MINUTES
CURRICULUM COMMITTEE MEETING
THURSDAY, SEPTEMBER 10, 2009 – 2:00 PM – 4:00 PM
ROOM IS 108

Committee Members
Douglas Austin – Faculty / June 2010
Patrick Borja – Faculty / June 2012 (absent)
Karlyn Bradley – ASCC President (absent)
Kathleen Bueno – Curriculum Assistant
Dyane Duffy – Faculty / June 2012
Roberta Eisel – SLO & Assessment Coordinator
David Greene – Faculty / June 2010
David Kary – Faculty / Interim Chair / June 2010
Dennis Korn – Faculty / June 2010
Irene Malmgren – V.P., Academic Affairs
Jennifer McLeod – Faculty / June 2011 (absent)

Rachelle Mead – Faculty / June 2011
David Overly – Faculty / June 2011
Carolyn Perry – Faculty / June 2011
Michelle Plug – Articulation Officer
Gloria Ramos – Faculty / June 2012
Rebecca Rudd – Faculty / June 2010
Barbara Rugeley – Librarian / June 2012
Alfie Swan – Faculty / June 2011
Jack Call – Academic Senate President
Gailynn White – Faculty / June 2010
Cliff Wurst – Faculty / June 2012

Deans and Directors
Kim Holland – Director, Workforce Development
James Lancaster – Dean, Career, Technical, Continuing Education
Stephen Lindsey – Dean, Business, CSIS and Distance Education
Jody Wise – Dean/Athletic Director

Guest
Martha DeYoung – Career Technical Education Programs Supervisor

I. MEETING CALLED TO ORDER

Curriculum Committee Chair David Kary began the meeting at 2:05 p.m. by welcoming
members to our first meeting of the academic year, which will include official training on Stand-Alone courses mandated by the state, and to take care of some action and business items.

II. DISCUSSION

**Reporting CurricUNET Errors**
Chair Kary attended the SLO Curriculum Institute and has since been taking advantage of the Curriculum Chair list serve with his questions and concerns. He stated that although there has been a lot of data clean up taking place in CurricUNET, more cleaning is needed. Any errors that you see in your courses, certificates or degrees may be reported to Kathy Bueno.

**Curriculum Chair Guidelines**
We need to begin thinking about some guidelines for our Curriculum Chair as to how to proceed with problems that require immediate action. At the moment, these types of situations are left to the Curriculum Chair to decide whether the requests are reasonable.

**Role of the Curriculum Committee**
What is our job here and what are we supposed to be doing?

Curriculum Committee’s Job
- Approve all new and revised courses
- Approve programs for certificates, skill awards, and associate degree majors
- Assist faculty who are developing and revising courses and programs
- Provide curriculum expertise for Program Review.
- Facilitate discussion and decision-making regarding curriculum in this institution

Course and Program Approval
- **Appropriateness to Mission**: appropriate level for community colleges; must address a valid transfer, career and technical education, basic skills, civic education, or lifelong learning purpose
- **Need**: must meet a need
- **Quality**: must meet curriculum standards (local, state, and accreditation) and follow approval process
- **Feasibility**: college has resources
- **Compliance**: follows federal and state laws

Helping Colleagues
- Writing curriculum
- Navigating CurricUNET and the approval process
- Program review

Decision Making
- SLO’s
- Textbooks
• Non-credit courses
• Course-degree connections
• AA vs. AS
• Program review and course currency

Official Training re Stand Alone Credit Courses- Chair Kary
Chair Kary presented the official training on Stand-Alone credit courses required by the state. He stated that there are credit courses that are part of a degree, certificate or a general education requirement, and there are stand-alone credit-courses that are not part of a degree, certificate or general education requirement. Stand-alone courses are courses such as basic skills courses, cooperative education courses, and counseling courses.

Traditionally, these courses had to go through the Chancellor’s Office for extra scrutiny and many were rejected. The process was not as easy. In 2007, legislation passed local approval for stand-alone courses. However, we need to show that we are taking this responsibility seriously by making sure that stand-alone courses go through the full curriculum committee process and are approved by our board. The other step in the process is to make sure that all members of the Curriculum Committee have been trained regarding Stand-Alone courses and to submit the Certification for Stand-Alone training to the Chancellor’s Office.

