

**Curriculum Committee Notes  
April 22, 2010, Collins Conference Center**

**Members Present:** Paula Dahl, Dawn Dobie, Nan Gomez-Heitzeberg, Susan McQuerrey, Dan O'Connor, Billie Jo Rice, Joe Saldivar, Shazeb Shaheen (SGA), Wally Simmons, Kristopher Stallworth, Rene Trujillo, Kimberly Van Horne

**Absent:** Duane Anderson, Billy Barnes, Mike Daniel, Adie Geiser, Jennifer Johnson, Denise Mitchell, Bernie Scanlon, Bernadette Towns, Sue Vaughn

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action</b>
<b>Approval of Minutes</b>	April 8 minutes	The minutes of April 8 were approved as written.
<b>ANNOUNCEMENTS/REPORTS Extended Learning</b>	<p>Due to a lack of quorum at the last meeting, curriculum training will be postponed to the fall and offered through a staff development workshop. The Senate Executive Board recommends that training take place twice in the fall and spring.</p> <p>Courses were uploaded into CurricUNET in March. Course outlines that have not been updated in years and not available in an electronic format were not uploaded. A list of courses not available in an electronic format was given to Faculty Chairs and the Curriculum Committee.</p> <p>A Curriculum handbook to help people working on curriculum needs to be developed. Susan suggested using Porterville College's handbook as a starting point. Volunteers were solicited to help coordinate this effort. Those interested should email incoming Curriculum Chair, Janet Fulks.</p>	
<b>General Education</b>	A revised copy of the GE SLOs and criteria was distributed. Wally Simmons reported that the General Education Committee added a category to Area C, an SLO to C.1 and C.2 and revised the criteria. The additions were added to address the visual and performing arts. The Senate approved the revisions, but requires approval from the Curriculum Committee to be valid. He said the GE outcomes should be evaluated yearly, preferably in the fall.	Dawn Dobie moved, and Mike Daniel seconded, to approve the additions to the Area C GE outcome. Motion unanimously passed.
<b>CONSENT AGENDA – CURRICULUM</b>	Three new courses (PSYC B3, SOCI B3, and PHED B5v) were removed from the April 8 consent agenda so that the Administration could address questions with respect to how those courses fit within the major or the major requirement.	Nan and Greg are scheduled to meet with Becki Whitson and Brent Damron to follow up on questions and get clarification.
<b>CERTIFICATE REVIEW/ APPROVAL</b>	Copies of the new Job Skills Certificate were distributed. Nan explained how the form evolved and went through various committees and finally to the District-wide Consultation Council, which represents all constituent groups, including College Presidents and Academic Senate Presidents. She discussed new information added to the form: skill levels, skills/outcomes, TOP codes, and required resources. The form emphasizes what an employer would value with respect to skills required for the work force. In order to submit the certificates to the June 10 Board meeting, completed forms must be forwarded to the District by May 24. Faculty Chairs have been asked to send the completed forms to A-17 by May 3.	A special Curriculum Committee meeting is scheduled for May 6 to review and approve the Job Skills Certificates.

Agenda Item	Discussion	Action
<b>PROGRAM RENEWAL/ CHANGES TO THE CURRENT CATALOG “GOLDENROD” FORM</b>	The committee has been identifying major vs. minor changes so that minor curriculum changes can be processed and not have to wait for Board approval. In the past, curriculum changes were processed and put in the schedule after committee approval. But last year all changes, minor or major, required Board approval before they could be processed or put in the schedule.	A minor change was suggested to the form.
<b>TECH REVIEW COMMITTEE/ REVISED CURRICULUM PROCESS</b>	<p>Curriculum flowcharts for Bakersfield, Porterville, and Cerro Coso Colleges were distributed. These flowcharts were sent to the Board of Trustees. The Board President suggested that all colleges use the same process for approving curriculum. An SLO Technical Review group has been established recently who would be responsible for looking at SLOs before they are forwarded to the full Curriculum Committee. A list of other technical review components were distributed. Susan solicited volunteers to help with these components. The CurricUNET program is set up to address a lot of these issues, and feedback will go back to the originator of the course outline. The idea of dividing the technical review components into sections was suggested.</p> <p>Janna said that a lot of mistakes could be prevented if people would use the current catalog as a reference when making curriculum changes. That way they can see the approvals the course has already received and other information about field trips, transfer, degree applicability, etc. Among other things, the current catalog reflects local and CSU GE approval, IGETC approval and UC transferability. Often times these approvals are omitted because the proposer was not aware about the current transfer status. Likewise, field trip information, which is part of the course description, is often times omitted, and when the curriculum is processed, the reference to field trips will be removed from the catalog. It is also important that the department review criteria for UC, IGETC, and CSU breadth before requesting that the course be submitted. Ideas for improving the flow were suggested.</p>	Wally Simmons, Kris Stallworth, and Kimberly Van Horne volunteered to assist with Technical Review. Sue Vaughn’s name was added.
<b>IMPLEMENTATION OF NEW CONTENT REVIEW SKILLS</b>	Copies of the revised (new) content review skill sheets for reading, English, writing, and Math were distributed. The idea is to link these skill sheets to CurricUNET for faculty to begin using after July 1 or the fall semester.	Susan will take the revised skill sheets to the ACES meeting next week. The revisions will be disseminated to the Faculty Chairs.
<b>COURSES IN DEEP FREEZE</b>	The deep freeze category has been eliminated. Courses will no longer be placed in DF, but will be deleted. Nan said that the list of courses in “Deep Freeze” was given to the Faculty Chairs, and they were asked to notify Janna by April 30 if they intended to reactivate a DF course. Departments should notify the Office of Academic Affairs if they would like a copy of the course outline for departmental records.	After April 30, the DF courses will be deleted.
<b>SLO Matrix</b>	Wally referred to the two matrixes that Bonnie Suderman provided to the committee: one for courses and one for the program. He discussed specifics regarding the proposed matrixes and said that results would be compiled after the course is finished. He suggested that the course outline include a note about sending the results to the Assessment Committee. Discussion ensued. Kimberly said that similar work is done during program review. Does it have to be assessed every year? What are the expectations? Wally said the GE Committee will assess one area each year.	Nan said that revising the ACAR would involve CurricUNET and bringing this discussion to the ACES group. Departments should begin discussions about how to proceed with assessment.
<b>CURRICULUM TRAINING</b>	Susan said that curriculum training will occur in the fall before school starts and another one in the middle of the semester and again at the end of the semester.	

**Next Meeting**

A special F2F meeting will be held May 6, at 2:30 p.m. in the Collins Conference Center to discuss and approve the new Jobs Skills Certificates.

:Janna Oldham