BLINN COLLEGE

**CURRICULUM COMMITTEE MINUTES**

# DATE: September 19, 2014

**PLACE:** Bryan (E205B), Brenham (BULL 136), Sealy (110), and Schulenburg (110)

**PRESENT:** Amy Winningham (Assistant Dean for Humanities), Brandy Ermis (Department Head for Humanities), Debbie Vavra (Assistant Dean for Visual and Performing Arts), Bryn Behnke (Assistant Dean for Business, Agriculture, and Kinesiology Programs), Yvette Janecek (Department Head for STEM), Jaime Schroeder (Coordinator for Health Sciences), Nathan Krueger (Department Head for BAK), Jill Stewart (Coordinator of Music Programs), Todd Quinlan (Department Head for Visual and Performing Arts), Shelley Pierson (Radiology), Michael Hutton (ADN Program), Brandon Franke (Assistant Dean for Social Science), Alan Lehmann (Department Head for Social Science), Max Hibbs (Assistant Dean for STEM), Abby Baumgardner (Department Heard for STEM), Grady Hendricks (Assistant Dean for STEM), Lee Don Bienski (Assistant Dean for STEM), Karen Buck (Assistant VP of Instruction), Craig Jeffrey (Assistant Dean for Visual and Performing Arts), John Schaffer (Assistant Dean for Humanities), Mary Barnes-Tilley (Assistant Dean for Social Science), Lisa Wiese (Dental Hygiene), David Sessum (VET TECH), Nathan Sivils (Fire Science), Christy Gautt (PTA), and Elizabeth Sharpe-Aparicio (Department Head for STEM).

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| AGENDA | **DISCUSSION** | **RECOMMENDATIONS/CONCLUSIONS** |
| I. Call to Order | 1. Called to order at 1:30 pm by Brandon Franke.  2. Franke asked the committee to review the minutes from the April 2014 meeting. | 1. Sign-in list of attendees was passed around.  2. Max Hibbs made a motion to approve the minutes. Craig Jeffrey seconded the motion. Approved unanimously. |
| II. Old/Unfinished Business | None |  |
| III. New Business | 1. Revised bylaws as stated on the Bylaws of the Blinn College Curriculum Committee document.  2. Franke then conducted housekeeping amendments.  3. Karen Buck commented on Article V—Defining a Quorum. | 1. Franke read through the current bylaws one-by-one and stated what should be revised. Committee members were sent a copy of the bylaws prior to the meeting.  Article III—Membership: propose to go to new structure—will align with new organization. Health Sciences does not have a division, though, as was pointed out. Franke suggested that membership include two faculty members per campus per division. Max Hibbs moved to accept the amendment. John Schaffer seconded the motion. Franke then noted that having two faculty members per campus per division would make the committee big (56 voting members total). Karen Buck explained one representative is needed for each division/department. Proposal to have statement read as follows: *In consultation with the Faculty Senate, and the appropriate vice president, one faculty member per campus per division will be selected to two year term.* This new amendment was motioned to be approved. Grady Hendricks seconded the motion. Approved unanimously.  Article IV—Voting Privileges: Franke read the current bylaw then amended statements. He explained that a course change/addition should already be fully discussed within the division before it is brought to the Curriculum Committee. He stated the order of discussion within the specific division should be faculty, then Assistant Deans, and then Dean. The following was then proposed: instead of two people per division per campus, the committee would have one person per division per campus. The new statement will read as follows: *Each division will have one leadership vote and one faculty member vote in matters before the Curriculum Committee. A proxy may be selected to vote and otherwise represent the division in case in division member cannot attend a meeting. The chair should be notified at the beginning of the meeting if a member has a proxy. A proxy is for voting purposes only. A majority vote, by show of hands, is necessary for a proposal to be passed.* The amendment was motioned to be approved. Mary Barnes-Tilley seconded the motion. Approved unanimously.  It was then suggested that Article XI—Amending the Bylaws should be added to Article IV. Then, a proposal was made to change the wording from The Academic faculty and Technical Education faculty are . . . to *The faculty are eligible to cast one vote each. Faculty representatives eligible to cast a vote during the current academic year are as follows:* However, after this discussion, it was proposed to eliminate the section all together. This suggestion was moved and seconded. The motion passed unanimously.  2. The title Division Chair will be changed to Assistant Dean. Mary Barnes-Tilley said that she updated the forums and website before the Curriculum Committee went through changes, so she will make additional changes within a two week time period.  Faculty Senate and Vice President will work to get faculty members to serve on the Curriculum Committee.  3. The statement was put into conversation. A proposal was made to strike the last sentence from the article, which reads Proxies are not counted in the quorum attendance. The article will now read as follows: *If at any time during a meeting a quorum is not present, no further votes shall be taken. For a quorum to be present there should be no less than half the voting membership present.* |
| IV. Announcements | As stated in the revised bylaws, only two division representatives have to attend each monthly meeting. |  |
| V. Next Meeting | Next meeting is scheduled for Friday, October 17 at 1:30 p.m. | Brandon Franke adjourned the meeting at 2:05 pm. |

Respectfully Submitted,

Amy Winningham, Assistant Dean for Humanities

October 8, 2014