Curriculum and Instruction Agenda
March 17, 2022
2:00 pm via Zoom

I. Call to Order

II. Roll Call

X	Employee Name	X	Employee Name
	Lori Armstrong		Lorena Hines
	JoElla Basler		Dr. Greg Mason
	Danielle Boyd		Mindy Reach
	Dr. Tammy Capps		Kayla Sauerbrunn
	Roberta Christie		Greg Sheppard
	Amanda Hannan		Ruth Smith
	Wendy Harris		

Chair: Dr. Kristin Shelby

VP of Academic Affairs: Darci Cather

III. Approval of Minutes from January 20, 2022 (February 17, 2022 meeting cancelled).

IV. Action Items
   a. Allied Health (Kayla Sauerbrunn)
   b. BOT (Ruth Smith)
   c. Humanities and Social Sciences (JoElla Basler)
   d. Math and Science (Lori Armstrong)
   e. Nursing (Amanda Hannan)
   f. General Education (AA/AS/AGS)
   g. Other

V. Old Business
   a. Revisiting CTE program development / standards and process.
   b. Start reviewing existing forms and processes.

VI. New Business

VII. Announcements

VIII. Upcoming Meeting Dates
   a. Thursday, April 21, 2022

IX. Adjournment

Curriculum & Instruction Team Meeting
January 20, 2022
2:00 pm via Zoom

I. **Call to Order**

II. **Roll Call**

X	Employee Name	X	Employee Name
X	Lori Armstrong	X	JoElla Basler
X	Danielle Boyd	X	Dr. Tammy Capps
X	Roberta Christie	X	Amanda Hannan
X	Wendy Harris	X	Lorena Hines
X	Dr. Greg Mason	X	Mindy Reach
X	Kayla Sauerbrunn	X	Greg Sheppard
X	Ruth Smith		

Chair: Dr. Kristin Shelby

VP of Academic Affairs: Darci Cather

III. **Approval of Minutes of November 18, 2021**

JoElla Basler made a motion to approve the November 18, 2021 minutes as written with a second from Roberta Christie. All voted in favor and the motion carried.

IV. **Action Item**

a. Allied Health (Kayla Sauerbrunn)
b. BOT (Ruth Smith)
    a. Change BUS 230 from 1.2 to a 1.1 course for transfer articulation
    Question: Clarification was requested to discuss the reasoning behind the change.
    Answer: SCC is working on articulation agreements with universities and wants to make sure this course is transferrable and available as a transferrable dual credit course. SCC Representatives have been in articulation talks with SIUC, SEMO, Murray State, etc. to expand articulation agreements for students. 1.1 courses are generally recognized as transfer courses by any 4-year school in the state of Illinois. The next step in the process – Form 13 are sent to university partners and ICCB requires signatures from three (3) universities before being submitted to them for approval. Once ICCB approves, SCC can then make the change.

Lori Armstrong made the motion to take BUS 230 from a 1.2 course to a 1.1 course with a second from Roberta Christie. All voted in favor and the motion carried.

c. Humanities and Social Sciences (JoElla Basler)
d. Math and Science (Lori Armstrong)
e. Nursing (Amanda Hannan)
f. General Education (AA/AS/AGS)

V. Old Business – No old business to address at this time.

VI. New Business

a. C&I Team Scope – Darci Cather / Shared Screen Information

Darci Cather discussed the C&I Committee Charge (Shared Governance Committee Charges can be found on the Board Policy and Procedures shared drive). The C&I Team work will flow up to Academic Affairs Council and Academic Leadership Team and will be working closely with both. Action items on the agenda for C&I do not have to be sent up to AAC for approval. For example, the recommendation for BUS 230 on today's agenda does not flow upward. Any action items approved by C&I go directly to ICCB (or the next corresponding step) for approval.

b. New Business for C&I Team is to begin review of C&I forms and to write a C&I process for course and program approval. These will be reported on at Academic Affairs Council and Academic Leadership Team. Tasks are listed below and will consist of small group work reporting on progress at monthly C&I Team Meetings.
   i. Task 1: A small team of 3-4 individuals (ideally from this Team but doesn't have to be) will work with Dr. Mason to develop a process for CTE program development and approval. Dr. Mason will be the point of contact for this task.
   ii. Task 2: Creation of a Master Syllabus with all of the necessary components. Start with existing template. No preference for what this is called, "Master Syllabus" or "Master Course Outline."
   iii. Task 3: Update C&I forms located on mySCC. (Revise forms and make suggestions if new forms are needed.)

Other notes:

- Scope of the C&I Team can be revised how many faculty / non faculty participating
- Presently, there are 7 faculty / 7 staff, on the C&I Team.
- Thoughts were to recruit one (1) more faculty member to ensure the Team is made up primarily of faculty.

VII. **Announcements**- No announcements to address at this time.

VIII. Upcoming Meeting Dates

a. Thursday, February 17, 2022
b. Thursday, March 17, 2022
c. Thursday, April 21, 2022

Please note: Subcommittee items for agenda updates are due at the same time.

IX. Adjournment

Lori Armstrong made a motion to adjourn C&I Meeting, second by Roberta Christie. All voted in favor and the motion carried.

The meeting adjourned at 2:51 pm. Our next Curriculum and Instruction meeting is scheduled for February 17, 2022.