

**UNITED TRIBES TECHNICAL COLLEGE
CURRICULUM COMMITTEE MEETING MINUTES**

Date: Oct. 14, 2015

Location: UTTC Science & Technology Building

Attending: Kathy Aller, Annette Broyles, Mark Turner, Colleen Bredahl, Erik Cutler, Evelyn Orth, Charles Gitter

The curriculum committee meeting was called to order at 3:45 pm by Kathy Aller, chair.

Mark made a motion to approve the minutes from Sept. 23rd and Colleen seconded it.

Old Business

1. Registrar Needs

- a. **Clear policies for new programs to college**
 - a. **How does curriculum committee know what classes or programs have been approved by HLC or administration to be offered at UTTC so that they know they are ready to be approved by the committee**
 - b. **New courses need to be approved by curriculum committee by April for catalog and Registrar's Office**
 - c. **New programs being advertised for Fall 2016: Degree plans for Computer Information Systems: Computer Information Technology (CIT) and Computer Information Processing (CIP) old BOT program, and Social Work, have not been approved by committee. (NOTE: CIT and CIP included curriculum that has been approved in the past few years)**
- b. **Curriculum Policy Handbook for curriculum at UTTC, discussion to get documents from other college. Cathy will check to see what previous policies were at UTTC. Motion made by Colleen and seconded by Mark to develop a handbook at a future meeting.**
- c. **Charles wants to know how many credit hours and how long it will take for each degree plan, committee stated that usually the following is the minimum number of semesters required for most degrees**
 - a. **Certificate 2 semesters**
 - b. **Diploma 3 semesters**
 - c. **Associate 4 semesters**
 - d. **Bachelors 8 semesters**
- d. **Would like vocation changes to only happen within first 2 weeks of semester**
- e. **Committee recommended Registrar network with other institutions to see how some issues are being handled.**

New Business

2. BAD

- a. **Curriculum guides:** To be tabled until next meeting as ran out of time

A motion was made by Mark and seconded by Erik to adjourn the meeting.

Respectfully submitted, Annette Broyles