

Curriculum Committee Notes – February 9, 2012

Collins Conference Center

Members Present: Arnie Andrasian, John Carpenter, Carl Dean, Dawn Dobie, Janet Duenas-Cliff, Stephen Eaton, Gay Gardella, Nan Gomez-Heitzeberg, Sue Granger-Dickson, Kathy Hairfield, Qiu Jimenez, Jennifer Johnson, Emily Maddigan, Bill Moseley, Dan O’Connor, Billie Jo Rice, Elizabeth Rodacker, Nick Strobel, Bernadette Towns

Members Absent: Duane Anderson, Tim Capehart, Paula Dahl, Mike Daniel, Paula Parks, Leslie Reiman, Sue Vaughn

Agenda Item	Discussion	Action
MINUTES		The minutes of January 26 th were not ready for review.
CURRICULUM	<p><u>Courses to Review for February 9</u></p> <ol style="list-style-type: none"> 1. ACDV B66 – Student Success (2/9/12) 2. ARCH B55 – Building Codes (2/9/12) 3. ARCH B56 – Building and Related Codes (2/9/12) 4. AUTO B2a – Automotive Engine Overhaul (2/9/12) 5. AUTO B2b – Automotive Engine Machining (2/9/12) 6. FORE B5 – Identification of California Wildlife (2/9/12) 7. FORE B7 – Wildland Fire Management (2/9/12) 8. INDR B52 – Geographic Information Systems (2/9/12) 9. ORNH B1 – Introduction to Ornamental Horticulture (2/9/12) 10. ORNH B7 – Ornamental Plant Identification-Large Shrubs, Small Trees, Large Trees and Palms (2/9/12) 11. PHED B10 – Intercollegiate Football, BC GE E, (2/9/12) 12. THEA B1 – Introduction to Acting, BC GE C, (2/9/12) 13. THEA B12a – Introduction to Shakespeare, BC GE C, (2/9/12) 14. THEA B32 – Contemporary Film Studies, BC GE C, (2/9/12) <p><u>Deleted Courses for February 9</u></p> <ol style="list-style-type: none"> 1. Library B34 – Introduction to Library Research <p><u>Pending Courses from Previous Agendas</u></p> <ol style="list-style-type: none"> 1. AGRI B49 Agriculture Leadership Training (12/1) 2. ANSC B94 Caged Birds, Laboratory, and Exotic Animal Medicine (12/1) 3. ANSC B96 (DE) Radiology, Ultrasound, and Diagnostic Imaging for Veterinary Technology (12/1) 	<p>Courses that were moved, seconded, and approved by the committee: FORE B5, FORE B7, BSAD B9, MUSC B2, MUSC B4ab, ANSC B94, ANSC B96, and PHED B33. LIBR B34 was approved for deletion.</p> <p>The SPAN B4 proposal will be removed from the agenda. This course was reviewed and approved last spring. The course was revised again in the fall to remove the SPAN B3 prerequisite. Qiu Jimenez said that the department has decided to maintain the prerequisite.</p> <p>Bill is going to link all of the pending courses into one agenda in order to make it easier for follow-up approvals.</p>

4. APPR B249c Cooperative Work Experience Education/Carpenters (1/26)
5. APPR B249e Cooperative Work Experience Education/Electrician (1/26)
6. APPR B249p Cooperative Work Experience Education/Plumbers and Pipefitters (1/26)
7. APPR B249s Cooperative Work Experience Education/Sheet Metal (1/26)
8. ARCH B33 Architectural Computer Practice (1/26)
9. BSAD B9 Fundamentals of Marketing 11/3
10. CRIM B1 Intro. to Criminal Justice (BC GE D1) (tabled at 10/20 mtg.)
11. HIST B20a African American History of the United State (BC GE D.2, D.3) (1/26)
12. MUSC B2 Basic Elements of Music (BC GE C & DE) (tabled at 10/20 mtg).
13. MUSC B21a History of Music (BC GE C) 11/3
14. MUSC B21b History of Music (BC GE C) 11/3
15. MUSC B22 Music Appreciation (BC GE C and a DE course) 11/3
16. MUSC B27 History of Rock and Roll (BC GE C) 11/3
17. MUSC B4a Elementary Theory (BC GE C) 11/3
18. MUSC B4b Elementary Theory (BC GE C) 11/3
19. PHED B33 Men's and Women's Intercollegiate Swimming (BC GE E) (1/26)
20. PHIL B10 Introduction to Ethics (BC GE C) (1/26)
21. PHIL B7 Introduction to Logic (BC GE B.2) (DE Course) (1/26)
22. SPAN B4 Intermediate Spanish (BC GE C) 10/20
23. THEA B2a Elements of Acting (BC GE C) 11/17
24. THEA B2b Elements of Acting (BC GE C) (1/26)
25. THEA B31 Introduction to Film Studies (BC GE C) (1/26)

