

**Bakersfield College Curriculum Committee**  
**Collins Conference Center, 2:30 p.m. – 4:00 p.m.**  
**September 6, 2012 - Meeting Minutes**

❖ **Call to Order**

- Members present: John Carpenter and Billie Jo Rice, Co-Chairs, Cari Meyer, Lindsay Ono, Kathy Hairfield, Emily Madigan, Leslie Reiman, Mark Staller, Liz Rozell, Paula Parks, Elizabeth Rodacker, Tim Capehart, Qui Jimenez, Paula Dahl, Dawn Dobie, Nancy Guidry, Arnie Andrasian, Jennifer Johnson, Mike Daniel, Nick Strobel, Mike Harvath
- Administrators present: Dan O'Connor, Sue Vaughn, Sue Granger-Dickson
- Members absent: Kimberly Van Horne, Bernadette Towns, Moya Arthur, Danitza Romo.
- Unrepresented department: Performing Arts

❖ **APPROVAL OF AUGUST 23, 2012 MEETING MINUTES**

Correction of the minutes – In the Introductions paragraph it should state that Sue knows how to do some of the things in place of Jana until she is replaced.

**Motion to accept the minutes with correction: Mike Daniel, 2<sup>nd</sup> by Kathy Hairfield – carried.**

❖ **REPORTS**

- Curriculum Status Update – John Carpenter asked if anyone was having any problems getting into CurricuNet. Faculty are getting Notifications when starting but no issues other than assessment.
  - Approvals are not coming up on CurricuNet
  - CurricuNet tech Sean James and Bill Moseley met. Moseley who is the best authority on CurricuNet presented the issues to resolve the problem of not being able to get into CurricuNet or use it efficiently. If the issues are resolved notifications should come through CurricuNet.
  - Jana Oldham has been hired to work part-time for 31 hours a month. There are 30 courses from last year that need to be completed and reported to the state. Jana previously did that for the committee.
  - Carpenter presented the conversation with Sean James about circumventing some of the elements of Jana's position, so the committee could proceed to get the review ready. James said circumventing was not an option. Carpenter said he will pursue this matter further with James.
  - O'Connor asked if the approvals were going anywhere when the button to approve is pressed. The information that comes up doesn't match up with the CurricuTracker.

- What can we do to move it forward – paper document? Move it forward using the tracker. Is the quickest solution to move fwd Print and forward printed copy to the board? Sue Vaughn.
- Carpenter - 950 courses to be reviewed and a good percentage of them are out of compliance.
- Sue Granger-Dickson - Top Codes, are the means in which the state determines how we will be paid, and must be checked by Curriculum Technician's to check for correct coding. Must be right or it will be get kicked back without payment. O'Connor said they are in the process of hiring for that position but after hiring, it will take 6 months to acquire proper top coding techniques.
- Carpenter reported - Sean James has been instructed to get what is needed for the Curriculum Committee and to make CurricuNet work. The committee has some courses to move fwd for Technical Review. The Board Report takes the courses to the board.
- Strobel – Two Curriculum Technicians should be requested since one technician completes 15 courses per month. Duties are to enter and crosscheck all details of the course. Curriculum Committee and Academic Senate should request 2 Curriculum Technicians, at least until all Curriculum has been reviewed.
  - Action - Carpenter will contact Academic Senate President, Corney Rodriguez, regarding making the motion to request a second Curriculum Technician.***
- Sue Granger Dickson suggested retirees, Sally Errea or Margo Brock, could be offered a temp Curriculum Technician position.
- Rice stated the Vice Chancellor said faculty must use the CurricuNet, not the tracker. If the courses are moved forward they still have to be reported to the agencies by the Curriculum Tech.
- Currently 17 pages appear in CurricuNet - passed tech review? There needs to be a Paper trail of CurricuNet since the Board will not be accessing CurricuNet to obtain course information.
- For Accreditation purposes BC could be put on notice. When put on notice a warning we may get the resources to needed to get the job done. The Committee will do everything it can and move fwd to meet the demands.
- SB 1440 - TMC Degree Update (Systemwide)
  - Finalized TMC degrees: Psychology, Communication Associaology
  - Political Science, History & Anthropology & Spanish are interested and in final stages of TMC Degree.
  - Law requires 100 % compliance by Fall 2014.
  - CID website – Review of the course to see if it is current within 5 years. – If everything matches send to Sue Granger-Dickson to submit.

