Curriculum Committee
August 9, 2018
Room 831
2:30 pm - 3:15 pm

Present: Janice Ankenmann, Nicole Carrier, Dan Clemens, Steven Fawl, Stephanie Grohs, Michelle Hobbs, Jennifer King, Elizabeth Lara-Medrano, Karen Larsen, Mechele Manno, James McGowan, Katherine Rhyno, Erik Shearer, Melinda Tran, Robert Van der Velde, Maria Villagomez, Lisa Yanover
Absent: Dianna Chiabotti, Jerry Dunlap, Lissa Gibbs, Robert Harris, Daniel Lane, Merrick McKeig, Howard Willis
Guests: John Kincheloe, Matt Kronzer, Jessica Erickson

1.0 Welcome and Call to Order
The meeting was called to order at 2:33 pm.

2.0 General Announcements
N/A 

3.0 Public Comment
Liz Rivera, the new Academic Senate Secretary, was introduced to the committee. Her office will be located in 1771 in the library.

4.0 Adoption of the Agenda
M/S/P

5.0 Approval of Submitted Minutes from May 11, 2018
M/S/P to postpone approval of minutes from 5-11-2018

6.0 Discussion Items (30 minutes)

6.1 Establishing Norms
- Presume good will
- Active listening
- Be efficient
- Come prepared
- Start and end the meetings on time (as a sign of respect)
- The Curriculum Faculty Co-Chair will send out emails to inform Curriculum Committee members which CORs they will be responsible for reviewing

6.2 Priorities for the Year (10 minutes)
Discuss Curriculum Committee priorities for the coming year

6.2.1 AB 705

6.2.2 Program Cleanup (inside CurricUNET)

6.2.3 Revision of a few Board Policies & Academic Procedures

6.3 Curriculum Meeting Schedule for 2018-2019 (10 minutes)

Meeting time: 9:00 am – 10:30 am on 1st and 3rd Fridays:
September 7, 21  January 18*
October 5, 19  February 1, 45
November 2, 16, 30*  March 1, 15
December 7  April 5
May 3, 17*

Changes from 2017-2018:
*Tentative additional meetings scheduled:
  3rd November meeting if needed or in place of December meeting
  January meeting if needed (due to earlier curriculum deadlines)
  May 17th meeting if needed

7.0 Action Items (2 minutes)
7.1 Curriculum Meeting Schedule for Approval 2018-2019
Approve meeting schedule for 2018-2019.

M/S/P to remove February 15th as a meeting day
M/S/P to approve revised meeting schedule

8.0 Information Items (10 minutes)
8.1 Calendar of Submission Deadlines (5 minutes)

<table>
<thead>
<tr>
<th>Submission Type</th>
<th>Fall 2018*</th>
<th>Spring 2019**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial submission</td>
<td>October 19</td>
<td>February 15</td>
</tr>
<tr>
<td>CC Action Agenda</td>
<td>November 16</td>
<td>March 15</td>
</tr>
<tr>
<td>AS Action Agenda</td>
<td>November 27</td>
<td>March 26</td>
</tr>
<tr>
<td>BOT</td>
<td>December 13</td>
<td>April 11</td>
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</tbody>
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*All courses that require articulation and that must go to the CO for approval must be submitted by the fall deadlines in order to be included in the fall schedule.
**All credit courses not involving articulation, non-credit courses, and all program changes must be submitted by the spring deadlines in order to be included in the fall schedule and 2019-2020 catalog. Those that miss the April BOT approval date will be included in an addendum and/or the spring 2020 schedule.

8.2 Program Submission Requirements
-A handout of the documentation requirements for new and revised programs was passed out to the committee. It will also be available online.
-A handout of the differences in substantial versus non-substantial changes for articulation, the Chancellor’s Office, and our local approval process was passed out. It will also be available online.

8.3 Assistant Chair/Parliamentarian and Subcommittees
-Faculty members will be expected to serve on subcommittees (prerequisites, distance education, and general education) or in the role of the assistant chair/parliamentarian. Volunteers will be accepted. Volunteer early and often.
-Jennifer King will continue to serve as Parliamentarian.

9.0 Future Discussion Items
Administrative and student representation on the committee will be discussed at a future meeting.

10.0 Adjourn
The meeting was adjourned at 3:14pm.

-M/S/P