

2021-22 GRCC Team Charter

Team Name: Curriculum Approval Team
Team Leader: Sheila Jones

Chartering is a two-way process.

Team sponsor(s) specify the mission of the team, its resources, the expectations for what the team is to accomplish, the timelines, decision-making authority, and how the team relates to the broader College strategy and goals.

The team itself thinks through and creates a draft charter, including team goals, stakeholder requirements, and strategies for goal accomplishment.

Together, they review and finalize the team charter, adding the process that will be used to review team progress on a regular basis.

1. Purpose of the Team (*What is this team expected to accomplish?*)
The Curriculum Approval Team is the primary body to review and make decisions concerning curriculum development at GRCC.
2. Decision-making Context and Scope (*What level of decision-making authority does this team hold?*)
The Curriculum Approval Team is a Standing Committee of the Academic Governing Council (AGC) and is responsible, per AGC Bylaws, for gathering information and making recommendations to AGC, in addition to the purpose outlined above. Faculty participation and leadership are essential to the Team's work of reviewing and approving the following: new courses, major course revisions, new programs, program revisions, and curriculum-related procedures.
3. Team Goals, Action Projects, and Timelines (*How will this team proceed to accomplish their purpose? I.e. what will they do?*)
The Curriculum Approval Team will proceed to accomplish the following on an annual basis: review new course and major course revision proposals for inclusion in the GRCC Catalog, review new program and program revision proposals for inclusion in the GRCC Catalog, review curriculum processes and tools (including Curriculog shells). The Team will proceed to accomplish this work in accordance with the established five-year Course Review and Revision and Academic Program Review schedules.
4. Stakeholders and their Key Requirements (*For whom is this team doing their work? What do they want?*)
The Team is doing their work for the benefit of GRCC students, faculty, and staff. The key requirement is a well-defined GRCC Curriculum that aligns to related college policies and GRCC's Vision, Mission, Values, and Goals.
5. Resources Needed (*both people and budget*)
 - Team members' time

- The participation of faculty members and staff from across the College
6. Troubleshooting Path (*How will unresolved issues or roadblocks be handled?*)
The Curriculum Approval Team will attempt to resolve issues or roadblocks as a group. When that is not possible, the Team's Chair will seek guidance, as appropriate, from the AGC Executive Committee. If requested, the Team will utilize the AGC Committee Action Form to document any issues or problems and the Team's recommendations for the resolution of an issue or problem.
7. Requirements for Integration with other Departments or Teams (*How does this Team interface with others doing concurrent work?*)
- This Team will involve academic departments who are creating and/or revising courses and programs.
 - The Curriculum Approval Team will also interface with the Academic Governing Council, Provost's Office, Deans' Council, General Education Review Team, Registrar's Office, and Instructional Support Office.
 - The Team will provide reports to the Academic Governing Council, and other teams, as needed and/or requested.
8. Review Progress (*How and when will the work of this team be reviewed?*)
- This Team will report overall progress to the Academic Governing Council, as requested.
 - The Team will review its work through an annual report.
 - The Team will also review its progress according to and be guided by the following curriculum-related academic policies: Curriculum Policy (7.18), Course Format and Credit Hour (7.13), Graduation Requirements (7.20), Catalog Year (8.5), and Multiple Degrees (8.26).
9. Team Leader, Current Members, and Membership Specifications
Are team members appointed? Volunteers? Is team membership permanent? Term-limited? Is this team accepting new members?
Please also list the current members on the Team by name.
The Curriculum Approval Team's members are volunteers. The composition of the Team is intended to provide balance across the areas of the College that interface with curriculum development. The Team currently does not have permanent membership or term limits and accepts new members prior to the start of the academic year subject to AGC approval. All members are expected to report on this team's work, as appropriate and applicable, to their respective College departments/units.
- Sheila Jones, Dean of Instructional Support (Chair)
 - Werner Absenger, Program Director and Assistant Professor, Secchia Institute for Culinary Education
 - Sasha Ahmed, Assistant Professor, Secchia Institute for Culinary Education
 - Nick Antonakis, Department Head and Faculty, Visual Arts
 - Lyttron Burris, Professor, English
 - Erin Busscher, Assistant Professor, Academic Advising and Transfer Center
 - Valerie Butterfield, Registrar

- Megan Coakley, Associate Professor, English
- Vikki Cooper, Professor, English and Director of Developmental Education
- David DeBoer, Executive Director of Financial Aid
- Christine Dobberstein, Faculty, Dental Programs
- Daniel Groh, Assistant Professor, Physical Science
- Brian Hadley, Assistant Professor, Mathematics
- Moss Ingram, Job Training, Associate Professor, Computer Support Technician
- Ann Isackson, Associate Dean of Enrollment Management and Financial Aid
- Tom Kaechele, Theater Program Director/Professor, Performing Arts
- Leigh Kleinert, Interim Associate Dean, Faculty Evaluation and Hiring, School of Arts and Sciences
- Andrew Masters, Associate Director of Compliance
- Ian Matthews, Instructional Designer, Distance Learning & Instructional Technologies
- Michael Miller, Director of Curriculum Development and Assessment, Instructional Support
- Pam Miller, Associate Dean, Operations, School of Workforce Development
- Mursalata Muhammad, Professor, English
- Matthew Novakoski, Transfer and Articulation Coordinator, Instructional Support
- Svetoslav Pavlov, Professor, Computer Information Systems
- Christopher Remley, Assistant Registrar-Curriculum Operations
- Daniel Sullivan, Interim Associate Dean, Faculty Evaluation and Hiring, School of Workforce Development
- Gordan Vurusic, Professor, Language & Thought

10. List the major team accomplishments over the past year. (*What are your outcomes?*)

- Continued support of Academic Pathways Initiative at GRCC
- Supported MiTransfer Pathways Initiative at GRCC
- Updated Team Charter and submitted 2019-20 Annual Report to AGC Exec
- Conducted team business in a timely manner to support timely publication of GRCC College Catalog
- Provided feedback on curriculum-related initiatives
- Reviewed and moved on 67 curriculum proposals (25 program revisions, 16 course revisions, 7 new programs, 17 new courses, 1 course discontinuations, and 1 new prefix)
- Reviewed and endorsed recommended improvements to the 2022-23 Catalog Development Curriculum shells and Transfer Program (Pre-Major) Template

11. List the major team goals for the upcoming year. (*What do you plan to accomplish as a team in 2021-22?*)

- Continue to review courses and programs according to the five-year schedule
- Continue to promote broader understanding of curriculum development processes via discussions at team meetings and inviting faculty proposal originators to attend meetings when courses and programs are reviewed

- Continue to promote transparency among the AGC body and faculty members at large with regards to the Team's review of curriculum development proposals via regular email updates to AGC during the curriculum development cycle
- Continue to seek faculty feedback regarding curriculum development processes
- Continue to streamline the Team's work so that Curriculog proposals needing the Team's review are approved in a timely manner to facilitate timely publication of the College Catalog
- Continue to broaden team members' and College understanding of transfer courses and programs
- Consider how the Curriculum Approval Team can support online course development

12. Please describe any current challenges the team is facing.

The only challenge the Curriculum Approval Team is facing at this time is the need for additional faculty members to serve on the team.