

COLLEGE OF THE SISKIYOU

CURRICULUM COMMITTEE MEETING – MEETING NO. 24

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

DLC 8/RHSI 1-119

Present: Neil Carpentier-Alting, Dave Clarke, Cheryl Coppin, Maria Fernandez, Tim Frisbie, Sheila Grimes, Eric Houck, Valerie Roberts, Charlie Roche, and Patrice Thatcher

Guest: Ashley Sadler

Absent: Greg South and Paul LaFleur

Consent Agenda

Item 1. Approval of Minutes

There were no corrections and/or additions to the minutes from the March 4, 2014, Curriculum Committee Meeting; therefore, approved as read.

Regular Agenda

Item 2. COR's Lacking Lecture/Lab Hours

Eric stated that a few weeks ago, Kent Gross provided the Student Learning Office with a list of 68 courses taught in 2012-13 in which the auditors discovered that the CORs in CurricUNET did not contain lecture/lab hours. At that time, the Chancellor's Office was threatening to take away apportionment associated with those courses. "Super" Sheila researched each of the courses in question and located a majority of COR's which were saved prior to the conversion to CurricUNET in 2011. This reduced the list to only seven classes which could possibly result in a loss in apportionment for 10.75 FTEs. Eric distributed a document to the Committee members outlining the specifics of these findings.

Item 3. Course Review Cycle

Neil mentioned that he along with Eric and Sheila met with Dr. South regarding our CORs in CurricUNET lacking lecture/lab hours. He went on to say that the three-year review cycle should keep this from happening in the future; however, we are currently in catch-up mode. A report will be generated and brought to the Committee showing what courses have been completed and what courses still need to be updated. First, we will concentrate on the courses that are missing hours with an emphasis on the courses that are part of the AA/S-T degrees. Next, the Committee will need to develop a regular rotation cycle. Neil will work with the Administration and faculty on getting the cycle functioning.

Item 4. Good of the Order

Neil would like to see a Curriculum website developed which contains step-by-step instructions on how to update an existing course as well as how to build a new course in CurricUNET. He would like to continue to fine tune CurricUNET and develop training elements.

Item 4. Good of the Order (Con'd)

Maria suggested that all new faculty receive training in CurricUNET as part of their overall instructor education.

Valerie came across a memo from the Chancellor's Office requiring all courses that are a part of an approved AA/S-T degree program will also need to be submitted for C-ID approval as well.

Valerie presented Neil with an updated version of the COS General Education Requirements for an Associate Degree. Neil will forward this document to the Academic Senate for approval.

Item 5. Adjournment

Meeting was adjourned at 11:54 a.m.