

Curriculum Committee – Electronic Documents

To help promote a sustainable campus and save the time, paper, and expense of hard copies, curriculum committee materials are distributed as electronic documents. The procedure for agendas, proposals, and other documentation is as follows:

1. A course or program proposal must be created and saved as either a Word document file or a Rich Text file.
2. The proposal is presented for approval by the Division in accordance with the current procedure.
3. The Division Chair or the faculty member submitting the division-approved proposal sends an electronic copy of the file by e-mail to Darlene Duger, the Curriculum Recorder.
4. Darlene will then post these files to the all_shares/Faculty_Share/ folder on the College network. The files will reside in a folder named Curriculum Committee and will be organized in monthly folders. (For example, the October 2008 folder will contain proposals approved by the Division during that month).
5. For security reasons, the Curriculum Committee folder will be assigned as "Read-Only," i.e., faculty do not have permission to change or delete the files. Only the Academic Dean's office can add files to that folder. In addition, one hard copy of the proposals will be placed in a binder to be kept in the Academic Dean's office.
6. A week before the scheduled monthly meeting, the Academic Dean's office will send an e-mail to the Curriculum Committee members and Division Chairs with an agenda listing the proposals being presented.
7. The Curriculum Committee members will review the files from the Faculty_Shares/ Curriculum_Committee folder for the appropriate month to prepare for the meeting.
8. After the Curriculum Committee meeting, minutes will be posted on the Faculty_Shares/ Curriculum_Committee folder and will give the status of the proposals. The minutes will be saved on a Word file in the same folder with the proposals.
9. Before the general faculty meeting, all faculty should review the minutes and the course proposals by accessing the Faculty_Shares/Curriculum_Committee folder so that they are prepared to discuss them before voting.
10. A brief listing of the proposals presented and their status will be saved in the Faculty_Shares/ Curriculum_Committee folder as well as printed and put into each faculty member's mailbox before the general faculty meeting to serve as a reference at the faculty meeting and also for advisement. This summary (usually on yellow paper) will be the only hard copy faculty will receive.

For further information please contact
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