

Curriculum Committee Meeting Minutes

September 24, 2019

Members present: Scot Gibson (co-chair), Julie Wood (co-chair) Cara Alexander (CEU's and syllabus review), Ann Delancey (course evals and TA case conf), Maureen Pendras (TA case conference), David Shaner (CA), Amy Rotz (CA)

1. June minutes reviewed. MOTION: Approved
2. September 3 minutes reviewed. MOTION: Approved
3. Scot taught a Dropbox tutorial to the committee.
4. Leave of absence policy – Ann presented edits. MOTION: Approved.
 - a. Ann will pass them to progression committee (Don S) and director (Sheri B)
5. Distance learning policy discussion – Julie and Maureen reported on the faculty discussion regarding distance learning. Stan provided the most recent statement from APsaA. Discussion will be continued at faculty level.
6. Accommodation requests – Scot:
 - a. Janet Soeprono – request to be excused from first trimester case conference due to return from maternity, with exemption granted. MOTION: Approved
 - b. Kathryn McCormick – request to attend case conference as a distance learner. MOTION: Approved. This approval is noted as a “grandfathering” as it does not likely meet the developing distance learning policies and CA’s distance attendance at case conference was approved prior to policy clarifications.
 - c. Neelam Sampley – request accommodation to be a distance learner due to maternity and nursing. MOTION: Approved
7. Update CEU process – Ann reported that she is waiting for further communication with APsaA. Cara offered to take over this task. Committee expressed wish that, if possible, Cara could submit Winter and Spring at the same time. Ideally, the submission would only be annually, rather than each trimester. Ideally, Cara will be able to develop templates that reduce the work load for this task. Julie will assist with Child Course descriptions, as needed.
 - a. Application will be due mid-November for Winter trimester.
 - b. Application will be due mid-February for Spring trimester.
8. Discussion 2020-2021 curriculum and teaching – deferred to October meeting.
9. Curriculum committee co-chairs – Scot announced that he and Julie will offer to co-chair, with the expectation that the current roles will facilitate a more collaborative approach and lighten the work load for everyone. Julie will report to Sheri and faculty must vote.

Respectfully submitted,
Julie Wood