

## ICC Meeting Agenda

**Meeting Date:** Tuesday, August 23, 2022

9:00am to 11:00am

Hyflex:

FH\_235 or

<https://humboldtstate.zoom.us/j/83865346349?pwd=c3Vvb2J4d3FvYlRwTVAvT1piT053Zz09>

### **ICC Members:**

Ramesh Adhikari, Jill Anderson (Chair), Brad Ballinger, Carmen Bustos-Works\*, Christine Cass, Cameron Allison Govier, Sara Jaye Hart, Healthir Madar, Bori Mazzag, Cindy Moyer, Marissa Ramsier, Joshua Smith, Cyril Oberlander, Justus Ortega, Jenni Robinson, Sheila Rocker-Heppe, Melissa Tafoya, Carly Morino, Mark Wicklund

**GEAR Chair:** Cutcha Risling-Baldy

**CDC Chair:** Eden Donahue

**APC Chair:**

**Student Representatives:** Vacant

**Administrative Coordinator:** Mary Watson

**Curriculum Coordinator:** Bella Gray

Current Vacancies: Graduate Council representative, Student representatives (2), CAHSS Chair, CAHSS GEAR Rep, CPS Chair, APC Chair

\*Non-voting member

**See: ICC Agenda Meetings AY 22-23 Folder**

[ICC Bylaws](#)

[ICC Workflow Diagram](#)

Time	Agenda Item	Lead
9:00-9:20	1. Welcome Back! a. Chat Guidelines i. Stack-Comment to add to the discussion ii. DR- Direct response to a comment made iii. Q-Questions	Jill

9:20-9:30	2. Announcements <ul style="list-style-type: none"> <li>a. Curriculum Deadlines</li> <li>b. Update form Carmen</li> <li>c. Snapshot of the work for this year</li> </ul>	
	<p>Consent Calendar Item:</p> <p><a href="#">PE - 465 - 22-1633</a>. "Intercollegiate Women's Triathlon" (3). New course proposed to align with the newly established for fall 2022 Intercollegiate Women's Triathlon team.</p> <p>Course description: <i>"Focuses on: 1) advancing the knowledge of training strategies and tactics; 2) improving intra-competition decision-making; 3) supporting personal development in the areas of leadership and service; and, 4) an introduction to organizational frameworks and practices. Because of the team-based methodology utilized in this class, instructor permission (which may involve a tryout or equivalent demonstration of the relevant knowledge and skill) is required."</i></p>	
	3. Transition to Subcommittees	
<b>Up Next:</b> <b>Subcommittee Meetings: 8/30/22</b> <b>Full ICC: 9/6/22</b>		

Curriculum Deadlines:

Cameron Govier shared the attached curriculum deadlines presentation.

Discussion ensued and is summarized below:

- Cindy Moyer suggested using a timeline with bubbles rather than the graphics as presented. Draft with deadlines is great but it would be helpful with info presented in the opposite direction, so that people can identify the thing they want to do and when the thing needs to start.
- Cameron answered that there is a lot of text in the timeline format, but thinking about trying to get bullet points together for folks who are overwhelmed by lots of text. She will look back and

see how she can present it in a linear fashion. She also noted they are trying to mitigate the amount of scrolling that folks have to do, especially on phones.

- Cutcha Risling-Baldy requested clarification on the deadlines and suggested that the deadline to submit language should reflect time on either end so that faculty, chairs, and associate deans are aware of the dates by which they all should have approved the submissions. Cameron will take a look and see what she can do, and she and Jill will work together to disseminate the information. They will work on it quickly so it can be out soon.
- Camren Bustos-Works suggested language that is clear, such as: “proposals must be launched by \_\_\_ date. Programs must be launched by \_\_\_ date.”
- The body agreed on the language change: “The deadline to submit, launch, and approve a proposal in Curriculog is Sept 12; Chair approves Sept 19”

The following Consent Calendar Items were approved via general consent and will be forwarded to the Senate for approval:

[PE - 465 - 22-1633](#). "Intercollegiate Women's Triathlon" (3). New course proposed to align with the newly established for fall 2022 Intercollegiate Women's Triathlon team.

Course description: *"Focuses on: 1) advancing the knowledge of training strategies and tactics; 2) improving intra-competition decision-making; 3) supporting personal development in the areas of leadership and service; and, 4) an introduction to organizational frameworks and practices. Because of the team-based methodology utilized in this class, instructor permission (which may involve a tryout or equivalent demonstration of the relevant knowledge and skill) is required."*

## Curriculum

Proposals may be entered into Curriculog at any time during the year – dates listed below are priority dates for inclusion in the catalog year indicated *N.B.: Committee Meetings are not held in June, July or, early August*

