

COLLEGE OF THE SISKIYOU

CURRICULUM COMMITTEE MEETING – MEETING NO. 23

11 A.M., Tuesday, March 4, 2014

DLC 8/RHSI 1-119

Present: Neil Carpentier-Alting, Cheryl Coppin, Maria Fernandez, Tim Frisbie, Sheila Grimes, Eric Houck, Charlie Roche, Greg South, and Patrice Thatcher

Guest: Ashley Sadler

Absent: Dave Clarke, Paul LaFleur, and Valerie Roberts

Consent Agenda

Item 1. Approval of Minutes

There were no corrections and/or additions to the minutes from the February 25, 2014, Curriculum Committee Meeting; therefore, approved as read.

Item 2. COR's Lacking Lecture/Lab Hours

Eric distributed a list of courses which do not have any lecture/lab hours entered in the CurricUNET COR. He stated that the audit findings propagated this list of courses missing hours in CurricUNET COR's. Eric went on to say that most of these courses have hours in our Banner System and many of these courses listed need to be archived as we are not teaching them any longer. In course conversion from the old course outline system to CurricUNET, the hours were lost in transition. The Committee decided on the following course of action to resolve this issue:

- Level 1 - If course hours exist in the Banner System, the Office of Student Learning will transfer those hours into CurricUNET.
- Level 2 - If course hours do not exist in the Banner System, the Office of Student Learning will research the historical data and transfer those hours into CurricUNET.
- Level 3 – If no historical data exists, a list of those courses will be given to the appropriate department so that the COR can be updated, created, or archived.

Regular Agenda

Item 3. Course Archives

Nothing

Item 4. Course Approvals in CurricUNET including, but not limited to:

a. ENGL 0900 – Introduction to College Reading and Writing – New Course Transfer GE DE

Upon further review, Eric changed the credit status of ENGL 0900 to Credit – Degree Applicable. The Committee approved ENGL 0900.

b. PHYS 1010 – Conceptual Physics – Course Update Transfer GE

Neil stated that Nancy Shepard has reviewed and approved the distance education content for PHYS 1010.

- Reason for Update: I would like to get this course approved for distance education (online course).
- Distance Education Content updated
- Distance Education Delivery method updated from none to Internet Delayed
- The Committee changed the language for Different Class Size for DE from N/A to Yes, max enrollment for online courses is 32.
- Approved

Item 5. Good of the Order

In regards to class limits, Dr. South commented that he met with the Deans to discuss course limits. The rationale for keeping the English distance learning maximum class size at 32 is due to attrition. Research showed that normally less than twenty students actually were still registered at the completion of an online English course. Dr. South pointed out that he met with Sean Kenny, Mike Tischler, and President's Cabinet and the censuses by all was to stay with the course maximum enrollment limits that were previously agreed upon. For now, 32 is the set limit for all online courses. He went on to say that further research will be brought to the Dean's meeting next Thursday. Dr. South will share this information with the Curriculum Committee at the March 18 meeting. Dr. South is currently reviewing the newly proposed English course outlines (ENGL 0800 and ENGL 0850) cap size of 20. Those courses will be going to Student Learning Council for review on Thursday. Neil will continue to pursue clarity on the course limit issue.

Due to the number of originators launching their courses into the incorrect approval process, Neil would like to streamline the process this summer. He suggested that once a course is launched that it be reviewed by all areas; and, if for example the course does not need to be reviewed for distanced education, that particular reviewer would mark it N/A and move it to the next area to be reviewed. Eric mentioned that any course that is using the existing process will continue to use the existing processes until complete.

Eric shared a draft letter from Valerie that she is planning on sending to the Chancellor's Office regarding the history of the revised AA/S-T Goal Worksheet. If anyone has any suggested changes and/or revisions, please let her know.

There are a number of courses that are "kicking" around in the CurricUNET system. Neil will be sending a letter to the originators of those courses urging them to complete the necessary revisions by May 22 or those unapproved COR's will be removed from the approval process.

Item 6. Adjournment

Meeting was adjourned at 11:47 a.m.