

Bakersfield College Curriculum Committee Minutes

Meeting on September 1, 2016

I. **Call to order** by Jennifer Johnson at 2:34 pm

Chairs in Attendance: Jennifer Johnson, Bill Moseley, and Liz Rozell

Administrators in Attendance: Sue Vaughn

Members in Attendance:

Cari Meyer, Jessica Wojtysiak, Nancy Perkins, David Koeth, Marisa Marquez, Creighton Magers, Patrick Aderhold, Jeannie Parent, Carl Dean, Mindy Wilmot, Carol Smith, Josh Ottum, Bryan Russell, Mike Daniel, Mark Osea, Christine Harker, and Nick Strobel.

Suspension of Agenda

The agenda was suspended to start with Curriculum Training.

Curriculum Training – CurricUNET (handouts were distributed)

Jennifer Johnson – There is no curriculum without U. It will be 1 – 1.5 years before eLumen is implemented. When reviewing courses, send email for requested revisions. Do not select requested revisions because it sends the course back to the originator.

Liz Rozell – There are courses in the wrong queue and the chairs are working with the district to get them fixed.

Please let the chairs know if a course is in the wrong queue.

The 6 year review cycle was distributed members in May. It is on the curriculum website. The first agenda deadline is October 20th for summer 2017. Do not wait; we are trying to get the bulk of courses on first agenda by October 6th. Curriculum members were asked to go back to their departments and ask for courses to be reviewed now.

Everything at level 3 is on the 1st agenda.

Before you start – there is a document on the inside BC, curriculum committee website entitled before you start that lists everything you need to submit a course in curricunet.

Main Menu

Rationale listed

Data element changes checked – check all that apply.

CB element changes checked

Bottom Summary Box – write all changes to course in complete sentences.

Basic Course Information:

Course numbered - 1-49 transferable; 50 – 99 non-transferable.

Course title – no abbreviations.

Catalog Course Description – Check for grammatical errors. Once approved, it is sent for articulation and appears in the catalog exactly as stated.

TOP code – 6 digit top code entered

SAM code – SAM code entered

Course Standards:

Hours: Must be lecture, lab, or activity.

Grading Method – Make sure something is listed as default. If you want students to be able to audit, make sure the audit clicked.

Seat: leave blank

Credit Status – listed

Repeatability: No, unless it meets 1 of the 3 regulations.

Material Fees – if yes, list. Understood that fees are approved by Board separately, once a year.

Program Applicability:

Basic Skills: (Y/N). Basic skill courses cannot be degree applicable.

Core Mission: may have multiple check marks

Stand-alone: NO, if part of a degree/program

Local program: yes if not an ADT

General Education/Transfer Applicability: *Should be completed if course being considered for GE or has CID*

GE option is checked (local/csu/igetc)

3 similar courses are listed

C-ID number listed (if applicable; Leave blank if you do not have C-ID)

Student Learning Outcomes:

SLO's must be entered individually. After the SLO's, the words "COURSE OBJECTIVES" must be typed. Course objectives do not need to be listed individually.

Conditions of Enrollment (prerequisites:

requisite type is listed, condition identified, course is listed or statement reflecting limitation on enrollment

if multiple pre-requisites, use the parenthesis to group as **and/or**)

requisite validation listed

content review worksheet complete* (**content review required for ALL types of pre-requisites**)

SCANS Competencies: all sections complete (only for CTE courses

Topical Outline:

For lecture: topical outline listed, time on topic identified (either weekly for 15 weeks or a percentage for 100%)

For lab: outline listed, If no outline, explanation regarding time on task.

Methods of Instruction: items checked

Out-of-Class Assignments: example of critical thinking assignment, uploaded as an attached file

Methods of Evaluation:

Methods – assessment methods listed

Texts, Readings, and Materials: must have textbook. Must be dated within five years or a rationale must be stated.

Delivery Method & Distance Education: delivery method(s) identified

for DE, all items addressed, rigor statement, instructor student contact methods listed, software/equipment statement, accessibility statement, class size: no. If yes, must have explanation

Minimum Qualifications: listed (may have several qualifications listed)

Attached Files: Attached – example of critical thinking assignment uploaded as an attached file, content review worksheet (if applicable)

II. Review and Approval of the Minutes

m/s Nick Strobel/Cari Meyer To approve the March 31, 2016 minutes.

Voice vote for approval: Cari Meyer, Jessica Wojtysiak, David Koeth, Marisa Marquez, Creighton Magers, Patrick Aderhold, Jeannie Parent, Carl Dean, Mindy Wilmot, Carol Smith, Josh Ottum, Bryan Russell, Mike Daniel, Mark Osea, Christine Harker, Nick Strobel, and Sue Vaughn.

Voice vote opposed: None

Abstentions: Nancy Perkins

Motion Passed

m/s Nick Strobel/David Koeth To approve the June 22, 2016 minutes.

Voice vote for approval: Cari Meyer, Jessica Wojtysiak, David Koeth, Marisa Marquez, Creighton Magers, Patrick Aderhold, Jeannie Parent, Carl Dean, Mindy Wilmot, Carol Smith, Josh Ottum, Bryan Russell, Mike Daniel, Mark Osea, Christine Harker, Nick Strobel, and Sue Vaughn.

Voice vote opposed: None

Abstentions: Nancy Perkins

Motion Passed

III. Reports: Co-Chairs', Articulation Officer, and Assessment Co Chair Reports

None.

IV. Opportunities to Address the Committee

None.

V. Additions to the Agenda

None.

VI. Unfinished Business

None.

VII. New Business

A. 2016-17 Curriculum Calendar – is listed in agenda packet (handed out at meeting).

B. 2016-17 Curriculum Charge and Goals – members were asked to review and make recommendations at the next meeting.

C. Curriculum Training – agenda was suspended for training to be done at the beginning of the meeting.

VIII. First Agenda

- A. Members were asked to review course by Friday, September 9th.
- B. Level 3 queue and curriculum committee will review simultaneously.
- C. Courses will not go on 2nd agenda until reviewed and changes are made.
- D. Review teams can find courses under “all proposals” in c-net. Send an email to origiantor and chairs. Do not put comments in c-net.

IX. Second Agenda

None.

X. Good and Welfare

Members requested a reminder email from chairs when agenda/minutes are on website.

XI. Adjournment

Jennifer Johnson adjourned the meeting.

Respectfully Submitted,

Sharon Bush

Academic Service Assistant