### Curriculum Development Process Flow

Proposal Type	Fall 2 AY in Advance of Catalog Year	Spring 2 AY in Advance of Catalog Year	Fall 1 AY in Advance of Catalog Year	Spring 1 AY in Advance of Catalog Year
<b>New Degree Pre-Proposal (aka New Degree Projection)</b>	<p>Launched in Curriculog and approved by the Department Chair and College Associate Dean</p> <p>Approved by APPC and Provost</p> <p>Approved by University Senate</p>	<p>Submitted to CO for approval for addition to the AMP (Academic Master Plan)</p> <p>Approved by CO – <i>there are 5 years to launch the Full New Degree Program</i></p>		
<b>Full New Degree Program</b>  <b>Program Change</b>  <b>New Concentration</b>  <b>New Minor/Certificate</b>  <b>Associated New Course and Course Change</b>		<p>Launched in Curriculog and approved by the Department Chair and College Associate Dean</p>	<p>Proposal revisions in consultation with ICC</p> <p>Approved in ICC</p> <p>Approved by University Senate</p>	<p>Draft Catalog reviewed</p> <p>Catalog released</p>
<b>New GE/GWAR Course</b>  <b>GE/GWAR Certification</b> <b>Course changes that do not involve changing program requirements</b>			<p>Launched in Curriculog and approved by the Department Chair and College Associate Dean</p> <p>Proposal revisions in consultation with ICC</p> <p>Approved in Committee ICC</p> <p>Approved by University Senate</p>	<p>Draft Catalog reviewed</p> <p>Catalog released</p>

## Deadlines and Dates

	Catalog Year	2023-24	2024-25 <i>Draft</i>	2025-26 <i>Draft</i>
<b>Fall:</b> <i>Two Academic Years Prior to the Catalog Year</i>	<b>New Degree Pre-Proposal (aka New Degree Projection)</b> – published in 2 catalog years, students admitted in 3 catalog years (earliest)	Dec 10, 2021 – Dept Chair approves proposal Dec 21, 2021 – College Assoc. Dean approves proposal <sup>1</sup>	Oct 10, 2022 – Dept Chair approves proposal Oct 24, 2022 – College Assoc. Dean approves proposal	Oct 9, 2023 – Dept Chair approves proposal Oct 23, 2023 – College Assoc. Dean approves proposal
<b>Spring:</b> <i>Two Academic Years Prior to the Catalog Year</i>	<b>Full New Degree Program, Program Change, New Concentration, New Minor/Certificate, and related New Course and Course Change proposal</b>	Mar 21, 2022 – Dept Chair approves proposal May 23, 2022 – College Assoc. Dean approval proposal	Apr 24, 2023 – Dept Chair approves proposal Aug 1, 2023 – College Assoc. Dean approval proposal	Apr 22, 2024 – Dept Chair approves proposal Aug 1, 2024 – College Assoc. Dean approves proposal
<b>Fall:</b> <i>Academic Year Prior to the Catalog Year</i>	<b>New GE/GWAR Course and GE/GWAR Certification addition and Course Change that <u>do not</u> involve changing program requirements</b>  <hr/> Spring scheduling begins  Suspension/Deletion Reports released to College Deans  New Degree Pre-Proposal (aka New Degree Projection) to APPC for approval  Non-curricular edits due to the Office of the Registrar  Catalog Cleanup due to the Office of the Registrar  <i>Final University Senate meeting to approve proposals to be included in the catalog</i>	Sept 12, 2022 – Deadline to create, save/submit, launch and approve proposal Sept 19, 2022 – Dept Chair approves proposal Oct 3, 2022 – College Assoc. Dean approves proposal  <hr/> Sept 2022  Oct 15, 2022  Nov 1, 2022  Nov 11, 2022  Dec 21, 2022  Mid-Dec, 2022	Sept 11, 2023 – Deadline to create, save/ submit, launch and approve proposal Oct 2, 2023 – Dept Chair approves proposal Oct 11, 2023 – College Assoc. Dean approves proposal  <hr/> Sept 2023  Oct 15, 2023  Nov 1, 2023  Nov 10, 2023  Dec 20, 2023  Mid-Dec 2023	Sept 9, 2024 – Deadline to create, save/submit, launch and approve proposal Sept 30, 2024 – Dept Chair approves proposal Oct. 7, 2024 – College Assoc. Dean approves proposal  <hr/> Sept 2024  Oct 15, 2024  Nov 1, 2024  Nov 8, 2024  Dec 18, 2024  Mid-Dec, 2024
<b>Spring:</b> <i>Academic Year Prior to the Catalog Year</i>	Submission of New Degree Pre-Proposal (aka New Degree Projection) to the CO  Fall scheduling begins  New Degree Pre-Proposal (aka New Degree Projection) decision received from CO  Final updates to administration, faculty and emeritus faculty listings due to the Office of the Registrar  Draft catalog released	Jan 6, 2023  Early Spring 2023  Late Mar 2023  Mar 1, 2023  Early March 2023	Jan 5, 2024  Early Spring 2024  Late Mar 2024  Mar 1, 2024  Early March 2024	Jan 3, 2025  Early Spring 2025  Late Mar 2025  Mar 1, 2025  Early March 2025

<sup>1</sup> Extraordinary timing due to Polytechnic designation

	Final edits to the draft catalog due to the Office of the Registrar	Mar 15, 2023	Mar 15, 2024	Mar 15, 2025
	CATALOG PUBLISHED	Apr 1, 2023	Apr 1, 2024	Apr 1, 2025