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Curriculum Committee Notes – September 22, 2011
Collins Conference Center

Members Present: Duane Anderson Mike Daniel, Dawn Dobie, Stephen Eaton, Nan Gomez-Heitzeberg, Qiu Jimenez, Jennifer Johnson, Bill Moseley, Dan O'Connor, Leslie Reiman, Billie Jo Rice, Elizabeth Rodacker, Corny Rodriguez, Nick Strobel, Sue Vaughn, Richard Wise

Members Absent: Tim Capehart, Paula Dahl, Carl Dean, Janet Duenas-Clifft, Gay Gardella, Sue Granger-Dickson, Kathy Hairfield, Bernadette Towns

Agenda Item	Discussion	Action
MINUTES	September 15th minutes.	The minutes from last week are not ready for review.
CURRICULUM CO-CHAIR	Corny announced that Bill Moseley has stepped forward to serve as the faculty co-chair for the Curriculum Committee this year.	
CURRICULUM TIMELINE CALENDAR	The curriculum timeline calendar was approved at the last meeting.	Copies were provided, and the committee agreed the calendar was ready for distribution.
TRAINING	The idea of having training sessions for CurricUNET was suggested.	Janna will try and find a room with computers.
COURSE UPDATE vs. COURSE REVISION	Bill stated that the course update option does not qualify as curriculum review. An update will only allow you to update SLO's, the methods of evaluation or instruction, the out of class assignments, or textbooks. It restricts the user to specific pages and locks them out of other pages. Nan said that course updates do not have to go to the Board as per an agreement Janet Fulks reached with the Vice-Chancellor of Educational Services.	

FIRST READ CURRICULUM	These courses are complete and ready for submission:
	  1. ANSC B2
	  2. ANSC B10
	  3. ANSC B80
	  4. CHDV B49
	  5. COMS B41
	  6. CRIM B1
	  7. ENGL B34/LIB B34
	  8. FIRE B1
	  9. FORE B6
	  10. HIST B20a
	  11. ORNH B1
	  12. VNRS B6
	  13. VNRS B50a
	  14. VNRS B85
	  15. VNRS B85LV
		Incomplete courses will not be considered.

	16. VNRS B86 17. VNRS B86LV 18. VNRS B97LV Corny said that the courses were chosen based on completeness, compliance, and 6-year renewal. He tried to choose a course from each discipline. Several people have called because they cannot "see" or find the submit button. The submit button does not appear until each page is complete and "finished" is selected at the bottom of the page. When all of the checkmarks appear in the Course Checklist menu, the submit button will appear telling people the course is ready to be submitted.	
CURRICULUM REVIEW SUBGROPS	Working groups within the committee were identified last year to review specific components of the course outline of record. Corny reviewed the assignments from last year.	Corny encouraged the subgroups to discuss what they look for when reviewing courses as part of their assignment. If your name is not listed, you will be assigned to one of the areas.
CURRICUNET	Bill stated that an email was sent on Tuesday asking the originators from the list of courses above to submit their courses. After a course is submitted, it goes to the dean and chair level for 7 days, after which it moves to the Articulation Officer, the SLO coordinator, and the Curriculum Technician. Then it goes to the co-chair, who can decide to move it forward to the committee or back to the originator for changes. The committee looked at some of the training videos; the screens don't look quite like the current screens we are using. Although an email has gone out, some people have not gone in and hit the submit button. This will delay the approval process for those courses.	There was consensus among the committee that Janna could go in and submit courses in order to move courses forward.
STAND-ALONE COURSES	Janna brought an example of a stand-alone course for the committee to review and discuss. Because of the budget situation and the focuses on transfer, basic skills, and CTE, the state is really looking at stand-alone courses. JRNL B4 is not part of a degree or program approved by the Chancellor's office. Last year the course was changed from program applicable to stand-alone. When completing paperwork this summer through the curriculum inventory to make this change, she received an error message that said courses coded as transferable must be coded as degree applicable. Because this course is numbered 1-49 for transfer, it must be coded as degree applicable. However, stand-alone courses are "not" degree applicable. As a result, the course remains as program applicable in Banner. The question asked was why someone would want to offer a course that does not transfer? Janna said that is a bigger discussion that departments should have, and for the meantime, she has not changed the course to stand-alone in Banner. Otherwise, it would come back as an MIS error because it would not match Banner.	
COURSE RENEWALS	A list of courses that have not been reviewed in six years or more was sent to the chairs and deans this summer. Bill said that he noticed some of the courses that needed to be reviewed were from his department and were courses that he had put on the spring schedule. He understood that the committee had voted to enforce a	It was moved by Wise and seconded by Anderson that the committee modifying its restriction that a course cannot be offered in spring

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| COURSE RENEWALS | A list of courses that have not been reviewed in six years or more was sent to the chairs and deans this summer. Bill said that he noticed some of the courses that needed to be reviewed were from his department and were courses that he had put on the spring schedule. He understood that the committee had voted to enforce a motion last spring that if courses were not updated, they could not be offered. According to the list, there are 100 courses, if not reviewed, that should not be offered spring 2012. He suggested the committee determine how to get the process moving and recruit additional help to review these courses.

There was discussion, and suggestions included making timelines clear, having a rep for each department, and recruiting people with CurricUNET experience to help. Bill distributed a list of courses that have not been updated in six years that are offered during the spring.   We should encourage people in these departments to be part of the process. Curriculum changes must be approved by the committee October 6 and submitted to the District October 17 for the November 10 Board meeting. The November Board meeting is the final meeting affecting the Spring | It was moved by Wise and seconded by Anderson that the committee modifying its restriction that a course cannot be offered in spring 2012 unless it has been revised and submitted for approval by October 6. The motion was amended that courses at least have to pass the Dean and Chair for approval. The amendment was accepted, and the motion was approved. Bill will follow up with department chairs. Dawn Dobie suggested that the CurricUNET handbook be sent to all department chairs. |

:Janna Oldham