Curriculum Committee
Minutes of September 1, 2009


The meeting was brought to order at 3:40 PM by Marsha Marotta, convening chair.

Chair Election: Nominations for Committee Chair were sought. James Carabetta was nominated. Liam Harte was nominated but declined the nomination. No further nominations were made. Paper ballots were distributed, collected and counted by the convening chair: James Carabetta:16, abstentions: 1, the convening chair did not vote.

Committee Secretary: Volunteers for committee secretary were sought. None were forthcoming. Chair Carabetta will inquire whether Kathryn Sullivan would be willing to serve (she served as Secretary in the past but was not present at this meeting). Volker Ecke offered to take the minutes for this meeting.

Subcommittee Chairs: Chair Carabetta offered an invitation to candidates for subcommittee chairs to consult with him. Looking ahead, he will assign committee members to one of two standing subcommittees (“A” and “B”) where the in-depth work is done.

Scheduling committee-as-a-whole meetings: Chair Carabetta requested that members soon provide details of their availability in order to schedule future committee-as-a-whole meetings. A grid requesting such availability will be mailed out. A suggestion was made to alternate meeting days between MWF and Tu/Th schedules.

Student Members: Chair Carabetta noted the need for two additional students to be assigned to the committee, and indicated that he would contact SGA with that request.

The work ahead: Three proposed majors are currently before the committee (EGS, Spanish, Philosophy). All were submitted in the academic year 2008-2009. Recognizing the extraordinary number of request received late in the academic year, ACC requests that significant future program proposals be received by September 1 of one year in order to have a reasonable expectation that such programs be included in the following year's Bulletin.

ROCCC Report:
It was offered for consideration that an additional “ad hoc” subcommittee be established to lead and coordinate the committee’s consideration of the ROCCC report. Volunteers for such a committee are welcome. It was proposed to discuss a process for considering the ROCCC report at the next whole-committee meeting.
Web Presence & Bylaws:
Chair Carabetta suggested that members review the Committee’s Bylaws online (go to College Web Site → Academics → Curriculum Committee). He also offered for future consideration a change in the Bylaws in order to add an officer position of “web master.” Maintenance of the web presence is currently listed as one of the many responsibilities of the secretary. A separate position may be warranted due to the increasing importance of communicating Committee business to the College community through up-to-date agendas, minutes, additional reports, etc. Committee members are requested to take a look at the current web presence and offer feedback on how it might best serve the Committee's and the College's needs.

Current Proposals:
Prior members of the committee were encouraged to use the proposal paperwork they received last year, in order to reduce the use of resources. Members are asked to signal via email whether or not they have the materials in the email, along with their availability.

Succession Plans:
Jim Carabetta will be on sabbatical next academic year. The committee may also want to think about succession plans.

Contact:
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The meeting was adjourned at 4:10 PM.

Respectfully submitted,

Volker Ecke
Volker Ecke, Secretary Pro Tem