Members Present: Tim Capehart, John Carpenter, Mike Daniel, Dawn Dobie, Janet Duenas-Clifft, Stephen Eaton, Gay Gardella, Nan Gomez-Heitzeberg, Sue Granger-Dickson, Kathy Hairfield, Qiu Jimenez,   Jennifer Johnson, Emily Maddigan, Bill Moseley, Dan O'Connor, Leslie Reiman, Billie Jo Rice, Elizabeth Rodacker, Wally Simmons, Nick Strobel,

Members Absent: Duane Anderson, Arnie Andrasian, Paula Dahl, Carl Dean, Bernadette Towns, Sue Vaughn, Richard Wise

Agenda Item	Discussion	Action
MINUTES	October 6th Minutes	A minor typo was noted. The minutes were accepted as corrected.
OCT. 6 & OCT. 20 CURRICULUM	The courses below were introduced at the last meeting. Discussion ensued. Nan Gomez-Heitzeberg explained that there are questions about the TOP and SAM codes for CRIM B1. Although the State Chancellor's Office has approved the Criminal Justice program as a CTE program, philosophically the department does not identify itself as an occupational program. Nick Strobel stated that some GE concerns regarding MUSC B2 have been addressed in CurricUNET. The only remaining issue is to provide evidence of a critical thinking assignment. **<u>Revised Courses</u>** 1. ANSC B2 – Beef Production 2. ANSC B10 Horse Production 3. COMS B25 – Programming with C 4. COMS B41 – Introduction to Linux 5. COMS B74a Web Design: Adobe Dreamweaver (DE course) 6. POLS B16 – Vital Political Problems (BC GE D.2) 7. FORE B6 – Forestry Skills 8. ~~CRIM B1 – Introduction to Criminal Justice (BC GE D.1; DE course) –~~ removed from agenda	Nan is in the process of following up with Peggy DeStefano regarding the Criminal Justice courses. Wally Simmons moved, and Jennifer Johnson seconded, to approve courses 1-7. CRIM B1 and MUSC B2 were tabled.

	9. ~~MUSC B2 – Basic Elements of Music (BC GE C, DE course)~~ removed from agenda	
OCTOBER 20 & NOVEMBER 3 CURRICULUM	**Revised Courses** 1. AUTO B75a 2. AUTO B75b 3. AUTO B75c 4. AUTO B75d 5. CHDV B49 (DE course) 6. COMS B35 7. ELET B5 8. ELET B63 9. EMTC B50r 10. ENGL B34/LIBR B34 11. SPAN B4 (BC GE C) **Deleted Courses** 1. FREN B4 Intermediate French Bill stated that the CurricUNET queue is not working well. The deleted courses will appear only on a first agenda and do not require a second reading.	Gay Gardella moved approval of the deletion of FREN B4. Sue Granger-Dickson seconded. Motion passed.
DISTANCE EDUCATION	Nan Gomez Heitzeberg shared copies of a communication from State Academic Senate President Michelle Pilati reminding colleges that courses taught by distance education must be separately reviewed and approved according to adopted course approval procedures. This includes courses that are designed to replace classroom time with on-line time, even those below 50%. Apparently some colleges were reviewing only courses that were taught at least 50% on-line. Nan said that the college recently completed a 300-page Substantive Chance Report for ASCCC that required colleges to identify the percentages of degrees offered through on-line instruction. If you combine GE requirements with any of our degrees, in reality we are offering all of our degrees at least 51% on-line. She stressed the importance of educating ourselves as a committee and looking at all compliance factors when making curriculum decisions.	
CURRICULUM REVIEW ASSIGNMENT	A list of committee members and their assignments was circulated	Bill asked new members of the committee to choose an assignment

		for curriculum review.
CURRICULUM REVIEW PROCESS	Bill discussed problems with the CurricUNET approval queue. In response to suggestions made at the last meeting, he wrote and designed a curriculum tracking program for review and comment. Everyone will be able to see all comments made for a particular course. He demonstrated how the program works. A set of courses will be attached to each agenda, and individual tabs mirror CurricUNET pages. The committee can review the courses in CurricUNET and make comments in the tracking program simultaneously. A red exclamation point identifies committee assignments, and a green checkmark means that someone has made a comment. Course listings will be sent to the committee 9 days in advance of a meeting. A summary of comments can be seen by clicking on the title of the course, and the page link can be emailed to the course originator for follow-up. Committee members are set up to comment according to their assignment. Bill said that the idea is to improve communication between the department and the originator and to make the curriculum process more efficient.	Bill will set up the program so that the GE members can view and comment on all areas. He is proposing the committee use this program for curriculum questions and comments. The program can be accessed at www.bmoseley.com/c. Username and login will be based on email addresses.
ADJOURNMENT		The meeting was adjourned at 3:20 p.m.

:Janna Oldham

3