

Bakersfield College Curriculum Committee Minutes

Meeting on September 18, 2014

I. **Call to order** by Billie Jo Rice at 2:35 pm.

Chairs in Attendance: Billie Jo Rice, John Carpenter, Nan Gomez-Heitzeberg

Administrators in Attendance: Sue Vaughn and Angie Paquette

Members in Attendance:

Cari Meyer, Kimberly Bligh, Lindsay Ono, Kathy Hairfield, David Koeth, Leslie Reiman, Creighton Magers, Mark Staller, Paula Parks, Elizabeth Rodacker, Judy Forbes, Qui Jimenez, Mindy Wilmot, Mike Daniel, Mike Harvath, Megan Lonsinger, Victor Diaz, Brent Damron, Nick Strobel .

II. **Review and Approval of the Minutes**

September 18, 2014 minutes m/s David Koeth/Kathy Hairfield to approve the minutes.

Voice vote for approval: Cari Meyer, Kimberly Bligh, Lindsay Ono, Kathy Hairfield, David Koeth, Leslie Reiman, Creighton Magers, Mark Staller, Paula Parks, Elizabeth Rodacker, Judy Forbes, Qui Jimenez, Mindy Wilmot, Mike Daniel, Mike Harvath, Megan Lonsinger, Victor Diaz, Brent Damron, Nick Strobel.

Voice vote opposed: None

Abstentions: None

Motion Passed

III. **Reports: Co-Chairs' Report**

1. C-net support clinic – There were seven people last week at the clinic working on curriculum and assessment. Please go back to your departments and tell anyone working on curriculum or assessment to come to the next support clinic.

2. CID - ART B35 & B36; CHEM B2A, B11, 1A, 1B; ENGL B30B; MATH B6b, B6d; THEA B14 received either CID conditional approval or were not approved. These courses need to be revised in order to be approved for CID. If these courses are part of an ADT, they must be CID approved by December 31st or the State will inactivate the ADT. Colleges are not allowed to go back to offering their AA/AS “local” degree if their ADT is deactivated. Please get the revisions in CurricUNET as soon as possible because they must be approved by the curriculum committee and the Board of Trustees before being submitted to CID.

3. Program Review –Please emphasize to your departments that the courses due for review need to be approved through the curriculum process in order to be “active” in CurricUNET.

4. SLO Assessment Committee – Assessment is busy assessing.

IV. Opportunity to Address the Committee

Kimberly Bligh stated that the Academic Development Department faculty can't teach the Student Development course because they do not meet the minimum qualifications. Under State regulations, the course has to be offered for disabled students. Nan suggested adding their minimum qualifications to the course. Kimberly will look into it.

V. Additions to the Agenda

None.

VI. Unfinished Business

None.

VII. New Business

CurricUNET Training - The orange handout was presented as a slide show presentation.

To revise a course: Do a course search of your discipline; the red courses are active courses; scroll over reports from an active course; click on copy course.

Some key things to remember about CurricUNET: Always use Firefox or Chrome.

Under Basic Course Information:

Catalog Course Description - List any notes for the catalog as the last sentence that you want to appear in the college catalog.

Proposal Information – check all the boxes that apply to your course changes. If the course does not have IGETC or CSU GE and you want to request it, check the box and specifically state the areas you are requesting. Do not check the box if the course is already approved for CSU GE or IGETC.

-make sure to state every change you are making to the COR and give a reason for the change in the summary box.

-standard language for revision rationale: Six year revision to keep the course content current.

Proposed Start – use the curriculum calendar for the correct semester/year.

Under Program Applicability:

Core Mission – check all the boxes that apply. If CTE make sure to check the CTE box to open up the Scan Competencies menu item.

Local Program – check the programs in the catalog and mark all that apply.

Under General Education/Transfer Applicability:

BC GE, CSU GE, and IGETC – only check the areas that the course has already been approved for (i.e. current status).

Under Student Learning Outcomes:

List each SLO separately. List the Course objectives too.

Under Conditions of Enrollment:

Content review can be uploaded on the page now.

Make sure to include the updated content review forms.

For reading meet with Academic Development; Writing meet with English; Math

meet with Math.

Any changes need to be stated under Basic Course Information, proposal information (including the change from reading level 5 or 6 to reading 1 level prior to transfer).

Under Scan Competencies: ONLY FOR CTE COURSES

You must check the box under program applicability for the menu to open.
Make sure to check every section.

Under Topical Outline:

Enter each outline point separately.
Please use standard formatting (I.A.).

Under Course Methods of Instruction

Check anything that applies. Be careful not to the methods to a small list because different instructors use different methods.

Under Out-of-Class assignments:

Provide a brief description of homework assignments.

Under Texts, Readings, and materials:

Textbooks should be dated within the last five years. Some courses need a State publication or periodical that is older than five years. If older than five years, provide a justification for the outdated text.

Under Delivery Method of Instruction:

For Distance Ed show sustentative contact between the student and teacher, student and other students, student and material. Stating that the teacher and student email each other is not enough.

VIII. First Agenda

Courses listed under first agenda state if they are requesting and/or currently have BC GE, CSU GE, or IGETC status and CID.

IX. Second Agenda

A. Course Revisions- m/s Cari Meyer / Leslie Reiman to approve the course revisions with the following contingencies: BIOL B32, CRIM B1, & CRIM B4 need to provide updated content review forms.

BIOL B32 Human Anatomy and Physiology I

Requesting: C-ID BIOL 115S

Current: BC GE B.1, CSU GE B.2, IGETC 5.B and 5.C

BIOL B33 Human Anatomy and Physiology II

Requesting: C-ID BIOL 115S

Current: BC GE B.1, CSU GE B.2, IGETC 5.B and 5.C

COMM B2 Interpersonal Communication

Requesting: C-ID COMM 130 and CSU GE E

Current: BC GE E, CSU GE A.1, IGETC 1.C

COMM B8 Small Group Communication

Requesting: C-ID COMM 140

Current: BC GE A.1, CSU GE A.1, IGETC 1.C

CRIM B1 Introduction to Criminal Justice

Requesting: C-ID AJ 110

Current: BC GE D.2, CSU GE D.10

CRIM B4 Constitutional Criminal Procedure

Requesting: C-ID AJ 122

Voice vote for approval: Cari Meyer, Kimberly Bligh, Lindsay Ono, Kathy Hairfield, David Koeth, Leslie Reiman, Creighton Magers, Mark Staller, Paula Parks, Elizabeth Rodacker, Judy Forbes, Qui Jimenez, Mindy Wilmot, Mike Daniel, Mike Harvath, Megan Lonsinger, Victor Diaz, Brent Damron, Nick Strobel.

Voice vote opposed: None

Abstentions: None

Motion Passed

X. Good and Welfare Concerns

None

XI. Adjournment

Billie Jo adjourned the meeting at 4:06 pm.

Respectfully submitted,

Sharon Bush

Academic Services Assistant