Curriculum Committee Meeting Minutes  
Tuesday, January 26, 2016  
Palanakila 117

Members Present: Lance Uyeda (chair), Patti Chong, Sam Geiling, Sarah Gray, and Jody Storm

Guests present: Kevin Morimatsu

Meeting came to order at 1:02 pm.

1. Note taker? (minutes link: https://goo.gl/FGCwMm)

2. Approval of the minutes from December 8, 2015 (view here)

3. **SLO workshop topics and volunteers**
   - Staff development committee requested workshop on SLO wording, number, assessment issues.
   - Sam will work with Laura Sue on planning.
   - Use Mānoa SLOs (or our own volunteers’ SLOs) as material?

4. **Draft of topics course policy language**
   - [Draft memo](#)
   - [Draft form](#)
   - Documents will go on the discussion board.
   - Submission deadlines should be added to form. (Verbiage options: “First working day” or specific date.)
   - Lance will follow up to determine whether signatures section reflects current process.
   - We will work on a description similar to the UH Hilo memo that defines what a special topics course is.
   - Follow up question: if a person has an alpha-ed course, what rotation in the assessment cycle would they follow?

5. **Fun Kuali curriculum management system dry run**
   - [Links and instructions here](#)
   - Please try to input your course modifications by next meeting, 2/9.

6. Other?
7. Meeting adjourned at 2:07.