**Bakersfield College Curriculum Committee Minutes**

**Collins Conference Center**

**November 7, 2013**

Present: Billie Jo Rice, Cari Meyer, Kimberly Van Horne, Lindsay Ono, Kathy Hairfield, Leslie Reiman, Creighton Magers, Sean Caras, Paula Parks, Elizabeth Rodacker, Qiu Jimenez, Brent Damron, Arnie Andrasian, Jennifer Johnson, Mike Daniel, Mike Harvath, Sue Granger-Dickson, Nick Strobel, Edwin Borbon, Liz Rozell, and Sue Vaughn

Administrators Present: Nan Gomez-Heitzeberg.

Absent: Tim Capehart, John Carpenter, Dawn Dobie, Emily Madigan, Michael McNellis, Randy Messick, Brenda Nyagwachi, and Mark Staller.

I. Called to Order

 Billie Jo Rice called the meeting to order at 2:34 pm.

II. Approval of Minutes

 m/s Kathy Hairfield/ Arnie Andrasian to approve the minutes. Motion passed by a unanimous vote.

 III. Reports

A. Co-Chair and Articulation Officer Reports - Billie Jo Rice

1. There should be 16 ADT (Associate Degrees for Transfer) on the next agenda. Members were asked to encourage the department chairs to finish the ADT’s in curricunet. There were two workshops held last week for ADT help.

2. 99 courses have been submitted for CID approval. Some colleges have submitted over 270.

3. SB 440 – ADT is now tied to the apportionment that colleges receive from the State. Members were encouraged to talk to their departments and share this information. We have to have 16 completed ADT’s. In the future, there will be 2 ADTs templates finalized at the State level every year. Colleges that award that degree at commencement will have to offer the ADT the following year. Spanish and Philosophy are the newly added ADT templates finalized at the State level.

 4. C-net issues: C-ID, GE. In the rational box (under Basic Course Information) add the number of the C-ID that you are trying to align with. On the Content review form, use red font to make it easier for readers to review the form. There is a new feature in c- net: content review forms can be added under the conditions of enrollment page.

5. Courses on the agenda are because priority is given to courses being revised for ADT

 and/or compliance issues. There are 40 courses on the first agenda to be reviewed.

 6. m/s Lindsay Ono/Mike Harvath to provide Curriculum Technician administrative rights to facilitate processing curriculum at Bakersfield College. Motion passed by a unanimous vote.

 7. Topical outlines should match the C-ID descriptor.

IV. Opportunity To Address The Committee

 A. None

V. Additions To The Agenda

 A. Sean Caras requested that AUTO B106 be added to the list of courses on the First agenda by an emergency vote. When the course was revised last spring, under grading method, only the pass/no pass option was checked. This will adversely affect students. m/s Sean Caras/Mike Daniel to add AUTO B106 on the first agenda to be reviewed by Team F. Motion passed by a unanimous vote.

VI. Unfinished Business

 A. Curriculum/Assessment Clinic 11/14

The clinic was held Thursday 10/24/13. The next clinic is 11/14 from 2:30 – 4:00 in L148. Members were encouraged to tell their departments to come to the clinic.

B. On-going training – Curricunet

1. Approval queue procedures were reviewed in curricunet. Members were encouraged to

 tell anyone in their department that is an originator to check the course and see the

 level it is at and to make the necessary corrections to get the course to level 3.

2. Nick Strobel stated that courses approved for BC General Education must meet guidelines.

 Members were encouraged people to come to the next curriculum clinic to review

 guidelines for BC GE status requests.

VII. New Business

1. High Unit Course Justification Form

 The high unit course justification form was distributed. There was discussion that the General Education (GE) pattern is too high with the ADT requirement of no more than 60 semester units. It currently takes between 41 – 51 units to complete GE. GE needs to be reduced to 39 units. In order to meet 39 units, courses requesting to be more than 3 units would be required to fill out a high unit justification form and upload it in curricunet under attached files. The committee members were asked to review the form and bring suggestions back to the next meeting.

 High unit courses need to be addressed in order to comply with the ADT 60 units requirement. The Curriculum Committee must see a need justified with data for courses to be more than 3 units. There will be lots of tough choices because of the new laws. There is a need to implement courses with the C-ID minimum number of units.

 The state is making requirements in order to help students get in and out of a community college in two years. Because Community Colleges have not done a good job with this, the State Legislature has now mandated it. Sue Vaughn stated that students with 100 units do not have priority registration. Courses with over inflated units are affecting students’ financial aid.

VIII. First Agenda

 A. Forty one courses and four programs were read on the first agenda.

IX. Second Agenda

 A. m/s Sue Granger-Dickson/ Lindsay Ono to approve the following voting items. Motion passed by a unanimous vote.

 **Course Revisions**

ECON B1 Principles of Economics – Micro (GE-DE)

ECON B2 Principles of Economics – Macro (GE-DE)

**Course Deletion**

ADMJ B62 Campus Security Supervisor Course

X. Good and Welfare Concerns

 Happy Face cookies were enjoyed by all.

X. Adjournment

 Billie Jo adjourned the meeting at 4:08 pm.

Respectfully submitted

Sharon Bush

Academic Services Assistant