

Curriculum Committee Notes – April 12, 2012

Collins Conference Center

Members Present: Duane Anderson, Arnie Andrasian, Tim Capehart, John Carpenter, Paula Dahl, Dawn Dobie, Janet Duenas-Cliff, Stephen Eaton, Nan Gomez-Heitzeberg, Sue Granger-Dickson, Kathy Hairfield, Jennifer Johnson, Emily Maddigan, Bill Moseley, Dan O’Connor, Billie Jo Rice, Nick Strobel, Sue Vaughn, Richard Wise

Members Absent: Mike Daniel, Carl Dean, Gay Gardella, Qiu Jimenez, Paula Parks, Leslie Reiman, Elizabeth Rodacker, Bernadette Towns

| Agenda Item | Discussion | Action |
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| MINUTES | | No minutes to review at this time. |
| COMMITTEE DEBRIEFING | <p>Last fall the committee modified its previous restriction that courses that were not revised and submitted for approval by October 6 could not be offered in the spring of 2012. The committee modified the motion to say that courses at least have to pass the chair and the dean for approval. Even though a lot of people complied with this request, many of the courses that were submitted were incomplete and missing critical components or contained mistakes. Nan Gomez-Heitzeberg asked the committee how it would like to handle this situation moving forward for next year.</p> <p>Nan acknowledged Bill Moseley for writing a program that tracked curriculum and forwarded comments and feedback between committee members and course originators. The committee expressed appreciation to Bill. Discussion ensued regarding accomplishments and ideas for moving forward:</p> <ul style="list-style-type: none"> • The content review process has improved and is working efficiently in CurricUNET. • Communication between course originators and committee members has improved. • The review process was streamlined due to the assignment of specific components of the course outline to various members, rather than everyone reviewing everything. • Reconfigure CurricUNET to prevent submission of incomplete courses. • Develop a curriculum handbook and create tutorials or videos on specific topics, such as content review. • Summarize common mistakes or themes from the feedback in the curriculum tracker summaries. | |

- Make curriculum timelines clear so that everyone knows the deadline for courses, the catalog, Board approvals and the schedule.
- Recruit faculty, on a temporary basis, to help with curriculum review.
- Have curriculum reps meet with individual departments to resolve and fix curriculum issues.
- Invite course originators to every meeting to address questions and make corrections in CurricUNET in order to move courses forward.
- Devote a Flex Day for curriculum work.

Nan asked for feedback about changing the catalog timeline to make it available when counselors start advising students for the fall and summer. The goal would be to have a finished catalog in order to provide better service to students. To accomplish this, curriculum would have to be finished in December. Sue Granger-Dickson reminded the committee that the CSU GE and IGETC decisions are announced the first week of April. The need to begin registration so early was questioned; many students are not sure what their grades are in the spring for classes they are going to take in the fall. Sue Vaughn said that one of the reasons for early registration was to accommodate new high school seniors while counselors were still on campus. Nan said that the other two colleges finished their curriculum in December.

Bill advised making the end of the fall semester a hard deadline. The coursework should be submitted, complete, and approved by the chair and the dean by the last day of the semester or otherwise it won't be included in the following catalog (with the exception of compliance courses, such as Nursing).

Nan discussed a 6-year renewal report prepared by Janna. This report reflects courses that have not been reviewed in six years or more and includes courses that have been submitted in CurricUNET and courses that the committee reviewed but did not approve because they required follow-up work by course originators. Other courses may or may not be in CurricUNET, and the only way to determine that is to search each individual discipline to see if the course has been revised, submitted or not revised. She suggested that curriculum reps work with chairs and deans to research the status of courses in their respective areas.

Another issue the committee should consider is courses that have not been offered in 5 years or more or courses that are still in the catalog but *have never been scheduled*. Are those courses critical to a program?

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| | <p>Nan stated that courses out of compliance with Title 5 review will be removed from the spring 2013 schedule. Departments will have the option of revising or deleting the course. She suggested that Bill work with a Curriculum Committee Task Force to follow through with this effort.</p> | <p>Nan will request a report from District IT for the next FCDC meeting. The report will show 1) courses that have not been scheduled in 5 years or more, and 2) courses that have never been scheduled. Per Bill's request, Janna will remove courses from the renewal list that were revised effective September 1, 2006.</p> <p>Sue Granger-Dickson moved, and Stephen Eaton seconded, that departments will be given the option to revise or delete courses out of compliance with Title 5 review; courses not revised will be removed from the spring schedule; that committee members be assigned to work with departments to have courses ready for review and complete by August; and that courses be complete by December. Motion passed unanimously.</p> <p>Nan and Bill will put out an email to department chairs.</p> |
| <p>ADJOURNMENT</p> | | <p>Meeting adjourned at 3:45 p.m.</p> |

: Janna Oldham