

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

Call to Order by Billie Jo Rice at 2:33 p.m.

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

Review of Minutes of September 20, 2012

Nick Strobel question last sentence at the bottom of the first page under the Charge of the Committee there is a statement : *Curriculum Committee regarding the Decision Making is not part of Accreditation.* Strobel requested the sentence to be stricken from the minutes.

Motion to accept minutes with change as requested by Strobel made by Mike Daniel, Lindsay Ono 2nd.

Reports

Curriculum Status Update: Appreciation to the committee by Billie Jo for reviewing as many as they did by Tuesday. The committee is moving ahead with the approvals process. Not moving along as quickly as hoped due to a problem with the program. Instructors were directed on entering into the review with Billie Jo's approval to respond to the courses, but it does not flag the originators to let them know changes are needed or that in the revision. Ultimately, the committee was not able to approve as many courses as hoped. The committee was requested to send a cc: to Billie Jo when the course changes are made.

CurricUNET Clinic The first CurricUNET Clinic was held this week. Cari Meyer and Billie Jo helped the two attendees: Sung Soo Park, Physical Science course and Wesley Sims, English course. They were very appreciative for the help. Billie Jo has received a lot of emails of interest to come to the next clinic. There are three additional clinics scheduled: 10/11, 10/25, 11/8. Committee members were asked to feel free to come in to work with someone at the clinic.

Courses Repeatedly Coming for Approval: Dan O'Connor Question: A long list of courses comes up for approval even though they have already gone through the approvals queue. What are these courses and how do we get them off the list?

Billie Jo answer: A long list of courses that were left over from last year has shown up for approval. The lists are left because the originators did not respond to the changes. Some have comments, some don't. There have been courses moved from the second list to your approvals. Most should be under members "My Approvals" so you won't see the entire list. The faculty needs to follow up on their courses.

Timelines for Course Review and Processing: This committee needs your opinion. Curriculum Committee has voted for two years saying if originators don't fix their curriculum, we will tell them they can't offer the classes any more. At this point, once you have reviewed it cc: the originator, chairs and deans in their department with the changes that have been made, give a 1 or 2 week timeline, otherwise it gets removed from the approval queue, however, the work is not lost. If timely responses are made, members will be able to work on the ones that are actually on the list for this time. Question: can there be a summary of the classes sent to the individual department chairs? Billie Jo answer: Yes, that is the next step. It will be sent by an agenda.

2. SB1440 – Going into phase 10, looking at new disciplines. If your discipline is in Education, Child Development, Family Services, Health, Safety or Nutrition you may get involved in the design of your TMC. To decide which courses should be involved. Take it back to your dept if this involves you. Get a volunteer to review it.

AA-T Degrees: Admissions and Records/Banner cannot record triple majors on student's transcripts. Get the double major then get the 12 additional requirements to get the 3rd. None of our AA Degree requirements can be applied to the AA-T degrees. Title V says a residency requirement for 12 units, but it is unclear if the 12 units have to be in the major in other subjects. Once a student gets an AA and takes one more course they can get an AA-T. Faculty/Counselors should not encourage students to take a triple major because it is not a benefit for our students to get more than one. Students should decide on one pathway. Transfer Agreements only allow selection in one pathway.

Articulation Officer Report: Sue Granger Dickson distributed the current 2013 CSU GEN ED and IGETC GEN ED, as well as the current advanced placement list indicating what AP scores go with current BC courses and what the University of California accepts with a 3 or better. This has not been reviewed recently. Take document to your area and if there is a course in your area that might work, discuss with your area. We cannot certify IGETC without a BC course equivalent. We certify what is on the BC transcript and only if it equates to BC offerings. UC would see a course on the student's transcript and give them credit for it, but BC cannot give them credit for it if we do not offer it. Upon request, Sue Granger Dickson will present this information to your Dept. Meeting. Curriculum Committee Members should take the distributed form and look for a blank box which shows no corresponding course, discuss with their department and decide which

corresponds and would be the appropriate course in which to apply. UC lists do not often award the same amount of credit that we do. Students are much better off to not AP out any courses as they may be required to take them at the university level. The committee would like to get advanced placement into the catalog with advisory language. Email Sue Granger Dickson with questions.