Chair Kary stated that there will be a clean up on courses that have been designated as degree applicable but for which there are no degrees or certificates specified.

ACTION ITEMS:

Calendar Updates
M/S/P: A Motion adding two more meeting dates to our 2009-2010 Curriculum meetings: 4/1/09 Technical Review meeting and 4/8/09 Curriculum meeting.

Division Re-organization
We have recently re-organized the following divisions:
Business, CSIS, DE & Library (BCDL)
Math and Health Sciences (MHS)
Natural and Physical Sciences (NPS)
Career, Technology, Continuing and Contract Education (CTCE)

As a result of this reorganization, we are recommending that we change the number of representatives in the Math and Health Sciences division to two.
M/S/P: A Motion to change the number of curriculum representatives in the Math and Health Sciences division (MHS) to two representatives and to reduce the Natural
and Physical Science (NPS) division to one representative.

Welcome Curriculum Representative David Greene
Chair Kary introduced David Greene as the new curriculum representative for the Math and Health Sciences division.

Specifying Degrees and Certificates
Chair Kary is requesting approval to add a textbox in CurricUNET’s cover link for users to designate the appropriate degree(s)/certificate(s)/general education data that links the course to the appropriate areas, provided that this change does not change the total unit value of the degree. If you wish to change the unit total, that modification requires reporting the modification to the state.

M/S/P: Motion to create a textbox on the cover link in CurricUNET for users to designate the degree(s)/certificate(s)/general education data that links the course to the appropriate area(s), provided that this change does not change the total unit value of the degree.

Approval re Revised Curriculum Handbook
M/S/P: A Motion to approve the revised Curriculum Handbook dated 9.11.09.

Program Review
Chair Kary recently attended an Academic Senate meeting where the topic of program reviews were discussed and said that when reviewing your programs, make sure your courses are up-to-date and relate to degrees and certificates. He also stated that some degrees do not fit in any programs. (Note: Kathy – make sure that the program code assigned by the Chancellor’s Office is not already being used.)

Course currency
Chair Kary reported that we have less than 300 courses that are not current. He is asking Curriculum Committee members to work with members of your departments to make sure that we get those courses reviewed. These are courses that need to have their SLOs added and some are courses that are not current. He asked members of the Curriculum Committee if they would like to take a Recommendation to the Academic Senate that:

A) Program Reviews will not be accepted unless courses are current
B) Withhold offering courses that are not current
Title 5 states that courses must be reviewed every six years to be in compliance. There is also state legislation that will require textbook information to be current and if your course outline of record is not current, the textbook information will be incorrect.

Members of the Curriculum Committee:
Moved to TABLE the Recommendation to the Academic Senate until representatives have had an opportunity to assess what the size of this job is going to be.

Members of the Curriculum Committee:
Further agreed that when deleting courses from the CurricUNET system, we give the user the option of selecting:
A) Course Deletion or
B) Course Suspension

SPECIFIC CONCERNS THIS ACADEMIC YEAR:

Course Requisites
This discussion was tabled for another meeting.

Missing TOP Codes
If you do not see the TOP code that you need listed in the drop-down menu in CurricUNET, please notify our Curriculum Assistant Kathy Bueno (5113) so that she may edit the list to include the correct TOP code.

Requests for PDF File formats
Curriculum members who wish to have documents in PDF format, may forward your requests to Kathy Bueno.

Non-Credit (Jim Lancaster)
The discussion on Non-Credit courses was tabled for another meeting. Chair Kary distributed an excerpt from A Guide to California Community College Noncredit Instruction titled Noncredit At A Glance.

Textbooks
After a brief discussion regarding potential issues with electronic textbooks, materials and interactive links, faculty agreed that this will become a real issue in the near future.

III. MEETING ADJOURNED

The meeting was adjourned at 4:00 p.m.
Call for representatives for Program Review:

ANTH – Gailyn White
MTRK – Dennis Korn
NAT – Gloria Ramos
READ – Becky Rudd
DANC – Doug Austin
Ins MUS – Doug Austin
BUS – Patrick Borja
ENGL – David Overly
HUM – Carolyn Perry
HEAT – Dennis Korn
HEAL – Barbara Rugeley