Submitted Programs

1. BC New Program AUTOMOTIVE MANAGEMENT- Job Skills Certificate
2. BC New Program BC Animal Science AA
3. BC Program Modification BC Animal Science AS
4. BC Program Modification BC Animal Science Cert
5. BC Program Modification BC Art Major AA (needs State application)
6. BC Program Modification BC Digital Arts AA (needs State application)
7. BC Program Modification BC Digital Arts Cert (needs State application)
8. BC Program Modification BC Environmental Horticulture AA
9. BC Program Modification BC Environmental Horticulture AS
10. BC Program Modification BC Environmental Horticulture Cert
11. BC Program Modification BC Forestry Cert
12. BC Program Modification BC Forestry Major AA

	<p>13. BC Program Modification BC Forestry Major AS 14. BC Program Modification BC Math Major AA 15. BC Program Modification BC Music Major AA 16. BC Program Modification BC Plant Science AA 17. BC Program Modification BC Plant Science AS 18. BC Program Modification BC Plant Science Cert 19. BC Program Modification BC Principles of Venipuncture 20. BC Program Modification BC Radiologic Technology AS</p> <p>Discussion ensued regarding follow-up work that needs to be done for some of the courses. General education courses should include examples of critical thinking. There was discussion about where examples of assignment should be placed in CurricUNET. One option is to paste them to the assignment page, or better yet, upload them to the “attached file” page.</p> <p>Dawn Dobie asked if she should be questioning and making comments about time spent on topics. She said that the CurricUNET Handbook suggests that the topical outline include the amount of time spent on each topic. However, the State Academic Senate publication regarding the course outline of record does not mention anything about placing time on each topic. Bill Moseley said it is up to the department whether they want to attach “time” to the topical outline; however, this should not delay or hold up course approval.</p> <p>Sue Granger-Dickson expressed concern that many of the courses she is reviewing indicate “stand-alone,” and she knows that these courses are actually part of a program. She uses the “WR” icon as a resource for reviewing courses in CurricUNET. Some people look at the individual components of the course. The committee viewed some of these courses in CurricUNET, and it was determined that the “WR” icon report is reflecting conflicting information from what is in CurricUNET. Courses marked as part of a program in CurricUNET are showing up on the Word version as “yes” for stand-alone.</p>	<p>Sue Granger-Dickson will research the issue of placing a timeframe to the topical outline.</p> <p>Bill Moseley will follow up with the District CurricUNET representative regarding the conflicting reporting feature for the stand-alone status.</p>
<p>CURRICULUM TRACKER</p>	<p>In an effort to improve the approval process and save time, Bill has made adjustments to the curriculum tracker which he shared with the committee. He asked for additional feedback to make the process more efficient. Jennifer Johnson said it would be helpful if the approvals were required on Tuesday <i>a week before a</i> meeting rather than the Tuesday before a meeting. This would allow more time for course originators to address feedback and concerns. Bill said that the next agenda, with courses, is already in the tracker, and the committee can start reviewing ahead</p>	<p>The process will be changed to include that comments will be required to be in the Curriculum Tracker one week “before” the meeting rather than the Tuesday before a meeting.</p>

	of time now. Another committee member commented that she prefers the status quo because it allows a week in between meetings to do the work; changing it would mean the committee would be reviewing courses every week.	
CurricUNET HANDBOOK	Bill Moseley is revising the CurricUNET Handbook. The new handbook will include lots of screenshots and help topics.	If anyone has additional feedback to the handbook, please forward them to Bill Moseley. He will put the handbook online, and Janna will send it to the Curriculum Committee list serve.
NEW JOB SKILLS CERTIFICATE	A new Automotive Management Job Skills Certificate was introduced at the last meeting. The consensus was that the certificate was complete, and the department did a good job of preparing the paperwork and supporting documentation.	Bernadette Towns moved, and Jennifer Johnson seconded, to approve the Automotive Management Job Skills Certificate. The certificate will move forward to the Board for approval.
REVIEWING PROGRAMS IN CURRICUNET	<p>A question was raised with respect to lack of instructions on the program matrix page; what is required for completing this page? Bill said each Program Learning Outcome is represented by a letter at the top of each column. For each course, faculty should check the appropriate box for each of the Program Learning Outcomes that are discussed in each individual course in the program.</p> <p>There was discussion about how to proceed with curriculum committee review of the programs in CurricUNET. Questions centered on which components to review, where comments should be made, and whether the committee should be reviewing all of the programs or dividing up the work. Ideas included publishing them on the agenda, dividing the work up, and putting the programs in the curriculum tracker.</p>	Bernadette Towns and Bonnie Suderman will review the Program Learning Outcomes and the Program matrix page. Bill will configure the Curriculum Tracker to include a review of the program description and list of courses for the committee's review.
CONTENT REVIEW	The Academic Senate is reviewing and discussing the content review process. Bill said that a lot of the curriculum that is being delayed or held up is due to lack of content review. A long-standing content review process and practice is in place, and until a new form and procedure is developed, faculty should continue using the existing form. It was suggested that the content review form be forwarded to Department Chairs. Bill discussed the idea of creating a curriculum website to house forms and other pertinent curriculum-related information. He said that once the content review committee finishes its work, templates will be made available for faculty use.	
ADJOURNMENT		Meeting adjourned at 4:00 p.m.