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**WILSON LIBRARY CURRICULUM COMMITTEE (WLCC)
Summary of December 22, 2016**

WLCC Chair Sarah McDaniel called the meeting to order at, welcoming a total of 3 attendees (roster attached).

DISCUSSION ITEMS

1. Distribute catalog copy to faculty and exempt staff instructors via email. Specific actions:
 - a) LIBR 473. Request to change to title (withdrawn)
 - b) Proposed copy changes must proceed through ACC (see FAQ). Peter (ACC Rep) can check what needs to occur with proposed changes in early January for their meeting first week of classes.
 - c) Bring catalog copy to an early January faculty meeting.
 - d) In the future, we could create an internal form for this process that makes sure that we have all the required fields of data from instructors.
2. Future agenda item: Discuss how teaching requests should be weighed against “core” and other teaching responsibilities.
3. Future agenda item: Summer and Continuing Ed processes.
4. Project for the coming year: Syllabi. Consider including classroom culture, student absences, inclusive classroom statement, assessment information. See “Praxis” for ideas and guidelines. Also see work of the Academic integrity committee, and Choosing Civility (Forni). In addition to syllabus, develop a set of good practices, instruction accessibility toolkit.

Meeting adjourned.

WLCC – ROSTER 2016-17

VOTING ATTENDEES			NON-VOTING ATTENDEES	
Faculty members			Advisory members	
Sarah McDaniel, <i>Chair</i>	Libraries	P		
Rebecca Marral	Libraries	P		
Paul Piper	Libraries	--		
Peter Smith	Libraries	P		
Ex Officio members			Recorder	
			Voting attendees	3
			Non-voting attendees	0
			TOTAL ATTENDEES	3