

Curriculum Committee Notes – September 15, 2011
Collins Conference Center

Members Present: Paula Dahl, Mike Daniel, Dawn Dobie, Stephen Eaton, Janet Fulks, Nan Gomez-Heitzeberg, Sue Granger-Dickson, Qiu Jimenez, Jennifer Johnson, Dan O’Connor, Leslie Reiman, Elizabeth Rodacker, Kris Stallworth, Nick Strobel, Bernadette Towns, Sue Vaughn

Members Absent: Duane Anderson, Barbara Braid, Maritza Carlisle, John Carpenter, Carl Dean, Janet Duenas-Cliff, Lisa English (SGA), Gay Gardella, John Gerhold, Kathy Hairfield, Becky Head, Denise Mitchell, Billie Jo Rice, Jason Stratton, Ann Wiederrecht

Agenda Item	Discussion	Action
MINUTES	No discussion.	Mike Daniel moved, and Sue Granger-Dickson seconded to approve the minutes of May 5, 2011.
COMMITTEE CHARGE	<p>Academic Senate President Corny Rodriguez is acting as interim Curriculum Committee Chair.</p> <p>Corny read the Curriculum Committee charge as developed by the decision-making task force: To ensure that the curriculum is consistent with the mission of the college, address the needs of students and the community, and meet the requirements of laws and regulations. The curriculum includes programs of study as well as individual courses. It must support strong transfer and vocational programs and include a strong general education program as the foundation upon which students will build.</p>	Suggestions to revise the charge included supporting basic skills and high quality transfer programs.
STAND-ALONE COURSE TRAINING	Corny conducted a Power Point presentation on stand-alone training. A stand-alone course is a credit course which is not required or a restricted elective for any credit program approved the Chancellor’s Office. The Chancellor’s Office requires that everyone who is involved in the approval process receive training and that colleges submit a letter of certification by September 30.	Corny reviewed the handouts, including examples showing why some courses were not approved. Nan Gomez-Heitzeberg stressed the importance of being conscientious of what the committee is approving because outside agencies do follow up and audit our courses.
CURRICULUM TIMELINE CALENDAR	Copies of the curriculum timeline were distributed. The calendar reflects the timeline for submitting curriculum to the Board and how it is connected to the schedule.	March 8 is the last day to approve curriculum for the 2012-13 catalog. January 26 will be the last day to

		submit new courses for transfer degrees. Dawn Dobie moved, and Kathy Hairfield seconded, to approve the timeline.
COMMITTEE STRUCTURE UPDATE	<p>Corny said there was lots of discussion last year about the restructuring of the Curriculum Committee and how it could function more efficiently. He reviewed the proposal presented to the Senate. One of the proposals was to incorporate the General Education Committee (GE) into the Curriculum Committee, and it could either function as one large group that looked at everything, or an internal GE subcommittee of experts that would function within the Curriculum Committee. Another proposal was to eliminate the administrative co-chair and create two faculty co-chairs with reassigned time. Corny said there were misconceptions of what the Senate voted on with respect to the proposals. The Senate voted to reconstruct the current GE members as part of the Curriculum Committee. The other component was not approved. The Senate voted to have two co-chairs with reassigned time, which in reality was a commitment they could not fulfill. One of the Senate co-chairs offered to relinquish .100 reassigned time in order to move forward. One co-chair would have .200, and the other would have .100. This would be re-evaluated at the end of the year. The other option was to move forward with the original proposal to remove the administrative co-chair and have two faculty chairs. Corny asked the committee for input. There was discussion, and the committee agreed that working with CurricUNET involves a lot of time. Some members felt that two co-chairs, both with .200 reassigned time, is what it would take to do an effective job. The challenges include the large number of out-of-date curriculum that needs updating, changing curriculum to comply with the new transfer degrees, and the upcoming accreditation visit. Nick said the committee made a motion last year to remove courses from the catalog which had not been updated within the last six years. Nan said that people are working diligently to revise their courses. She said a lot of the courses that came through last year had problems such as no textbook listed, wrong prerequisites, typos, and inadvertent title changes. Corny reviewed the division of work between the co-chairs as outlined in the proposal presented last year. There was consensus to continue functioning as one large committee with specific “experts” within the large group (GE, SLO’s, prerequisites, etc). Corny asked if anyone was willing to step forward and serve as chair. Gay said that everyone was learning how to use the program last year, and it kept changing. The training Janet Fulks provided was invaluable; who is going to do that this year? Who is helping the departments? Dan O’Connor reminded the committee that several GE committee members left last year, leaving only Nick, Qiu and himself remaining as GE resources.</p>	Bernadette Towns moved that the GE subcommittee work as a specialty group (like SLO assessment) within the larger Curriculum Committee that we move forward with the .300 reassigned time for a co-chair, and keep the administrative co-chair position. Tim Capehart seconded the motion. Motion passed. Sue Vaughn suggested a task force to look at prerequisites.

PRIORITIZING COURSES FOR CURRICUNET	Ideas for prioritizing curriculum to be reviewed in CurricUNET include transfer degree curriculum, compliance issues, programs updated for state boards such as nursing, old courses that are regularly offered, and deleting courses which have not been offered in years.	
ADJOURNMENT		The meeting was adjourned at 4:20 p.m.

:Janna Oldham