

**Curriculum Committee Notes
March 4, 2010, Collins Conference Center**

Members Present: Duane Anderson, Paul Dahl, Mike Daniel, Dawn Dobie, Nan Gomez-Heitzeberg, Susan McQuerrey, Denise Mitchell, Dan O'Connor, Billie Jo Rice, Wally Simmons, Kimberly Van Horne, Sue Vaughn

Absent: Billy Barnes, Adie Geiser, Jennifer Johnson, Joe Saldivar, Bernie Scanlon, Kristopher Stallworth, Bernadette Towns, Rene Trujillo,

Agenda Item	Discussion	Action
Approval of Minutes	There were no minutes to review at this time.	
ANNOUNCEMENTS	The "go-live" date for CurriCUNET has been moved from April to May 9. Training will occur this summer. The General Education Committee is drafting language to define general education and what the committee is looking for when evaluating GE courses. The Regular Effective Feedback policy, developed by the Extended Learning Committee, will be sent to the Curriculum Committee for review and approval.	Current course outline data will be uploaded into the new system on March 22.
CONSENT AGENDA – CURRICULUM	Sufficient responses were received to approve the following curriculum. English as a Second Language ENSL B22 – Advanced Academic Communication Health and Physical Education PHED B13 – Intercollegiate Tennis – Men PHED B16 – Intercollegiate Golf (Men) PHED B22 – Intercollegiate Tennis – Women PHED B24 – Intercollegiate Golf –Women	Approved by consent agenda.
CONSENT AGENDA – PREREQUISITES & ADVISORIES TO BE VOTED ON SEPARATELY	English as a Second Language ENSL B22 – Recommended: ENSL B21.	Approved by consent agenda.
CERTIFICATE REVIEW/ APPROVAL	Nan Gomez-Heitzeberg worked with faculty to draft a new certificate form that would address the Board's concerns. Copies of the draft were distributed. The Board approved policy regarding certificates at its last meeting, which included a new title-- Job Skills Certificate. Nan stated that the new certificate form must be approved by the Curriculum Committee, the Chancellor's Cabinet, the Consultation Council and the Board, so time is of the essence in order to make catalog deadlines. Concern about renaming the certificates again was raised given that this is the 4 th name change in three years. Sue Vaughn strongly advised that certificates retain their original name in Banner. Thus, if a student earned a Certificate of Completion 3 years ago, it should still be called a Certificate of Completion. Banner should reflect the name of the certificate the student earned---not the new name. New certificate names should be effective in Banner when the new name is effective. A change in name would be a violation of common academic registrar processes. Validation tables could be set up to reflect the name changes as they occur. An additional certificate category (milestone certificate) is currently being discussed by Faculty Chairs. However, that is a separate issue from the job skills certificate.	Additional changes were suggested to the form. The issue of how certificates should be reflected in Banner should be discussed at the District Student Services Committee. Susan will coordinate the format with Porterville College. The draft form will be sent out for a virtual vote.

PROGRAM RENEWAL/ CHANGES TO THE CURRENT CATALOG "GOLDENROD" FORM	A new "goldenrod" draft was shared which reflected changes from the last meeting. The committee has been identifying major and minor curriculum changes. Major changes require formal Curriculum Committee action. It was recommended that the Deep Freeze category be eliminated. Courses placed in DF are removed from the catalog, lose articulation, and require detailed tracking and reporting. DF courses are deleted after being in the DF category four years or longer. Currently there are 100 courses in DF, many of which have course identifiers which no longer exist. There was a lengthy discussion about how to store deleted curriculum in the event that a department may want to reactivate a course at some point. Currently courses in DF are stored in A-17 for 4 years or longer. After that they are deleted and stored an additional two years or longer or until storage is no longer available, after which they are destroyed. In the past, deleted courses were sent to the District Office to be microfilmed and then sent back to the college and were available for reading in Admissions and Records (which had a microfilm reader). Janna suggested that each department keep an inventory of deleted course outlines. The idea of scanning the documents was suggested; however, this would require additional staffing.	Minor changes were suggested. A listing of DF courses will be sent to Faculty Chairs notifying them that the courses are to be deleted.
SLO REVIEW PROCESS	Questions were raised about how to implement the new SLO review process and incorporate the new matrixes into the course outline. Should the course level assessment plan matrix replace #18 on the current Course Outline of Record? Should outlines be sent to the SLO group during technical review or sent out when curriculum packets go out? The new matrix does not include a general education category. Discussion ensued, and additional questions were raised. Dawn Dobie, and SLO Task Force member, said the goal is to have departments engage in discussions to see if students are meeting the SLOs. One item is student assessment and another is how faculty "assess our assessment," which seems appropriate to a unit plan.	SLOs should be "polished" before forwarding to Janna. #18 will remain on the COR. This includes the SLO, the assessment method and the GE category). The 3 rd column should say Methods and "Schedule" of Evaluation/Assessment. Nan suggested the SLO committee come back and respond to questions. Nan and Susan will meet with Bonnie and Bernadette to clarify concerns and questions and how to fit the assessment plan goals into the course outline.
IMPLEMENTATION OF NEW CONTENT REVIEW SKILLS	Further revisions are being made to the new content review skill sheets that were developed for reading, writing, math, and English. Kimberly sent the revised skill sheets to FCDC on Friday for comment. Sue Vaughn said that any new curriculum coming in within the next two weeks should use the new skill sheets. Janna reminded everyone that curriculum changes is an ongoing process, and many outlines are in various stages of completion. She suggests postponing the new content review sheets until next fall so people do not have to do the work over again they already started.	Susan and Nan will be responsible for asking faculty to use the new content review skill sheets.
ADDITION OF "C" GRADE OR BETTER TO PREREQUISITES & CERTIFICATES	There are inconsistencies regarding the way prerequisites are described in course outlines and in the catalog. A "C" grade or better is enforced in Banner for prerequisite courses, but not always listed that way in the catalog. A survey was drafted for department chairs.	Nan and Susan will forward the survey to Faculty Chairs.
COURSES IN DEEP FREEZE STATUS	This item was discussed above.	
Next Meeting	Virtual meeting: March 18.	Meeting adjourned at 2:35 p.m.