

## Curriculum Committee Summary Report | 2018 - 2019

---

### Our charge ([wou.edu/facultysenate/committees/](http://wou.edu/facultysenate/committees/))

1. Review of curricular matters, including proposals for new courses, programs, and degrees, and modifications or elimination of existing courses, programs, and degrees;
2. Examine the curricular implications of policies and procedures;
3. Monitor university procedures for establishment and change of curriculum in order to promote efficiency and effectiveness;
4. Report recommendations and findings to the Faculty Senate.

### Our work for 2018 – 2019

1. Curriculum processing (charge 1, charge 3)
  - Our team met for our regular meetings: September, October, November, January, February, April and May and for two additional meetings in December and March.
  - Our team developed an efficient approach to sharing and reviewing proposals prior to each meeting using a Google Team Drive.
  - Our team reviewed about 350 curriculum proposals this year. We completed every review on time and during our regularly scheduled 3:30 – 5 p.m. meeting times, including the two meetings where we reviewed 97 and 94 proposals.
  - Our team helped WOU faculty replace every program and course reference to LACCs in the 2018 – 2019 catalog.
2. Chair work (charge 2, charge 4)
  - Helped the Faculty Senate programmer test and troubleshoot the curriculum portal system throughout the year.
  - Communicated with faculty and division chairs throughout the year regarding required changes, faculty resources and curriculum deadlines.
  - Developed and reviewed multiple resource pages for WOU faculty, all of which were combined into a single destination for campus use: [wou.edu/curriculum](http://wou.edu/curriculum). The Curriculum Committee members provided valuable additions and edits to for to and for this resource.
  - Helped the Faculty Senate programmer test and troubleshoot the four-year plan system for [wou.edu/academics](http://wou.edu/academics) and communicated with campus to have all plans updated in advance of the spring 2019 SOARS.
  - Reviewed the General Education guidelines for the General Education director
  - Meet with and assisted faculty throughout the year for curriculum edits, changes, updates and general assistance.
  - Prepared and distributed agendas and minutes to campus, with agendas distributed to committee members at least three days prior to meeting.
  - Sent a report to the Faculty Senate president after each meeting itemizing the results and Curriculum Committee recommendations from the meeting.