Curriculum Committee
September 21, 2018
Room 1738
9-10:30 am

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

1.0 Welcome and Call to Order
The meeting was called to order at 9:04am.

2.0 General Announcements
“As You Like It” opens tonight (September 21st) at CIA-Copia at 7pm, it is free to all and adult and child friendly. It will be playing this weekend and next.

3.0 Public Comment
N/A

4.0 Approval of Consent Items
-M/S/P
4.1 Archive BUSI 185 Business English—effective fall 2019
The Business-Concentration in Computer Studies: AS program has been revised removing BUSI 185 and is currently going through the CC approval process
4.2 Archive CISA 172 Keyboarding Skill Development—effective fall 2019
The course has already been removed from all programs.
4.3 Archive POLI 121 Introduction to the Principles of American Government II—effective fall 2019
Contingent upon removal from the following programs:
-Local General Education Pattern: Area B, American History/Institutions requirement (A.A. only)
-IGETC Area 4: Social Sciences, US History, Constitution, and American Ideals (Group 2)
-CSU GE Area D: Social Sciences, US History, Constitution, and American Ideals (Group 2)
4.4 Archive NURS 249 Nursing in Health Alterations IV—effective fall 2019
Contingent upon removal from the following courses/programs:
-HEOC 372 as a co-requisite option
-Nursing—Advanced Placement Program for Licensed Vocational Nurses and Licensed Paramedics: AS Degree
-Nursing-Non-Degree 30-unit Option for Licensed Vocational Nurses: AS
4.5 Archive NURS 250 Nursing Preceptorship—effective fall 2019
Contingent upon removal from the following courses/programs:
-HEOC 372 as a co-requisite option
-Nursing—Advanced Placement Program for Licensed Vocational Nurses and Licensed Paramedics: AS Degree

5.0 Adoption of the Agenda
-M/S/P

6.0 Approval of Submitted Minutes from September 7, 2018
-M/S/P
7.0 Discussion Items

7.1 Subcommittees (because they’re ongoing and making recommendations to the full committee, the way we make suggestions to the AS, these need to be subcommittees and follow Brown Act.)

7.1.1 Distance Ed. Subcommittee: The committee discussed this being a step in the approval process instead of a subcommittee.

7.1.2 GE Subcommittee: Lisa Yanover, Jim McGowan, Melinda Tran (I could use 1 more volunteer)

8.0 Action Items

8.1 New Course

8.1.1 ANTH 201 - Field Studies in Anthropology for Recommendation to AS for Approval

8.2 Curriculum Review Process Changes Part 2: Course/Program Modification and Archive for Recommendation for AS Approval

- M/S/P

The changes are to make the course and program modification process the same as the approved revised new course and program review process (tech review after dean step & library review concurrent with Faculty Review). The change to the Archive Course/Program Review Process is the addition of technical review after the dean step (to identify courses and programs affected by archival so that necessary changes can be made prior to implementation).

8.3 Voting Deans: change to be selected from academic deans in general. This will be discussed at the next curriculum committee meeting.

9.0 Information Items

9.1 Finalized changes to New Course/Program Approval Process Approved for recommendation for approval by AS at next meeting

9.2 Implementation of the approved curriculum review process change from last year, which is now reflected in the drop-down menu: Requested changes reviewed and appropriate changes made. There is also a comments box.

Description of the change: After the Faculty Reviewer returns the COR to the Originator (Faculty Author) with suggested edits, the Originator reviews the suggested changes, consulting, as needed, with department faculty, the program/department coordinator, the division chair, if applicable, or the division’s curriculum committee representative. The Originator may also contact the faculty reviewer with any questions. The Originator then makes any appropriate changes and resubmits the proposal, which then goes automatically to the next step in the process. The whole committee then reviews the COR when it is placed on the agenda.

9.3 Inform faculty in your division (as their CC representative) that course and program proposals are starting to go through the review process. Please encourage them to pay attention to messages from System@governet that will let them know when their proposals have been reviewed and returned for changes. Five days is the typical turnaround time for completion of each step.

9.4 Current status of Division Chairs in CurricUNET (have dean status/capabilities)—Watch out for emails from System@governet. Encourage faculty to let division chairs and deans know to expect courses, so they know what to look out for. (As CC members, they will receive all emails from Governet.)

9.5 TOP Codes and SAM codes: clarification and identification of the responsible party
- TOP Codes are assigned (from a drop-down menu) by the Originator (the discipline expert).
- SAM codes are assigned by deans or technical review. Most courses are non-occupational and are coded as E = non-occupational. Only occupational courses require a different code, which is tied to funding.

9.6 Save the Date: Friday, 9/28, 10:30am-12:00pm -- Workshop on CurricUNET and reviewing and writing curriculum (for new members of the CC or anyone who wants a refresher and faculty new to writing Curriculum)
10.0  **Future Discussion Items**
10.1  Revision of Limitations on Enrollment Curriculum BPs and APs.
10.2  Student Planning Portal
10.3  Other?

11.0  **Adjourn**
The meeting was adjourned at 9:55am.