

**COLLEGE OF THE SISKIYOU**

**CURRICULUM COMMITTEE MEETING – MEETING NO. 17**

*11 A.M., Tuesday, January 21, 2014*

*DLC 8/RHSI 1-119*

**Present:** Neil Carpentier-Alting, Dave Clarke, Maria Fernandez, Tim Frisbie, Eric Houck, Charlie Roche, Nancy Shepard, and Greg South

**Guest:** Ashley Sadler and Margie White

**Absent:** Cheryl Coppin, Sheila Grimes, Paul LaFleur, Dennis Roberts, Val Roberts, and Patrice Thatcher

**Consent Agenda**

**Item 1. Approval of Minutes**

There were no corrections and/or additions to the minutes from the January 17, 2014, Curriculum Committee Meeting; therefore, approved as read.

**Regular Agenda**

**Item 2. Course Archives**

Nothing

**Item 3. Course Approvals in CurricUNET including, but not limited to:**

**a. ADJ 2517 – Basic Police Academy – Module I – New Course Transfer**

Due to time constraints, this item was tabled until the next meeting.

**b. ECE 1501 – Child Guidance and Management – Course Update Transfer**

It was recognized that this course has updates for Distance Education (DE), but did not select the correct update process and therefore bypassed DE review. Due to time constraints, this item was tabled until the next meeting and will also be manually reviewed by Nancy Shepard for DE.

**c. EMS 0951 – Advanced Emergency Medical Technician – New Course NonTransfer**

Due to time constraints, this item was tabled until the next meeting.

**Item 4. Technical Review Check List**

Neil brought handouts for the Committee to consider as part of the development of a new Technical Review Check List. Included in the handouts are the checklist from the 2002-03 Curriculum Handbook and a rough outline which Neil put together. The Committee was asked to give suggestions for how best to flush out the list.

**Item 5. Distance Ed – (Nancy Shepard)**

Nancy Shepard and Margie White presented the Committee with two issues related to Distance Education and CurricUNET.

First, they suggested a series of grammatical changes to the DE portion of the Course Outline of Record (COR) report generated through CurricUNET to improve overall clarity and readability of the COR. The Committee concurred with the recommendations and will apply the requested changes to the COR in CurricUNET.

Second, Nancy and Margie presented ideas regarding the standardization of DE language within the development of courses for Distance Ed in CurricUNET. Suggestions were made to consider prepopulating some of the fields with default/template language which the Course Originator could modify as needed. Discussion was had regarding the need to allow or force Originators to accept the default language or simply allow for manual editing. Currently, the technical ability or limitations for supporting these recommendations is unknown; however, it will be researched and explored further while default language is being developed. In order to develop standardized language, Nancy would like the ability to review current language used throughout the curriculum records in CurricUNET, but a report of this information is not yet available.

Additionally, Nancy stated that she would like to forward several courses in need of DE approval to the Committee. Based on her estimates, there are 10-12 courses which have been taught in DE modes previously, but records of their approval to be taught as such are no longer in their CORs for unknown reasons. Scheduling of these courses in these modes is prohibited until the curriculum can be updated. The Committee proposed the use of the Consent Agenda process if such course updates were limited to DE elements only.

Lastly, there was discussion amongst the Committee regarding the Disabilities and Class Size components of the COR as a subsection of the Distance Ed information. At question was the need to have a Disability component for DE, or whether or not it should be applicable to all CORs. Also considered was whether the Class Size component should be clarified to reference only Internet/Hybrid instruction modes rather than videoconference modes since a different maximum class size may not be applicable for that mode.

**Item 6. Good of the Order**

Neil plans to meet this week with the Deans to review the proposed Course Review Cycle.

**Item 7. Adjournment**

Meeting was adjourned at 11:52 a.m.