

**Curriculum Committee Notes
February 4, 2010, Collins Conference Center**

Members Present: Duane Anderson, Paula Dahl, Nan Gomez-Heitzeberg, Jennifer Johnson, Susan McQuerrey, Dan O'Connor, Billie Jo Rice, Bernie Scanlon, Kimberly Van Horne, Sue Vaughn, Shazeb Shaheen (SGA), Bethany Rice (SGA)

Members Absent: Billy Barnes, Ed Barton, Mike Daniel, Dawn Dobie, Adie Geiser, Joe Saldivar, Wally Simmons, Kristopher Stallworth, Bernadette Towns, Rene Trujillo

Agenda Item	Discussion	Action
Approval of Minutes	November 12 minutes.	Moved by Johnson, seconded by Dahl, to approve the minutes of November 12, 2009.
ANNOUNCEMENTS	<p>Billie Jo Rice is the new representative for Behavioral Sciences. Bernadette Towns has been appointed as the new Assessment Coordinator. A round of introductions followed.</p> <p>Susan McQuerrey, Nan Gomez-Heitzeberg, and John Gerhold will be attending a KCCD Board work study session on curriculum tomorrow.</p> <p>Adie Geiser, Bernadette Towns, and Rene Trujillo attended an assessment conference.</p>	
CONSENT AGENDA – CURRICULUM	<p>The following curriculum was approved by consent:</p> <p>Behavioral Science</p> <p>SOCI B1 – Introduction to Sociology</p> <p>SOCI B45 – Minority Relations</p> <p>English as a Second Language</p> <p>ENSL B21 – Intermediate Pronunciation & Listening</p> <p>ENSL B61N – Basic Reading & Vocabulary</p>	Approved by consent agenda.

Agenda Item	Discussion	Action
CONSENT AGENDA – PREREQUISITES & ADVISORIES TO BE VOTED ON SEPARATELY	<p>Behavioral Science</p> <p>SOCI B1 – Recommended: Reading Level 5 or 6, English Level 5.</p> <p>SOCI B45 – Recommended: SOCI B1, Reading Level 5 or 6, English Level 5.</p> <p>English as a Second Language</p> <p>ENSL B21 – Recommended: Placement based on the BC English as a Second Language Placement Test or ENSL B71ab or B71cd.</p> <p>ENSL B61N – Prerequisite: Placement based on the BC English as a Second Language Placement Test</p> <p>Family and Consumer Education</p> <p>FDSV B59 – Prerequisite change: FDSV B50, B52, B55a or B55b, <u>“or all may be taken concurrently.”</u></p>	<p>Approved by consent agenda.</p>
CERTIFICATE UPDATE	<p>Thirty-six Certificates of Proficiency were approved by the Board in December. The certificates are valid through the end of the spring semester, and are posted on the BC website as an addendum.</p> <p>Discussion ensued about determining how a certificate would be meaningful to an employee and establishing criteria for the Curriculum Committee to use when reviewing certificates. It was suggested that a list of skill sets should be added to the certificate form.</p>	
DISTRICT COURSE OUTLINE OF RECORD	<p>The District course outline of record has been formatted for the CurricUNET program. Susan McQuerrey remarked that it looks different from the BC course outline, and includes more boxes and drop-down menus. Nan, Susan, Wally, and Janna will be meeting with the District ACES group on February 25.</p>	<p>Janna will resend the district COR to the Curriculum Committee.</p>

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<p>PROGRAM RENEWAL/ CHANGES TO THE CURRENT CATALOG "GOLDENROD" FORM</p>	<p>Discussion resumed regarding the "goldenrod form." This form has been used for many years to submit minor course changes not requiring a formal committee vote (with the exception of prerequisite changes). Susan said that to date there has been no response from the District to the motion regarding delays in processing curriculum. The committee is asking that minor curriculum changes such as deletion of courses, title and textbook changes should be processed and scheduled without having to wait for Board approval which results in delays of weeks and/or months. Minor changes include course deletion and deep freeze, textbook changes, title/number changes, and pass/no pass grading.</p> <p>Discussion ensued regarding minor vs. major changes. Courses placed in deep freeze (typically 4 years or more) are taken out of the catalog and the ASSIST repository and lose articulation. Another concern is courses listed in the catalog that have not been offered for years or not offered at all. The college catalog should reflect courses that are taught every two years. Courses that have not been offered for three years or more should be removed from the catalog because it is misleading to students. The department can bring a course back that has been deleted.</p> <p>The committee stressed the importance of removing courses from the catalog that are not offered and clarifying when courses are offered, especially sequential courses. It was pointed out that page 112 of the catalog includes a description about course offerings.</p>	<p>It was decided that course deletions, course title/number changes, textbook changes and course description changes which do not alter course outcomes will be considered minor changes. Field trips and Pass/No Pass grading will be considered major changes.</p> <p>Sue Vaughn moved, and Paula Dahl seconded, to eliminate the Deep Freeze category. Motion passed unanimously. Susan will share this with the Academic Senate.</p>
<p>GENERAL EDUCATION UPDATE</p>	<p>Dan O'Connor announced that the General Education Committee will be holding a training session for departments going through curriculum review. The committee will explain the criteria used for reviewing and evaluating a GE course and answer questions about the process. The committee is discussing how to improve communicating GE decisions to departments. Dan questioned how GE feedback will work with the new CurricUNET program. Will GE curriculum go to the GE Committee or the Extended Learning Committee first—before going to the Curriculum Committee? Nan responded that we will have to decide how the process will work. Other issues center on inconsistent GE decisions and removal of courses from local general education that have been approved by the CSU as meeting CSU GE breadth. Sue Vaughn pointed out that student athletes participating in team sports put in 4-5 times as many hours for that one portion of credit to meet the PE requirement for graduation. From a student's perspective, why should the student then be required to take another unit of a physical education activity course?</p>	
<p>ROLE OF ASSESSMENT IN CURRICULUM</p>		<p>Defer until next meeting</p>
<p>SLO UPDATE</p>		<p>Defer until next meeting</p>

Agenda Item	Discussion	Action
IMPLEMENTATION OF NEW CONTENT REVIEW SKILLS		Defer until next meeting
ADDITION OF "C" GRADE OR BETTER TO PREREQUISITES & CERTIFICATES		Defer until next meeting
Next Meeting	Meeting adjourned at 4:05 p.m.	The committee will meet again F2F in two weeks.

:Janna Oldham