

Structure of Curriculum Agendas



Curriculum Committee Agenda

1. APPROVAL OF THE ORDER OF THE AGENDA

This portion of the meeting allows curriculum committee members the opportunity to move items forward or backward on the agenda on the table. (This is where courses are moved on the agenda)

2. APPROVAL OF THE MINUTES

This portion of the meeting is when the printed record of the previous meeting is validated. Members have the opportunity to make corrections, additions or deletions to the record.

3. NOTIFICATION

Course and program items placed under the notification portion of the agenda do not require a committee vote, however, they are there to inform the committee of activity.

4. CONSENT

Course and program items placed on the consent agenda are all items coming forward to the committee for vote of yea or nay unless moved to other places on the agenda

5. DISCUSSION

If a committee member wishes to discuss a course or program item elsewhere on the agenda, they request during the "order" portion of the meeting to move it to the Discussion section. During discussion, committee members discuss and often debate one or more aspects of a course or program.

6. UNFINISHED BUSINESS

Items held over from previous meetings are discussed and finalized or postponed during this portion of the meeting.

7. NEW BUSINESS

New items for discussion are included on this portion of the agenda. Topics can include:

- New policies
- Subcommittee reports
- Operational issues; catalog, Datatel, curriculum management
- Informational items; IGETC, CVHEC, VTEA