Curriculum Committee Notes
September 9, 2010, Library 148

Members Present: Duane Anderson, Barbara Braid, Maritza Carlisle, Paul Dahl, Mike Daniel, Dawn Dobie, Lisa English (SGA), Janet Fulks, Gay Gardella, John Gerhold, Rebecca Head, Kathy Hairfield, Jennifer Johnson, Denise Mitchell, Dan O'Connor, Jeannie Parent, Leslie Reiman, Billie Jo Rice, Wally Simmons, Kristopher Stallworth, Jason Stratton, Bernadette Towns, Rene Trujillo, Kimberly Van Horne, Sue Vaughn

Members Absent: Adie Geiser

Guests: Mike Moretti, Dennis VanderWerff

Agenda Item	Discussion	Action
BC CURRICULUM HANDBOOK	A draft curriculum handbook was distributed. Janet Fulks highlighted and reviewed sections relating to the role of the Curriculum Committee, its structure, membership, duties, and Title 5 regulations on course approval and curricular modes. The Title 5 standards of approval (Grading Policy, Units, Intensity, Prerequisites and Corequisites, Basic skills requirements, difficulty and level), are reflected on the course outline of record. Some BC curriculum is not consistent with the Carnegie unit and hours, and this must be addressed. If you want to see if you are teaching your course at the appropriate level of difficulty, you can use the CurricUSEARCH feature to see what other schools are doing. Page 10 of the handbook includes a review checklist to use when reviewing course outline.	Please send feedback regarding the curriculum handbook to Janet.
STAND ALONE TRAINING FOR STATE CERTIFICATION	Janet conducted a presentation on local approval for stand-alone credit courses. The State requires that all faculty and staff involved with approving curriculum receive training. There are two main course types (program applicable and stand-alone). Program applicable are credit courses that are part of a certificate or degree that is approved by the State Chancellor's Office. This includes credit courses that are required or restricted electives for an approved certificate or associate degree, including general education requirements. Restricted electives are specifically listed as optional courses from which students may choose to complete a specific number of unites required for an approved certificate or degree. When 18 or more units within the same TOP Code are linked within a sequence, the State considers that to be a program. Janet said stand-alone courses have a limited value for students and many do not transfer. The majority of stand-alones are basic skills courses. Beginning August 2010, all new credit courses must be reported through the State Chancellor's Office Curriculum Inventory for assignment of a course control number. After approval by the Board, Janna submits the request through the website. When the number has been assigned, the course can be offered. Curriculum Committees are asked to use the five criteria used by the State Chancellor's Office for curriculum development: 1) Appropriateness to mission, 2) Need, 3), curriculum standards, 4) adequate resources 5) compliance.	A letter certifying the training of all faculty and staff involved with the curriculum approval process is due at the State Chancellor's Office by September 30.

ARTICULATION ISSUES	UC San Diego is reviewing existing History articulation for all 110 community colleges. At their request, course syllabi for HIST B17ab were submitted, and both courses were denied for articulation. Concerns centered on minimum writing assignments and listing of reading assignments. With the department's permission, copies of the syllabus were distributed. Janet stressed the importance of making sure standards are met and fully entered into CurricUNET.	After the department addresses the concerns, the articulation will be resubmitted.

Agenda Item	Discussion	Action
GENERAL EDUCATION COMMITTEE	Copies of BC's GE areas and student learning outcomes were distributed. The GE Committee uses a set of criteria to evaluate and determine SLOs. Janet asked the committee if they would be willing to meet every two weeks for two hours in order to address curriculum and other committee business.	The Curriculum and General Education Committees will be combined this semester. The curriculum will be looked at simultaneously through CurricUNET rather than each committee reviewing it as a separate group. This may necessitate longer meeting times.
EXTENDED LEARNING COMMITTEE	Copies of the current distance education application form were distributed. When a proposer checks a distance ed modality in CurricUNET, the DE form will come up for completion. Two courses requesting distance education have been entered into CurricUNET.	The Extended Learning Committee recommended an adjustment to the CurricUNET template.

| **CURRICUNET – Dennis VanderWerff** | Over 80 proposals have been entered into CurricUNET. Dennis VanderWerff, CurricUNET Implementation Leader for KCCD, worked with the three faculty chairs to create an approval process for CurricUNET. Faculty can propose a new course, delete a course, or modify a course.

The curriculum workflow levels are: 1) Faculty proposal, 2) Faculty Chair, Dean and/or Curriculum Rep, 3) Curriculum Chair and Technical Review, 4) Curriculum Chair for first review & VP, 4.5) Curriculum Chair 2nd review & recommends course "Launched," 5) Administrative sign-offs, 6) Sent for Board action, and 7) Banner upload and notifications. Dennis reviewed each of the approval steps and explained how submitted courses can be tracked at each stage of the process. Each level has an action associated with it which will be displayed in color. The originator will be able to see comments regarding the proposal and make any necessary adjustments. A system-generated email will be sent out at each approval level notifying people when a proposal is ready to review. Each level has a 7-day default, so if you do nothing at the end of 7 days, it will advance to the next level. All committee members (Curriculum, General Education, Extended Learning and Assessment) will be notified when a proposal is ready for comment. At the end of 7 days, the respective committee chairs will summarize comments and forward them to the next level or send back to the originator to address concerns. The CC will be able to review and add comments at Level 4. If no further changes are required, the proposal is placed on the CC agenda for a first review. The first review can result in more questions; it can be tabled and sent back to the originator or recommended for approval. Once the CC has recommended approval, the status changes to "Launch," at which time the proposal is locked, and no further changes can be made. Proposals move to the Curriculum Committee, to the Administration, to the District, and to the Board. The last level includes implementation, which is set up to automatically upload from Banner.

It was questioned if the final sign-off by the VP, the President, and the Vice-Chancellor was necessary given that Dean review and comment occurs early on in the process.

In addition to submitting new courses to the State for issuance of a course control number, there are other instances that require submission to the State: change in units, TOP code, credit status, basic skills, etc.

Dennis reviewed each of the screens in the main menu. Faculty should start with a course search, enter their discipline and make a copy of the active course for modification. If you log out after working on a course, then you must go to the "build" menu to continue work. He recommended that faculty add their department chair as a co-contributor, and CurricUNET has the capability to assign what types of changes a co-contributor can make.

Janet encouraged the committee to attend upcoming training sessions. She suggested accessing course outlines from the public folders for easy cut and pasting and bringing the current college catalog for reference. | Feedback and suggestions regarding CurricUNET screens have been forwarded to CurricUNET, and as a result, there will be changes to some of the basic course screens.

The Assessment and Criteria for Success screens are going to be removed until the assessment module is implemented in a couple of months.

An option for submitting minor changes is in the process of being looked at.

Please forward comments or suggestions regarding CurricUNET to Dennis or Janet Fulks.

Janet will send a reference sheet to the committee.

Copies of curriculum to be reviewed were distributed. Committee members will receive an email letting them know when they can go in and start making comments. |

ADJOURNMENT	Meeting adjourned at 4:30 pm.	The next meeting is October 7 in the Collins Conference Center.

:Janna Oldham