**Bakersfield College Curriculum Committee Minutes**

**Collins Conference Center**

**October 17, 2013**

Present: John Carpenter, Billie Jo Rice, Cari Meyer, Lindsay Ono, Emily Madigan, Creighton Magers, Mark Staller, Sean Caras, Elizabeth Rodacker, Tim Capehart, Qiu Jimenez, Brent Damron, Dawn Dobie, Mike Daniel, Nick Strobel, Mike Harvath, Kathy Hairfield, Kimberly Van Horne, and Edwin Borbon.

Administrators Present: Nan Gomez-Heitzeberg, Liz Rozell and Sue Vaughn.

Absent: Arnie Andrasian, Sue Granger-Dickson, Jennifer Johnson, Randy Messick, Michael McNellis, Brenda Nyagwachi, Paula Parks, and Leslie Reiman.

I. Called to Order

 Billie Jo Rice called the meeting to order at 2:32 pm.

II. Approval of Minutes

 m/s Dawn Dobie/Mike Daniel to approve the minutes as amended. Motion passed by a unanimous vote.

III. Reports

A. Co-Chairs’ Report

1. Billie Jo referred to the handout on ADT resolution from CCCCO Articulation Officers and Transfer Center Directors Regional Representatives asking for a paper outlining guidelines and/or best practices for the development and implementation of ADT’s. She asked members to share the information with their departments.

2. Billie Jo sent an email out last week that SB 440 was signed by the Governor. This will require the college to develop two new ADTs per year, if we have a comparable awarded degree in place. The CID website lists the available ADTs. The CID website link can be found on the Curriculum Committee website. You may view other campuses CID approved courses.

3. Billie Jo and John would like feedback on the curricunet approval queues. If a dean requests a change, the originator should receive an email from c-net, be able to make the change, and see an action button. Let them know if it is not working properly. Committee members will receive emails when courses are moved to the first agenda. Please ignore those messages as review teams will be assigned to courses at the curriculum committee meeting. Committee members were asked to have their departments look at their proposals in the approval queue to get them to approval queue level 3.

4. Committee members were asked to remind their departments on the curriculum timelines. It takes months from the time a course revision is entered into curricunet before it is approved by the Board of Trustees. New courses must be approved by the State Chancellor’s Office before being scheduled. Agendas are posted on Monday at 2:30pm before the Thursday Curriculum Committee. All courses that you want to be on the agenda need to be brought to Billie Jo and John’s attention by Thursday, one week before the meeting.

5. John is recommending that one more page in c-net be added for assessments. Currently, we only use SLOs. CID is using course objectives. It is not possible to convert all of the CID course objectives to three to five SLOs. Other colleges have either adopted course objectives and file SLOs or they adopt both. Departments will not have to assess course objectives. Course objectives will be listed on the COR and SLOs will be listed as assessment. It would help to obtain CID approval. Accreditation requires SLOs to be listed on the syllabus and be tested in a six year cycle (two year cycle for CTE). Title 5 requires course outlines be placed on the COR.

6. Billie Jo stated that the committee voted that all BC GE courses must have reading, writing, and math advisories, where applicable. Transfer courses should have advisories as it ensures transferability. Courses seeking CID approval must align prerequisites. There needs to be a plan to make sure there is enough English, English as a Second Language, Academic Development and Math courses in order for students to meet the prerequisites.

IV. Opportunity To Address The Committee

 A. None

V. Additions To The Agenda

 A. None

VI. Unfinished Business

 A. Prerequisite Task Force

The task force met in the spring, but they never got passed step 1, creating a plan. Billie Jo and John asked for faculty input on what they wanted. Committee members were encouraged to contact Billie Jo and John with input.

 B. Curriculum/Assessment Clinics

The clinic was held last Thursday. There were no outside attendees but the ones that showed up had individual attention. Next clinic is 10/24 from 2:30 – 4:00 in L225. Mark Staller, Mike Harvath, maybe Dawn Dobie (depending on library schedule) volunteered to lead the curriculum clinic next Thursday.

C. On-going training – Curricusearch

 John gave a presentation on how to use the Curricusearch function in curricunet. Click on: Curricusearch; advanced search course; country (US); State (CA); Institution (pick a college or check select all); key term; more; outline.

VII. New Business

 A. Data summit on the Point of Origin – Data Informed Student Success is on October 31, 2013. You may attend part of the day or the whole day. You can give your classes an alternate assignment but please do not send all the students to the library. Please register on-line if you are planning to attend the data submit.

VIII. First Agenda

 A. Two courses were read on the first agenda:

 ECON B1 Principles of Economics-Micro (R)

 ECON B2 Principles of Economics-Macro (R)

 Team L – Nick Strobel and Qiu Jimenez volunteered to review the courses.

IX. Second Agenda

 A. m/s Dawn Dobie/Nick Strobel to approve the following voting items. Motion passed by a unanimous vote.

 **Course Revisions**

RADT B9A Sectional Anatomy for Medical Imaging

**Course Deletions**

CHDV B43-Techniques of Parent Education

FREN B1-Elementary French

FREN B1-Elementary French

FREN B2-Elementary French

MUSC B10B-Concert Band

MUSC B10C-Concert Band

MUSC B10D-Concert Band

MUSC B12B-College Orchestra

MUSC B12C-College Orchestra

MUSC B12D-College Orchestra

MUSC B13B-Jazz Ensemble

MUSC B13C-Jazz Ensemble

MUSC B13D-Jazz Ensemble

MUSC B14B-College Choir

MUSC B14C-College Choir

MUSC B14D-College Choir

MUSC B17B-Chamber Singers

MUSC B17C-Chamber Singers

MUSC B17D-Chamber Singers

MUSC B18B – Drum Line

MUSC B18C-Drum Line

MUSC B18D-Drum Line

SPAN B1A-Elementary Spanish

SPAN B1B-Elementary Spanish

X. Good and Welfare Concerns

 1. Degree Works is now on-line and available to students. The creation of Certificates of Achievement for IGETC and CSU Gen Ed is being discussed. Students will not have to apply for a certificate as long as they don’t “opt out”. They will automatically issue certificates to students when they have met the requirements.

X. Adjournment

 Billie Jo adjourned the meeting at 4:03 pm.

Respectfully submitted

Sharon Bush

Academic Services Assistant