



Sent to ACC: 10/31/2017
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**WILSON LIBRARY CURRICULUM COMMITTEE (WLCC)
Meeting Minutes of May 11, 2017**

WLCC Chair Sarah McDaniel called the meeting to order at, welcoming a total of 4 attendees (roster attached).

DISCUSSION ITEMS

1. Review of GUR requirements. A proposal has been under discussion in ACC, CUE, and faculty Senate. To date, the discussion has generated a number of projects, including a CUE-proposed revision of the public description of the requirements. The version of the Communications requirement advanced to ACC includes “information literacies” and writing in a range of modalities, which maintains good alignment with our work. We don’t know yet what the outcomes will be of the overall general education discussions.
2. Registrar policy regarding repeating courses. We discussed the policy, which was intended to balance enrollments across courses, to be sure that it wouldn’t impact the LIBR practicum courses. Elizabeth Stephan, instructor of record for LIBR 339/439 received clarification from the Registrar that instructor override could be used to allow students to retake a course more than two times, as described in the formal course descriptions for our courses. The response addressed our concerns.
3. Out-of-cycle course proposals: assuring clarity of process. Discussion:
 - a) The schedule of LIBR credit courses for the year is set on the timeline determined by campus. The WLCC Chair solicited proposed credit teaching for the coming AY in Fall 2017, brought the schedule to the faculty as an informational item, then worked with Connie Mallison to submit a final schedule to campus.
 - b) Under what circumstances would we add courses after the final schedule is submitted to campus (out-of-cycle)?
 - c) Reviewing proposals in-cycle situates our work within university time line and policies.
 - d) Reviewing proposals in-cycle facilitates a longer planning cycle for overall workload in the department, at a point in the year facilitates resource planning for credit instruction and other programs.
 - e) Reviewing proposals in-cycle allows individual faculty to work with their chair (or instructors to work with their supervisor) to balance workload.
 - f) The following considerations should guide consideration of out-of-cycle proposals:
 - i. Is it a new course? This requires a course proposal to ACC (as well as CUE, for GURs). ii. Is it a change in teaching modality (e.g. in-person to online or hybrid)? This requires a new approval by ACC (as well as CUE, for GURs). ACC is currently discussing how changes in modality should be reviewed to assure that requirements about credit hours are met.
 - ii. Or, is it an additional section of an existing course that can be added without external approval?

- iii. All course proposals should be aligned with discussions about workload, e.g. is it sufficient not ask for any Studio time off, should it be negotiated with the Chair and/or Director?
 - iv. All courses need WLCC approval, scheduling as per the policy.
- g) Do we need a policy about adding courses out-of-cycle? What would the intended goal for such a policy be?
- i. For clarity about when we could fast-track specialized needs, e.g. those that support new strategic initiatives.
 - ii. Planning for new and/or experimental courses needs to happen on the regular planning timeline for the coming year.
 - iii. For clarity around what organizational priorities are, what's expected of individual faculty/instructors, etc.
 - iv. To involve the chair at appropriate points.
 - v. To clearly outline requirements for proposals, e.g. linking to ACC proposals, changing to curriculum, syllabus, etc
- h) Based on this discussion, WLCC members will draft a procedure (not a policy) over email, consult with Chair, and advance to the library faculty in fall.
4. Priorities for credit instruction.
- a) In the coming year, we could articulate some mid-range goals that would guide prioritization (e.g. is the practicum or 201 what best supports an equity mission).
 - b) We discussed an interest in equity and/or student success. We are awaiting the campus strategic planning and library strategic planning processes, but we can anticipate goals, align with existing program goals to articulate some priorities.
5. Projects/action items for 2017-2018:
- a) Procedure for out-of-cycle course proposals (as well as in-cycle) – Fall 2017
 - b) Plan in the coming year: set goals, look at credit courses being offered.
 - c) Consider focus on student success, equity and inclusion, inventory alignment of offerings and provide a map/tools to folks who are teaching (related?) credit courses. Set a success metric.
 - d) Get assessment information into syllabi, e.g. getting a template that pulls in best practices for syllabi from around campus. This goal was articulated in the SLO Assessment Plan submitted to campus during the Accreditation Process.

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	P		
Peter Smith	Libraries	P		
Ex Officio members			Recorder	
			Voting attendees	4
			Non-voting attendees	0
			TOTAL ATTENDEES	4