- Course Descriptors need to be in the CID system get a number and articulate with CSU.
- BC faculty & CSU faculty matched their courses. However, some don't match the state model.
- SGD will find someone who helped create this TMC to assist Spanish Department with Course Descriptors.

❖ **Articulation Officer Update Sue Granger- Dickson**

- Committee needs to have courses updated and match CID and get approval website to increase articulation. Submitted courses will get either an approval or conditional approval depending upon their student learning outcomes. Submitting of courses is continually done by Sue Granger-Dickson.

❖ **COURSES PULLED FROM DELETION STATUS - UPDATE**

- BIOL B255 – Human Anatomy & Physiology Success Lab **Delete**
- COMS B93 – Microsoft Active Directory Services (MCSE 70-219 Exam Prep –**Pull**
- ENGL B27 – The Bible as Literature -**Pull**
- PHED B6pf – Coed Team & Individual Activities Physical Fitness - **Delete**  
**Moved – Dahl & 2<sup>nd</sup> Granger-Dickson, to Delete BIOL B255 and PHED B6pf and Wait on COMS B93 and ENGL B27.**

❖ **COURSES TO BE DELETED – PER DAVID KOETH, DEPARTMENT CHAIR**

- ART B17E – Color Photography
  - ART B17F – Color Photography
  - ART B17I – Photographic Problems
  - ART B17J – Photographic Problems
  - ART B3E – Fundamentals of Color
  - ART B3F – Fundamentals of Color
  - ART B3G – Fundamentals of Color
  - ART B3H – Fundamentals of Color
- Moved Strobel & 2<sup>nd</sup> Daniel to delete Art B17E, ART B17F, ART B17I, ART B17J, ART B3E, ART B3F, ART B3G, ARTB3H**

❖ **COURSE APPROVAL TRAINING**

- Each team will have 20 courses to review. Possibly 40 per month. 2 Teams (A & B) Each 2 Person team will review to crosscheck. (O'Connor said a form previously existed that has check boxes that check off what needs to be reviewed.)

❖ **Program Applicability**

- Reviewers look at different things when reviewing, i.e Conditions of enrollment. Basically reviewers need to see if the course has been offered within the last 5 years.

❖ **CurricuNet Handbook**

- Created by Bill Moseley. Strobel asked if the handbook will be available to review the Gen Ed courses. Billie Jo will provide a document with a comprehensive view on the review process.

❖ **Prerequisite Discussion**

- Leslie Reiman – Discussion on prerequisites for classes and their necessity for a program. If stopping an offering Students could use to meet their program requirements is being done to save money. Example CHEM B11 for Micro Biology Sue Vaughn – referred Reiman to Academic senate and Admin Council to coordinate logically for students to succeed.
- Sue Granger-Dickson – Prerequisites affect articulation. Students may be taking one prerequisite course, but the content doesn't meet the need for the student to pass the courses in their program.
- Nursing already take 70 so if prerequisites are applied, the students will have to take more. No TMC but CSUB offers a one-year-online program that offers completion without repeating the courses our nursing students have already taken.
- BC is under the Higher Ed code. Community transfer to CSU and get priority.
- The Requirements for a Prerequisite needs to be definitive.

❖ **GOOD AND WELFARE CONCERNS**

- Sue found (4) 3 unit courses from Welding. Rozell explained that they were course required by the C6 grant. There are also other needs that are explained in the Grant information. RadTech, Nursing and Welding are all part of the C6 grant. The C6 grant requires some specific courses that we are not offering. Curriculum would be "Fast Tracked" because they are to be implemented in the Spring

❖ **ADJOURNMENT – NEXT MEETING SEPTEMBER 20, 2012 AT 3:40 p.m.**

Minutes by J. Thomas  
Executive Secretary