

## Curriculum Committee – 9/4/18 (Minutes Ratified - 10.2.18)

In Attendance: Sara, Paul, Karen Evelina, Sheila, James, Porter, Felipe, Lara, Neil

Convene: 12:36pm

2018/2019 CC Officers:

- James –Chair
- Porter – Vice Chair
- Felipe – Secretary

Review of minutes:

- Sheila: PERF185 or PERF195?
  - I know we discussed at length which course number it would be.
    - I see in the minutes its 185.
    - Is that what we finally decided on for course number?
    - Could someone check the catalogue?
  - Evelina – Its listed as 185 in the catalogue
  - Sheila – Did we send the committee a final draft of the course description for PERF185?
  - Felipe – The latest version I have is from 4/30/18 and it is still in draft form, with crossed out/ written in material.
    - That is how it was approved by us and sent on to Faculty Council
    - I don't see a clean version
  - Sheila – ok we can update and make it a clean version
  - Felipe – Should I send the final draft to you to work from?
  - Sheila – Yes please
- Evelina – PERF340 – correct what Steve said: “should not load on too many pre-reqs”
- James: approve minutes as amended
  - Approved unanimously
  - Porter abstains

New Business:

- Karen: Presentation of new internship form
  - New internship form to make it easier for students
  - Gives check box option for internship types
  - There will be a date stamp footer of the latest updated version
  - When Greatlakes goes away, the line will be removed
    - Sheila- How has the reception to the Greatlakes been?
    - Karen - really good. The internship sites have been so appreciative and excited to have our students. Especially sites that haven't been able to secure interns due to lack of funds.
    - Evelina - Where have students interned?

- Karen - Patricia Michaels, Site Santa Fe, Meowolf, Wheelwright, Coe, NM state film office, Poeh, Stagecoach...
  - I regularly send out notices to sites, identified by faculty, to inform them we have paid interns that can work with them
- James – Is the importance of the check boxes to distinguish what’s paid and what is not?
  - Karen - Mostly for identifying in empower
  - Paul – It will improve the process flow to ensure we put them in the right place and be sure that have all of their approvals submitted
- Lara - So for no-credit do we put 0 on the credit hour line?
  - Karen - No you don’t need to do this form if it’s not for credit. This is only used for the for-credit internships
- Sheila - What are the min credits for journey home and great lakes?
  - Karen – Starting this semester the Great Lakes has to be for credit and a min of three credits
  - Felipe – I suggest that we put that on the form so that advisors know they have to sign up for 3 credits to get their student into the great lakes
- Sheila - Is journey home min 3 credit too?
  - Lara – Yes
- James – do we have a motion to approve the internship form as amended?
  - Sheila - motion, Evelina - second, passed unanimously
- James - Sheila, how is the HLC approval going?
  - Sheila – Really well. We are meeting on it this week and then there will be a lot to do on our and Bill’s end, but we are very confident on getting it approved shortly.

#### Announcements:

- Lara – AiR dinner tonight in the Balzer Gallery
  - We have 4 artists there

#### Adjourn:

- Evelina – motion, Sheila – second
- Meeting adjourned: 12:57pm