

# Curriculum Committee Meeting

## MINUTES

JANUARY 13, 2017

12:30PM-1:30PM

STUDENT SERVICES BUILDING

<b>MEETING CALLED BY</b>	Lisa Krug, Committee Chair
<b>TYPE OF MEETING</b>	Syllabi course objective review
<b>FACILITATOR</b>	
<b>NOTE TAKER</b>	Stephanie Butler
<b>TIMEKEEPER</b>	
<b>ATTENDEES</b>	Lisa Krug, Mary Henson, Briana Broschat, Stephanie Butler, Patrice Wright, Arlene Brandis, and Julia Cahill

### Agenda topics

#### SYLLABI REVIEW

[PRESENTER]

<b>DISCUSSION</b>	Discussion was made regarding the three main components of a course objective. Several course objectives from SGU syllabi were examined.		
<b>CONCLUSIONS</b>	Corrections were made to the syllabi.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Individual faculty will update their syllabi to include the three main components of a course objective.			

[TIME ALLOTTED]

#### FUTURE ACTIONS

[PRESENTER]

<b>DISCUSSION</b>	Discussion was made to create an e-mail to send to all SGU faculty. This e-mail would outline the three components of a course objective. Examples of correctly written course objectives will be included.		
	Discussion was also made to include copies of Bloom's taxonomy and the correct syllabus outline with the e-mail.		
<b>CONCLUSIONS</b>	An e-mail will be sent out to all faculty encouraging review and any needed corrections to individual syllabi.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
A draft e-mail will be typed and sent to the committee for review before being sent to all faculty.	Lisa Krug and Stephanie Butler	Before the next meeting	

[TIME ALLOTTED]

#### NEXT MEETING

[PRESENTER]

<b>DISCUSSION</b>	Discussion was made on holding the next meeting.		
<b>CONCLUSIONS</b>	The next meeting will be held February 10 <sup>th</sup> at 10am in the Science Center room 1.		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
All committee members will bring a syllabus from their department for review.	All committee members	Feb. 10 <sup>th</sup> , 2017