

**COLLEGE OF HEALTH & HUMAN SERVICES**  
**CURRICULUM COMMITTEE MINUTES**  
**September 6, 2022**

The September 6, 2022 meeting of the College of Health & Human Services Curriculum Committee began at 9:00 a.m. The meeting was conducted via Zoom.

**Members Present:**

*Ms. Lynn Barcus, Communication Disorders & Sciences; Dr. Richard Clapp, Nursing; CPT William Comstock, Military Science; Dr. Nikki Hillier, Public Health & Nutrition; Dr. Andrew Kerins, Kinesiology, Sport & Recreation; and Dr. Kathleen O'Rourke, Human Services.*

*Note: The student representative position is currently vacant.*

**Members Absent:**

*None.*

**Ex-Officio Members:**

*Dean John Storsved, Associate Jill Bowers, and Ms. Janet Fopay.*

*The meeting was called to order by Dr. Clapp (Chair).*

Today's meeting was an introductory meeting in which Dr. Clapp shared information with the committee members to orient them to their committee work. He explained that he had reached out to Dr. Marita Gronnvoll, CAA chair, asking for her input on what could be done at the college curriculum committee level before proposals are submitted to CAA. She provided the following key points which Dr. Clapp shared at the meeting.

1. Make sure that course proposals are submitted on the new course proposal form located at the following link: <https://www.eiu.edu/eiucap/2022-2023/CourseProposalForm2022.pdf>.

*Dr. Clapp showed the form to the committee members, which is linked from the CAA website (<https://www.eiu.edu/eiucap/>).*

2. It's important for the committee to review the proposals carefully before approving and advancing them to CAA.

*Dr. Clapp shared the directions for completing course proposal forms. Those directions are located at the CAA website. See: <https://www.eiu.edu/eiucap/2022-2023/CourseProposalFormDirections.pdf>*

3. Be aware of the University's curriculum deadlines, especially ones for the undergraduate catalog.

*Note: March 2, 2023 is the deadline for items to be approved by CAA in order to be included in the 2023-24 Undergraduate Catalog. It's important that all proposals be acted upon by the CHHS Curriculum Committee and submitted to CAA prior to that date in order to meet the deadlines.*

4. Committee members are welcome to attend any CAA meetings. Those meetings are held at 2:00 p.m. on Thursdays throughout the academic year. The CAA meeting schedule is located at the following website: <https://www.eiu.edu/eiucaa/>.

*Dr. Clapp indicated that he plans to attend some CAA meetings to get an idea of the questions that council typically have.*

There were no questions by the CHHS Curriculum Committee members.

Also, there were no proposals for the committee to act upon or communications to be discussed at the meeting today.

The meeting adjourned at 9:07 a.m.

The next meeting will be held at 9:00 a.m. on October 4, 2022. The meeting will be held in Room 1418, Klehm Hall and electronically via Zoom.

Respectfully submitted,  
Janet Fopay

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**Fall 2022 Meetings**

Tuesday, September 6, 9-10:30 a.m.

Tuesday, October 4, 9-10:30 a.m.

Tuesday, November 1, 9-10:30 a.m.

Tuesday, December 6, 9-10:30 a.m.

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