

CSU Channel Islands
Curriculum Committee Meeting Minutes
August 30, 2006 – Dean's Conf Rm, Bell Tower West
10:00am to 10:30am

Attendees: Virgil Adams Sean Anderson Steve Stratton
 Kathy Musashi Liz King Paul Rivera
 Lillian Castaneda

Absent: Bill Cordeiro

Steve Stratton chaired the meeting.

1. **Co-Chair**
Steve Stratton was nominated to serve as Co-Chair with Bill Cordeiro. The committee voted and Steve was elected to the position.

2. **Proposal on Service Time**
Virgil Adams proposes that the service term for committee members be extended to three years due to the length of time it takes to get up to speed on the processes and details in reviewing courses and programs. After some discussion it was decided that this topic should be placed on the agenda's pending items list.

3. **Curriculum Committee Guidelines**
Kathy advised the committee that Bill had revised the guidelines and modified some of the due dates. This will be disseminated to the committee. Kathy also distributed the Curriculum and Catalog Planning Calendar for 2006-2007.

4. **Meeting Time for the Semester**
It was decided that Wednesdays, 9am to 11am would be the official meeting time for the fall semester. The committee will meet in Sage Hall.

5. **Academic Master Calendar**
Sean suggested that a master calendar for Academic Affairs be developed so all deadlines for Curriculum, IRA, etc. could be placed in one area. Kathy will share this information with the Dean's Office.

4. **Next Meeting Time:** September 6, 2006, unless otherwise advised.