

Bakersfield College Curriculum Committee Minutes

Meeting Held on October 2, 2014

I. **Call to order** by Billie Jo Rice at 2:30pm.

Chairs in attendance Billie Jo Rice and John Carpenter

Administrators in Attendance Sue Vaughn, Michelle Pena, and Liz Rozell

Members in Attendance

Cari Meyer, Kimberly Bligh, Lindsay Ono, Kathy Hairfield, David Koeth, Creighton Magers, Judy Forbes, Qui Jimenez, Mindy Wilmot, Mike Daniel, Megan Lonsinger, Brent Damron, Nick Strobel, Leslie Reiman, Paula Parks, Elizabeth Rodacker, Tim Capehart, Carol Smith, Mike Harvath, Miles Post

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

Minutes from September 18, 2014 – Motion to approve: Kathy Harfield Second: Brent Damron Voice vote for approval: Cari Meyer, Kimberly Bligh, Lindsay Ono, David Koeth, Creighton Magers, Judy Forbes, Qui Jimenez, Mindy Wilmot, Mike Daniel, Megan Lonsinger, Nick Strobel, Leslie Reiman, Paula Parks, Elizabeth Rodacker, Tim Capehart, Carol Smith, Mike Harvath, Miles Post

Voice vote opposed: None

Abstentions: None

Motion Passed

III. **Reports: Co-Chairs', Articulation, Assessment**

1. Curriculum Clinic - Reminder of next curriculum clinic October 9th 2:30-4:00pm Library 148. Please encourage attendance.

2. Spring Addendum should be published next week, and contains the latest ADT's. Sue Vaughn asked what we are doing to publicize new ADT's. Billie Jo will check with Amber, and Megan Lonsinger stated they will discuss at their student meeting as well.

3. Program/Course Modifications: Programs: If courses within a program are no longer being offered, please do a program modification. Program Learning Outcomes – reminder that any change in PLO's must be approved by the state, and the usual time frame is one year. These are low priority for the state to review.

4. Curricunet Issues:

ADT's: Several revisions were requested by the state before issuing approval of the ADT programs. Once approvals were made, Donna Watson and Billie Jo Rice had to go back into Curricunet and finish checklist, update course list and matrix, and attach approved supporting documents. All but one program is now up to date in Curricunet.

Access Issues: Some users do have access to course list from all three colleges. Please make certain to check that you are working with a BC course.

Approval process: When a course receives final approval, it is implemented as well, turning that course to active. Due to the way roles were assigned in Curricunet, even though implementation was done, certain courses did not flip to active, and still show as pending. Working on identifying those courses and fixing them.

5. Assessment: Assessment committee is busy, working to bring everything up to date.

6. Articulation: Reminder that Billie Jo sent an email out this week with the 2014-15 IGETC list. Appealing decision made on ADMJ B40 and other courses. Reminder to submit courses for IGETC consideration to Billie Jo - she will maintain list for submission next August.

IV. **Opportunity to Address the Committee**

Sue Vaughn stated that Accuplacer will go live on October 13, 2014.

V. **Additions to the Agenda**

Added "FIRE B50H Fire Management 2C" to first agenda, and team J for review.

Billie Jo Rice moved English B33 to the second agenda at the next meeting due to issues with prerequisites.

VI. **Unfinished Business**

Billie Jo and John were going to provide more training on prerequisites, but after meeting with Tina Chamberlain, discovered they need more training themselves. Will be meeting with Tina and Sue Vaughn, and hope to provide training at next meeting.

VII. **New Business**

None.

VIII. **First Agenda**

Added another review team so each team has 2-3 courses to review. Unless a course already has an approved C-ID, the field should be left blank. Billie Jo will complete once C-ID is approved. Discussed best practices for review of course proposals. Some teams take 1 – 1 ½ hours per course, others 15 minutes. Always review for spelling errors, grading method and hours/units. Ask for help when needed. Review together or separately, in person or by email, whatever works for your team.

IX. **Second Agenda**

A. Course revisions – m/s Brent Damron/Creighton Magers to approve the course revisions.

Voice vote for approval: Cari Meyer, Kimberly Bligh, Lindsay Ono, Kathy Hairfield, David Koeth, Judy Forbes, Qui Jimenez, Mindy Wilmot, Mike Daniel, Megan Lonsinger, Nick Strobel, Leslie Reiman, Paula Parks, Elizabeth Rodacker, Tim Capehart, Carol Smith, Mike Harvath, Miles Post

Voice vote opposed: None

Abstentions: None

Motion Passed

B. Course deletions: m/s: Tim Capehart/Lindsay Ono to approve course deletions

Voice vote for approval: Cari Meyer, Kimberly Bligh, Kathy Hairfield, David Koeth, Creighton Magers, Judy Forbes, Qui Jimenez, Mindy Wilmot, Mike Daniel, Megan Lonsinger, Brent Damron, Nick Strobel, Leslie Reiman, Paula Parks, Elizabeth Rodacker, Carol Smith, Mike Harvath, Miles Post

Voice vote opposed: None

Abstentions: None

Motion Passed

C. New Programs: m/s Mike Daniel/Creighton Magers to approve new programs

Voice vote for approval: Cari Meyer, Kimberly Bligh, Lindsay Ono, Kathy Hairfield, David Koeth, Judy Forbes, Qui Jimenez, Mindy Wilmot, Megan Lonsinger, Brent Damron, Nick Strobel, Leslie Reiman, Paula Parks, Elizabeth Rodacker, Tim Capehart, Carol Smith, Mike Harvath, Miles Post

Voice vote opposed: None

Abstentions: None

Motion Passed

D. Program Deactivations: m/s David Koeth/Qiu Jimenez to approve program deactivations

Voice vote for approval: Cari Meyer, Kimberly Bligh, Lindsay Ono, Kathy Hairfield, Creighton Magers, Judy Forbes, Mindy Wilmot, Mike Daniel, Megan Lonsinger, Brent Damron, Nick Strobel, Leslie Reiman, Paula Parks, Elizabeth Rodacker, Tim Capehart, Carol Smith, Mike Harvath, Miles Post

Voice vote opposed: None

Abstentions: None

Motion Passed

X. **Good and Welfare Concerns**

XI: **Adjournment**

Billie Jo adjourned the meeting at 3:35pm.

Respectfully submitted,

Donna Watson