**Subject:** **Curriculum Committee Minutes**

**Date: 2-13-14**

**Chairs:**  B.J. Rice; J. Carpenter; N. Gomez-Heitzeberg

**Members in attendance:**   Moya Arthur, Leslie Reiman, Kathy Hairfield, Michael Harvath, Arnie Andrasian, Creighton Majers, Qiu Jimenez, Nick Strobel, Nathan Mayer, Mike Daniel, Jennifer Johnson, Rebecca Mooney, Dawn Dobie, Sean Caras, Lindsay Ono, Carl Dean, George Washington, Brent Damron

**Administrators in attendance:** Sue Vaughn, Liz Rozell, Sue Granger-Dickson

Motion: Postpone the vote on the November January minutes until the next meeting.

Moved: M. Daniels Seconded: S. Caras

Motion passed.

Sue Vaughn asked for a formal vote to confirm that the tutoring course, Ac Dv B280 and Library course, B55 are both repeatable since they are both no-credit courses

 No motion was made but a vote was called and it passed unanimously.

**Chair Reports**
Three transfer degrees are ready for approval, English, History and Music

Part of the process for C-ID course approvals is to first submit courses to ASSIST. ASSIST allows only two dates for course submission, the seventh and twenty-second of each month. There have been problems with ASSIST but B. J. Rice has been in touch with ASSIST to resolve the problem.  We should be able to move our courses forward for approval and then on for CI-D approval.

The Student Education Plans (SEP) project is critical to the college to complete.  Numerous faculty members came to the workshops. These workshops also provide an opportunity to correct program information for the catalog. Mike Ivey, Emily Madigan and other committee members took on the task to correct the information and delete discontinued courses in addition to doing the templates.

A team made up of Sharon Bush, Matt Jones, Janet Fulks, Sue Vaughn, Michelle Pena, Billie Jo Rice and John Carpenter worked on the SEP project.  The point was made that any changes made to a course, degree or certificate, must go through a formal certificate process. The goal is to get the templates done and distributed by early April prior to students registering for summer courses.  It was a little more daunting task than expected.  Some courses were submitted accurately, changes were made but the courses were not in the catalog. One side benefit to the process is that everyone who participated is more aware of the overall unit count of a degree.  Some disciplines will have to be very creative to keep the degree at the 60 units limit.

J. Carpenter reported that program faculty need to engage in assessment. If assessments were not completed last semester, they are due this semester. The Program Learning Outcomes can be done at the same time as Student Learning Outcomes. There have been issues with programs and certificates in relation to the Program Matrix.  In the Matrix, every PLO must address at least one course. It is important to make sure that the PLOs and SLOs are connected.

J. Carpenter reported that some of the ADT programs we submitted were rejected and that is good. Prior to this the expectations were not clear.  We now have a better picture of the process, the total count and other ways to count the general education courses.

D. Dobie asked whether C-Net has been fixed so that there is a place to record non-degree areas like Counseling, ENSL, Ac Dv and Library.  The chairs reported that this has not been done yet, however these areas are expected to be accounted for in CNET. CNET/GoverNet is not meeting deadlines.  The need for non-degree areas to be in CNET will remain on the request list.

B.J. Rice asked if anyone wished to address the committee. No one responded.

A curriculum committee reviewer asked what the appropriate response was to the COR question about adequate resources.  The appropriate response is ‘adequate staffing’ and not ‘adjuncts available’.

A review of the process of C-ID was provided. Topical outlines needs to be detailed and the time spent on the topics needs to be specific. C-ID reviewers are checking course objectives and SLOs.  A reviewer will look at either to make sure the appropriate information is included. We just have to meet the minimum. The CurricuNet element, “May include but not limited to" is a field hardwired into C-Net. There are negotiations to see if that can be changed. For example, an art course may include a project and a research paper.  It is important to include those two things under methods of evaluation.

There are various approaches for creating SLOs and different disciplines might range from 4 to 12 in number.  The challenge is how to account for the objectives under the SLOs.  For now put in the SLO and put the objectives underneath them.  It is critical to follow the C-ID that is approved. Our courses have to match so we can get C-ID approval. If it is not apparent, the course will not be approved and it will be sent back to us.   Yes you can go higher than the number of course objective, however, some CORs were rejected because of too much content.

It is critical for faculty to track the deadline for courses that were given conditional approval. If the changes are not made before the deadline the entire course can be open to a complete review.

We usually hear back from C-ID on Mondays.  Some discipline areas appear to review faster than others.

It is important for curriculum committee members to be the lead or resource within the department, and get feedback to the department.

Motion: Approve the student education pathway form. Moved: S. Caras
Seconded: S. Granger-Dickson
Motion passed.

Some courses that are up for revision, may have credits and hours that are state mandated that are non-standard hours. Some are only one-day courses and some do not include a critical thinking component because that curriculum is state mandated. All are stand alone courses.

Math B22 is being changed to a 4-unit course.

Revisions moved for approval, English B41A.

Moved: D????

Seconded: S. Caras

Motion passed.

Deletions moved for approval, 16 courses listed on agenda.

Moved: L. Ono

Seconded: A. Andrasian

Unanimously passed.

New courses pulled for further discussion.

* ENSL B31 – Advanced Reading and Literature course pulled from the agenda to resolve questions regarding whether it meets the criteria for a general education transfer course.
* ENSLB85 Lowest level course pulled from the agenda for further discussion about the level of the courses below collegiate level and campus resources.

New programs, AA in English for Transfer, AA in History for Transfer, AA in Music for Transfer all moved for approval.

Moved: S. Caras

Seconded: C. Magers

Unanimously passed.

Deactivation of programs, Digital Arts AA and Digital Arts Certificate both moved for approval.

Moved: M. Daniels

Seconded: M. Harvath

Unanimously passed.

Meeting adjourned.