Content Review- Courses are coming through with advisory or should be because there was no flag to remind them there is a content review required. Articulation can be lost if there is not advisory or Reading Level 5. Dr van Horne was contacted. We now have a list of current levels for reading, writing, and math. A separate form should be filled out for each advisory/prerequisite. Put under attached files in CurricUNET. There is no trigger to let them know to do this. A link should be put on the CurricUNET site when you look at the courses. Exit skills and prerequisites should be reviewed. It is not only an advisory but what level of advisory should be in the content. For Gen Ed, all courses should have the same prerequisites. A task force would have to be assigned to set up these prerequisites. At this time, the committee is not ready to form this task force. The committee should focus on getting the Task Force back together following Accreditation Meetings.

Dan O'Connor suggests that the Board Policy needs to reflect the content review according to Title V, it doesn't include it. Board Policy has not caught up. It is up to this committee to notify the Chancellors office that the Board Policy has not been caught up and may not be congruent with the ones we currently have. You can either have content review or prerequisites. Faculty in each department would check to see if it matches to validate on the content. Academic Senate should bring the updates to Board Policy to match Title V requirements to Consultation Council. Committee will look into this more.

It would be good to require Content Review on all courses, however, with time and capacity restraints, it would not be feasible at this time.

Nick Strobel, –Made the motion to ask for Content Review for every Gen Ed courses only at this time. Lindsay Ono 2nd.

Action: Billie Jo will send BC Content Review guidelines electronically.

Course Update vs. Course Revision: John Carpenter.

Two situations have come up regarding course update. The program did not come with a submit button so even when courses were reviewed, it could not be submitted. This left the course to appear to GoverNet to be incomplete. While uploading courses to CurricUNET hard copies, that satisfied it but, for updates, it accesses an incomplete copy so the document does not pull up correctly when they are pulled up for revision.

Since it did not upload correctly, revision of more course review and revision will be required. Carpenter was asked to see if there is some other way around.

Reiman suggest each dept. go in to check their own courses to make sure they are filled in correctly. Put in rationale put in this should be an once-only process due to a system loading error. Once the areas are filled in it will not come up this way again.

SV would like an email sent to faculty chairs and deans to describe this issue and suggest it would be easier to start checking these courses in your area now.

Since CurricUNET should have been responsible to load the information that is required and BC should not be investing more time, John will check to see if CurricUNET would give teams access to fix the courses instead of sending them through review and approval process again. John will find out at the upcoming conference if this can be done.

Courses are shown in an array of colors. When you load the courses if it comes up Red system load, it means the course is active and needs to be completed.

Review timeline: The committee agreed to review 20 courses this week. If 20 are completed this week, we could pull another 20 and send out another list. Twenty is the maximum the committee would like to review this week.

AA-T – Journalism. Sue Granger-Dickson has been working with this group. Only 1 is not listed course: Phil B7 to get a Journalism Degree for Content Reviews, Distance Ed, Critical Thinking requirements.

Sue Granger –Dickson made the motion to certify for Philosophy Course in the Journalism, AAT Degree, Dawn Doby 2nd.

*The following Courses have been reviewed and were approved **at this meeting:***

Reviewed Courses – Team A:

AGBS B6 Agriculture Sales and Communication

ANSC B1 Introduction to Animal Science

All other courses, including the Criminal Justice courses, were pulled from approval pending originator changes.

Motion to approve above listed courses by Mike Daniel, 2nd Lindsay Ono

Paula Dahl requested that PHED34 – Phys Ed- Topical Outline, be approved. There are 19 different sports involved. Seasons fall at so many times. Dahl was asked to List all 19 different sports with a qualifying generic statement, and covering core principles may be sufficient to approximate time spent.

Minutes are to reflect that not all courses can have prerequisites. Such as with sports: The Student has to be a member of the team to play, but it is not considered a prerequisite.

Committee is reminded the Oct 11 lists are due.

Adjourned 4:00 pm