



Committee approved: 1/23/18  
 Sent to ACC: 1/29/18  
 ACC Approved:

**WILSON LIBRARY CURRICULUM COMMITTEE**  
**Meeting Minutes of 12/15/2017**

**Meeting Location: Wilson Library 564**

*Wilson Library Curriculum Committee Chair Sarah McDaniel* called the meeting to order at 10:30 a.m., welcoming a total of 6 attendees (roster attached). Meeting minutes from 12/5/2017 are still pending WLCC approval; both 12/5/2017 and 12/15/2017 will be voted on at the 1/10/2018 WLCC meeting.

**ACTION ITEMS**

**Review of Charge and Membership:** Due to an unanticipated lack of Internet access in the meeting room, votes to approve meeting minutes, revised committee charge, and guidelines for membership were postponed to January. The committee roster was previously approved by the Libraries Faculty. The 2016 decision that the WLCC Chair be the Director of Teaching and Learning (associated with the position, rather than rotating through an independent process) will be returned to the library faculty for discussion.

**Informal Vote:** The committee took an informal vote to allow electronic voting as needed in the future, e.g., to approve WLCC meeting minutes.

**DISCUSSION ITEMS**

1. WLCC considered annual processes to gather course proposals and evaluate submitted proposals to create a schedule of credit course offerings from the library.
2. WLCC began delineating what data needs to be provided by faculty proposing to teach for-credit courses and how this data can be more efficiently collected. The WLCC agreed that an online form should be created to gather the requisite data for each proposed course (deadline for proposals will be 1/19/2018).
3. Syllabi will also be required for all scheduled courses (separate deadline will be in mid-February 2018). An electronic file of all syllabi will be kept by the WLCC Chair and updated annually.
4. WLCC will improve communication by creating a OneDrive folder with the new online form, relevant emails, university and library policies, and library classroom policies (e.g. for HH 222).
5. Questions were raised regarding how to handle course proposals that fall outside the annual process established by WLCC. The committee will return to the following matters in January, 2018:
  - a. How to handle proposals submitted after the annual deadline
  - b. How to handle proposals that don't receive WLCC approval initially
6. Questions were raised regarding LIBR 201, and will be discussed in January, 2018:
  - a. Given recently-announced faculty retirements, should the faculty revisit the recommendation to offer at least one in-person and one online section of LIBR 201 annually?
  - b. Should the library reestablish a rotation or another approach to create an equitable distribution of teaching load for LIBR 201?
  - c. What is the rationale for continuing to offer LIBR 201?
7. WLCC should also anticipate being asked to address the following issues in AY 2017-18:
  - a. To provide information to the Chair for the revision currently underway of the faculty Unit Evaluation Plan and Policy Handbook, e.g., regarding workload and scheduling policies.
  - b. To provide guidance regarding the requirement to state learning goals on the first page of syllabi alongside a statement of how the goals will be assessed.

- c. To provide information and assistance to CUE, ACC, and/or Faculty Senate regarding efforts to revise general education and writing requirements.
- 8. WLCC will continue to develop principles and processes for developing innovative and cohesive credit-bearing curriculum and for prioritization of credit-bearing courses against other parts of the Libraries Teaching & Learning program, as outlined in the charge.

Meeting adjourned at 11:25am.

**Wilson Libraries Curriculum Committee – ROSTER 2017-18**

VOTING ATTENDEES			NON-VOTING ATTENDEES	
Faculty members			Advisory members (if applicable)	
Sarah McDaniel	Library	P	[name], [title]	P/- -
Rebecca Marrall	Library	P	[name], [title]	P/- -
Peter Smith	Library	P	<b>Recorder</b>	
Sylvia Tag	Library	P	Katie Kendall-Weed, Ex Officio	P
Jeff Purdue	Library	P	<b>Guests</b>	
<b>Student members (if applicable)</b>				
[name]		P/- -		
[name]		P/- -		
<b>Ex Officio members</b>			<b>Voting attendees</b>	5
Katie Kendall-Weed, <i>Learning Commons Program Assistant</i>		P	<b>Non-voting attendees</b>	0
[name], [title]		P/- -	<b>TOTAL ATTENDEES</b>	6