School of Educaiton & Health

Curriculum Committee

Minutes

January 23, 2019

In attendance: Ruth Zealand, Jeffrey White, Kayla Valentino, Karen Nicholson,

Kerri Mulqueen, Jeff Cherubini

* **Meeting called to order at 10:00am.**
* The committee reviewed the most updated School of Education & Health’s (SoEH) Curriculum Committee Bylaws and made minor edits to enhance clarity under Article III – Terms of Membership. No major content changes were made. When complete, the newly elected Secretary will upload the bylaws to the committee’s Google team folder. The bylaws will also need to be shared with the College Curriculum Committee (CCC).
* The committee discussed guidelines for submission of proposals to both the School and College’s Curriculum Committees. Committee members recommended following the guidelines and needed content as outlined on the CCC’s Moodle site.
* The committee reviewed and discussed membership terms and the protocols for this initial year. Ruth Zealand and Jeff White will serve one-year terms with the remaining members (Kayla Valentino, Kerri Mulqueen, and Jeff Cherubini) serving two year terms.
* The SoEH Curriculum Committee’s Google team folder will need to be updated to allow access for Kerri Mulqueen and Jeff White.
* The committee nominated and voted on the Chair and Secretary positions. Jeff Cherubini will serve as Chair and Kayla Valentino will serve as Secretary.
* Following the protocol of the CCC, the taking of the SoEH Curriculum Committee minutes will alphabetically rotate through all members of the committee, excluding the Chair, starting with Kerri Mulqueen. Once approved, the minutes will be uploaded by the Secretary to the Google team folder and forwarded to the Chair of the CCC.
* The next meeting was scheduled for Wednesday, Feb. 13th at 11:00am.
* Meeting adjourned at 11:00am.

Minutes submitted by Jeff Cherubini