, Keonderick White.

The meeting was convened by James Carabetta at the request of the All-College Committee. It was called to order at 3:55 PM in Wilson 418.

ELECTION OF OFFICERS

The committee unanimously elected James Carabetta to be chairperson, and Donald Ferris to be secretary.

GENERAL DISCUSSION

- An informational packet was distributed to all members present. Chair Carabetta made reference to material contained therein, including:
  - Curriculum Committee Bylaws
  - Several pages from Article VII, Appendix A of the MSCA contract, which includes a listing of the responsibilities of the Curriculum Committee
  - Assignments to Subcommittees (“A” chaired by David Laing, and “B” chaired by Liam Harte)
  - Curriculum Committee website homepage
  - Spreadsheet of pending requests for Curriculum Committee action
  - Weekly Schedule Template

  - All committee members were requested to submit a completed schedule noting the times they would be unavailable for meetings, before they left. The information was to be collated by the chair and secretary, in order to determine future meeting times that would accommodate the greatest number of members.

- In discussing the work of the committee, Carabetta noted that the process begins with the two subcommittees. It is in the subcommittee discussions that much of the work of the Curriculum Committee occurs. Carabetta outlined the procedures the subcommittee chairs should follow in submitting their reports for consideration by the full committee. Specifically, the subcommittees provide recommendations for actions regarding a proposal, to the full committee, utilizing the following guidelines:
  - A written subcommittee recommendation, with any change in wording.
  - A thumbnail overview of the proposal.
  - A brief discussion of the important issues regarding the proposal.
Subcommittee chairs should invite the proponent of a proposal to attend the subcommittee meeting, and full committee meeting if necessary, to clarify questions regarding the proposal.

Members are asked to review the charge dealing with the Commonwealth Transfer Advisory Group, as well as the proposals dealing with J-term courses, immediately. The Committee needs to act expeditiously with respect to these items.

Other Notes
Deb Samwell is the Math/DCIS secretary who assists with the logistics of the Curriculum Committee. She may be reached at dsamwell@wsc.ma.edu. Deb’s telephone number is (413)572-5349. The fax number is (413)572-5617. Her location is Wilson 409-B.

The meeting was adjourned at 4:31 PM, after which time was given for initial subcommittee meeting.

Respectfully Submitted,
Donald Ferris
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