

Bakersfield College Curriculum Committee Minutes
Collins Conference Center
September 19, 2013

Present: John Carpenter, Billie Jo Rice, Cari Meyer, Kimberly Van Horne, Lindsay Ono, Emily Madigan, Leslie Reiman, Creighton Magers, Mark Staller, Sean Caras, Paula Parks, Elizabeth Rodacker, Qiu Jimenez, Brent Damron, Dawn Dobie, Arnie Andrasian, Mike Daniel, Nick Strobel, Mike Harvath, Sue Granger-Dickson.

Administrators Present: Nan Gomez-Heitzeberg, Liz Rozell

Absent: Kathy Hairfield, Brenda Nyagwachi, Tim Capehart, Jennifer Johnson, Randy Messick, Michael McNellis, Travis Tillis, and Sue Vaughn.

I. Called to Order

Billie Jo Rice called the meeting to order at 2:40 pm.

II. Approval of Minutes

m/s Sue Granger-Dickson/Nick Strobel to approve the minutes. Motion passed unanimously.

III. Reports

A. Co-Chairs' Report

1. Billie Jo thanked Elizabeth Rodacker for submitting summary points to her department after the last meeting. She encouraged all committee members to submit summary points of the curriculum committee meetings to their department.

2. Members were reminded that courses must be submitted now in curricunet for Fall 2014. Time is running out.

B. Articulation Officer Report

1. C-ID - Billie Jo Rice stated the State offers 378 C-ID descriptors that colleges can use. We have submitted 78. She made a spreadsheet showing all the C-ID descriptors that have been submitted and their status. Committee members were encouraged to look at the expiration dates and the conditional approval dates. To obtain C-ID approval for a course, step one is compare the course outline of record to the C-ID descriptors. Courses must have been reviewed in the last six years. Step two is to email Billie Jo with the specific course name and C-ID that you wish to apply for. C-ID approvals aid in student success as C-ID approvals are automatically articulated with CSU. Separate articulation agreements are not necessary for courses that have C-ID approval. C-ID process is a holistic view of the course outline of record. The course content, course objectives/SLO, and course description should show that you are hitting all the points for C-ID approval.

2. ADT Associate Degrees for Transfer (both AA-T & AS-T) – Pencil in the ADT degrees from the template on the Chancellor’s website, which is available on the curriculum committee website (inside BC). Set up meetings with the curriculum co-chairs before inputting the degree in curricunet.

IV. Opportunity To Address The Committee

None

V. Additions To The Agenda

A. Clarifying Pre-requisites was added as point VIII. C.

VI. Unfinished Business

A. Content Review Guidelines Task Force Update

The new content review worksheet for course prerequisite, corequisite, and advisory guidelines based on Title 5 regulations was distributed. Please have your department review the form and make suggestions by Sunday at midnight. Silence means content.

If you are requesting a prerequisite, corequisite, or advisory to your course, then the worksheet must be submitted in curricunet as an attached file. If a UC has the prerequisite, then all you need is to state that on the paper. Otherwise, you will need to meet with at least one person from the department of the prerequisite/corequisite /advisory and complete the form. You will load the form as an attached file in curricunet.

Once you have entered all the course information in curricunet and attached all required files you can “submit” the course. Courses need to be reviewed by the department head and dean (approval queue level 2) and reviewed by the articulation officer, curriculum tech, and slo coordinator (approval queue level 3) before being put on the first agenda. The course will then be assigned to a review team, made up of curriculum committee members. The review team will email the course originator to make necessary changes. On the next agenda, if all requested changes have been made, the course will be voted on. If changes are not made, then the course is kicked out of the approval process. If the course revisions are approved by the committee, it will be submitted to the Board of Trustees. If approved, it will take effect with the corresponding semester on the schedule, be submitted to the State Chancellor’s Office (if required), and placed in the catalog or addendum.

B. Skills Prerequisite Task Force Update

John Gerhold is the chair of the committee. When he is done with his program review, he will conduct meetings.

C. Repeatability Status Update

John has changed the repeatability status of the courses on the back of the agenda to meet Title 5 regulations. He will continue to work on this project.

D. Curriculum/Assessment Clinics

Billie Jo and John have a lot of meetings and they won't be able to conduct the curriculum clinics in the library. Committee members were asked to volunteer to conduct the clinics. Mark Staller volunteered and Dawn Dobie said she would help if her schedule in the library permitted it.

VII. New Business

A. ADT (Associate Degree for Transfer) Approval Process

Agriculture was planning to consolidate to one degree; however, if there are multiple ADT's in the Agriculture Department, they will need to create all of the degrees. Nick Strobel asked for step by step instructions with dates to complete the ADT. Sue Granger-Dickson stated she sent three emails last year with step by step instructions and will re-send the email again. Billie Jo will look at the dates and try to come up with a timeline.

VIII. First Agenda

A. Three courses were read on the first agenda. Review teams were asked to volunteer to review the three courses on the first agenda. Team J – Sue Granger-Dickson and Kimberly Van Horne volunteered to review all three courses.

Course Revision

PSYC B1B Biological Psychology (C-ID)

New Courses

VNRS B79 Intermediate Medical Surgical Nursing

VNRS B79L Intermediate Medical Surgical Nursing Lab

B. Billie Jo stated that only a few people sent review tips in and most of those came in the last two days. We won't be able to train on curricunet until all the teams turn in the review tips.

C. Clarifying Prerequisites

Discussion on documentation needed when C-ID requires a course to be a prerequisite. m/s Dawn Dobie/Sue Granger-Dickson with a friendly amendment from Nick Strobel on the Content Review Form, to add a bullet that the prerequisite/corequisite /advisory course is included and validated by the C-ID process. Motion passed unanimously. The State requires a report that lists all changes to prerequisites/corequisites/advisories and the method used to determine the validity. "C-ID review and validation" would accurately describe the method used.

IX. Second Agenda

A. Committee Charge and Goals

m/s Nick Strobel/Mike Daniel to keep the committee around. Motion passed unanimously.

B. Course changes

Billie Jo stated that course revisions had to appear on the agenda twice, but course deletions only had to be on the agenda once. m/s Mike Daniel/ Mike Harvath to approve the course revisions and course deletions. Motion passed unanimously.

Course Revisions

FIRE B62 Fire Fighter I Academy (compliance issue)

VNRS B68 Basic Medical Surgical Nursing (corequisite issue)

Course Deletions

CHDV B50 Creative Use of Literature and Puppetry with Young Children

CHDV B69 Science and Math for Young Children

X. Good and Welfare Concerns

Billie Jo and John did a good job presenting to the Academic Senate yesterday.

XI. Adjournment

Billie Jo adjourned the meeting.

Respectfully submitted

Sharon Bush

Academic Services Assistant