



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

WILSON LIBRARY CURRICULUM COMMITTEE
Meeting Minutes of 12/5/2017

Meeting Location: Wilson Library 276

Wilson Library Curriculum Committee, Chair Sarah McDaniel called the meeting to order at 11 a.m., welcoming a total of 5 attendees (roster attached).

First meeting of 2017-18, no prior meeting minutes required approval.

ACTION ITEMS

Review of Charge and Membership: The Charge and guidelines for membership will be voted on at the 12/15/17 meeting. This will formalize the committee roster already endorsed by the Libraries Faculty. Last year's decision that the WLCC Chair always be the Director of Teaching and Learning will be returned the Libraries faculty for discussion and a vote in the coming year.

Review of Curriculum Proposals: No curriculum proposals were reviewed. WLCC reviewed [Curriculum agenda](#) procedures in preparation for future meetings.

DISCUSSION ITEMS

1. WLCC reviewed the new minutes template for ACC. Responsibility for taking minutes will be rotated among committee members.
2. WLCC reviewed the 2016 – 17 Curriculum. Subsequent to personnel changes in the Libraries, an NTT pool will be opened, and an NTT instructor will likely teach the online LIBR 201 scheduled for spring 2018.
3. WLCC discussed procedures for setting the curriculum for 2017 - 18.
 - a. The Chair will bring the list of process questions developed by last year's WLCC to the 12/15/2017 meeting. For example, WLCC will examine processes for adding courses outside of the normal calendar cycle.
 - b. At the 12/15/2017 meeting, WLCC will develop communications to faculty and instructional staff, calendar and online forms for eliciting course proposals, and process for updating catalog copy.
 - c. WLCC will also develop principles and processes for developing innovative and cohesive curriculum, and principles for prioritization of credit bearing courses, both against other credit offerings and against co-curricular and curricular-embedded programming, as outlined in the charge.

Meeting adjourned at noon.

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	Recorder	
Sylvia Tag	Library	P	Sarah McDaniel, Chair	P
Jeff Purdue	Library	P	Guests	
Student members (if applicable)				
[name]		P/--	Voting attendees	5
Ex Officio members			Non-voting attendees	0
[name], [title]		P/--	TOTAL ATTENDEES	5