Minutes
CURRICULUM COMMITTEE
Meeting Location: Room IS 108 – 1:30 p.m. to 3:40 p.m.
Tuesday, September 18, 2007

Present: Douglas Austin – Faculty / June 2008
Patrick Borja – Faculty / June 2009
Debby Bowman – Faculty / June 2008
Maia Greenwell Cunningham – Curriculum Chair / June 2010
Wanda Cunynham – Dean of Continuing and Contract Education
Dyane Duffy – Faculty / June 2009
Roberta Eisel – SLO and Assessment Coordinator
Albert Graciano – Faculty / June 2008
Dana Hester – Academic Senate President
Kim Holland - Director
Dave Kary – Faculty / June 2009
James Lancaster / June 2010
Stephen Lindsey – Dean of Business and Distance Education
Irene Malmgren – Vice President of Instruction
David Overly – Faculty / June 2008
Carolyn Perry – Faculty / June 2008
Michelle Plug – Articulation Officer
Rebecca Rudd – Faculty / June 2010
Robin Mc Burney -
Barbara Rugeley – Librarian
Mohamad Trad -
Brianna Wilson – Student Representative
Gailynn White – Faculty / June 2010
Jody Wise – Dean/Athletic Director
Cliff Wurst – Faculty / June 2008

Others
Present: Kathleen “Kathy” Bueno – Administrative Secretary II
Glenna Johnson – Technical Operations & Support Services Supervisor
I. APPROVAL OF MINUTES

May 8, 2007 Curriculum Committee Meeting minutes were approved.

II. OLD BUSINESS

None

III. NEW BUSINESS

- A memo from Curriculum Chair Maia Greenwell Cunningham was distributed to faculty giving a brief overview of our new software program, CurricUNET. As a faculty reviewer, you may review curriculum within your programs/departments and make comments before the course outline continues on in the approval process.

- Policy re Creating New CurricUNET Users
  Current CurricUNET users are comprised of full-time faculty and three super administrators. A discussion took place regarding other possible users such as part-time staff, adjunct faculty and deans’ assistants who may be assisting with the curriculum development. Committee members agreed that other users will need to be added to CurricUNET and passed the following motion:

  M/S/A a motion authorizing Curriculum Committee Representatives and Deans, with the approval of the Curriculum Chair, the responsibility to designate new CurricUNET users.

- Textbook Adoption and Procurement Policy
  Committee members reviewed the Textbook Adoption and Procurement Policy distributed at the Curriculum Committee meeting and agreed that the policy needed to be updated. Curriculum Chair Maia Greenwell Cunningham volunteered to prepare a new revised draft of the policy and to present the revised draft to the Curriculum Committee.

  M/S/A a motion to update/revise the Textbook Adoption and Procurement Policy adopted on 9/3/64 and last revised on 4/13/83.

- New Discipline/CurricUNET
--It was brought to the committee’s attention that the minimum qualifications to teach a course are missing from CurricUNET. **Action item: Notify Jason Anderson of CurricUNET to add the minimum qualifications to CurricUNET.**

--Instructor Ana Afzali would like to teach two new Chinese courses; however, the discipline does not exist in CurricUNET under Discipline nor is it listed under Foreign Language. **Action item: Notify Jason Anderson of CurricUNET to add the Chinese discipline under Foreign Language.**

- **Signature page**
  Committee members agreed to accept the electronic approval process within CurricUNET to replace the signature cover page form.

  **M/S/A a motion to accept CurricUNET as our electronic signature of approval.**

- **Certification Training for Stand-Alone Course Approval**
  Curriculum Committee members are invited to attend certification training for stand-alone course approval to be held on:

  September 20, 2007 – 8:30 a.m.
  Library Conference Room B – Fishbowl

- **ASCC member Brianna (Bree) Wilson**
  Student representative Brianna Wilson was introduced and welcomed to the Curriculum Committee.

- **Discussion re Consent Agenda**
  Committee members discussed the possibility of using a consent agenda that indicates curriculum which has been reviewed and approved by the Technical Review Committee and is recommended to be passed as a body. The Curriculum Committee would retain the right to pull course(s) from the consent agenda for further discussion if deemed necessary.

  **M/S/A a motion to use a Consent Agenda generated by the Technical Review Committee with the caveat that the Curriculum Committee may pull course(s) from the Consent Agenda for further discussion at the Curriculum Committee and that the Technical Review Agenda be electronically distributed to the Curriculum Committee.**

- **CurricUNET – Action item:** Committee members expressed an interest in having the Originator receive an email generated from CurricUNET when their course has moved up a step in the process. Check with Jason Anderson of CurricUNET to see if this would be possible.

**IV. MEETING ADJOURNED**
Meeting was adjourned at 2:45 p.m.