

## COLLEGE OF THE SISKIYOU

### CURRICULUM COMMITTEE MEETING – MEETING NO. 27

11 A.M., Tuesday, May 12, 2015  
DLC 8/RHSI 1-119

**Present:** Neil Carpentier-Alting, Dave Clarke, Maria Fernandez, Sheila Grimes, Eric Houck, JonMichael Patterson, Valerie Roberts, Charlie Roche, Nancy Shepard, Greg South, Bob Taylor, and Dennis Weathers

**Guest:** Michael Graves

**Absent:** Sunny Greene, Dennis Roberts, and Patrice Thatcher

### Consent Agenda

**Item 1. Approval of Minutes**

Sheila requested that the minutes from the May 5, 2015, Curriculum Committee meeting be revised to include the following for Item 5:

The following course was not on the consent agenda; however, it was in the Curriculum queue and ready to be reviewed by the Committee once the meeting began.

**CSCI 1528 – Web Publishing II**

- Reason for Update: Basic 3 year update
- Course Need/Justification updated
- Distance Education Content updated
- Distance Education Delivery methods changed from Internet Delayed to Two-Way Video/Audio, Internet Delayed, Hybrid (51% or more online) and Hybrid (less than 51% online)
- Course Content updated
- Texts/Instructional Materials Required updated
- SLO's updated
- Classification Code change from Liberal Arts & Science to Career-Technical Education
- Approved

The minutes were approved as corrected.

**Item 2. Consent Course Approvals in CurricUNET including, but not limited to:**

The Curriculum Committee approved the following courses:

**a. CSCI 1007 – Programming I**

- Reason for Update: Basic 3 year update
- Distance Education Content updated
- Distance Education Delivery methods changed from Internet Delayed to Two-Way Video/Audio, Internet Delayed, Hybrid (51% or more online) and Hybrid (less than 51% online)
- SLO's updated

**b. CSCI 1016 – Introduction to Internet**

- Reason for Update: Basic 3 year update
- Course Need/Justification updated
- Distance Education Content updated
- Distance Education Delivery Methods changed from Internet Delayed to Two-Way Video/Audio, Internet Delayed, Hybrid (51% or more online) and Hybrid (less than 51% online)
- Texts/Instructional Materials Required updated

**Item 2. Consent Course Approvals in CurricUNET including, but not limited to: (Con'd)**

**c. CSCI 1512 – Web Programming**

- Reason for Update: Basic 3 year update
- Course Description corrected
- Skill Requirements updated
- Distance Education Content updated
- Distance Education Delivery methods changed from Internet Delayed to Two-Way Video/Audio, Internet Delayed, Hybrid (51% or more online) and Hybrid (less than 51% online)
- Texts/Instructional Materials Required updated
- SLO's updated

**d. NURS 9062 – Certified Nurse Assistant**

- Reason for Update: Update Course
- Lecture Hours changed from 60 to 64-72
- Other Hours changed from 120 to 106.7-120
- Course Need/Justification updated
- Prerequisite changed from ENGL 0850 or qualification through assessment. Students must follow application process and meet all admission criteria to ENGL 0800 or qualification through assessment. Students must follow application admission process and meet all admission criteria.
- Skill Requirements updated
- Course Content updated
- Description of Out-of-Class Assignments
- Texts/Instructional Materials Required updated
- SLO's updated

**Regular Agenda**

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

**a. ASL 1020 – Beginning American Sign Language – Course Update Transfer GE**

- Reason for Update: Three year update
- Course Description updated
- SLO's updated
- Approved

**b. ASL 1521 – Intermediate American Sign Language – Course Update Transfer GE**

- Reason for Update: 3 year update
- Skill Requirements updated
- SLO's updated
- Approved

**c. EDUC 0870 – Basic Skills Improvement Lab – Course Update NonTransfer**

- Reason for Update: Course needs to be updated in CurricUNET. It is also being changed over to the EDUC course identifier rather than GUID.
- Course Number changed from GUID 0870 to EDUC 0870
- Lab Hours changed from 24-27 to 27-30
- Course Description updated

The Committee reformatted the course content prior to approving this course.

- Course Content updated
- Description of Out-of-Class Assignments updated
- Texts/Instructional Materials Required updated
- SLO's updated
- LHE changed from 1.05 to 1.17
- Approved

**Item 3. Course Approvals in CurricUNET including, but not limited to: (Con'd)**

**d. FIRE 0950 – Fire Fighter I Academy – New Course Transfer GE DE**

FIRE 0950 was launched into the incorrect approval process as this course is neither a new course nor transferable and there are no distance education components included in the COR. Therefore, this course was returned to the originator, Ryan Benson, to correct the discrepancies. Since this course was launched as a new course and not as a course update, Eric Houck will deactivate the existing FIRE 0950 COR once this course is approved by the Chancellor's Office so there will not be any confusion of which course is the latest version. Dr. Taylor asked that Ryan contact him directly for more information on the suggested changes.

**e. SPAN 2520 – Intermediate Spanish IV – Course Update Transfer GE DE**

The Committee requested that the originator, Roberto Mazariegos, modify the language in the culture section of the course content. Neil requested that Roberto contact him for further clarification.

**Item 4. Curriculum Timeline**

Eric distributed a copy of the memo entitled, "CurricUNET Clean Up and Curriculum Timelines for 2015-16" along with attachments that he will be sending out to Faculty later on today. He will also be giving a brief talk on these topics at the Academic Senate meeting on Thursday. Eric has compiled a list of "orphaned courses" currently in CurricUNET and divided them into the following two categories:

**1. Course updates which were started, but never submitted.**

All course updates which were started but never submitted and are older than 365 days since their last update will be removed at that time Course Originators and their Deans will be notified individually via separate email of all the courses they need to take action on.

**2. Submitted course updates which were sent back to Originators but never acted on.**

All course updates which were submitted, but have been waiting on Originator action as part of their approval for more than 90 days will be removed from that time. Please be aware that removal of a course from approval does not remove the updated draft of the course which can be resubmitted at a later time; however, course updates that have never been submitted for approval will require re-creation once removed from the system.

He is asking that all Course Originators and/or Dean(s) (in the cases of part-time or departed faculty) to identify if they would like to preserve these course updates by May 31, 2015. Any courses that he does not receive notification on by the deadline, and which meet the parameters above, will be removed from the system on June 1, 2015.

Eric along with Neil developed timelines for 2015-16 curriculum and catalog submissions. With the delay in obtaining approvals from the Chancellor's Office, it is recommended that we change our current policy from one semester between the time it is approved locally and the semester in which it can become effective (see Curriculum Committee Minutes, October 12, 2012) to one year in between. In other words, for the 2016-17 academic year starting Summer/Fall 2016, all curricular changes (including new courses/programs and substantial/major course and program updates) must be approved by the final meeting of the Curriculum Committee in December, 2015.

**Item 5. Goals for 2015-16**

Neil stated that the Curriculum Committee accomplished the following tasks this year:

- Revised the Distance Education Policy
- Began the Course Review Cycle
  - 113 courses were reviewed
  - 65 courses were archived
- Defined and refined the course approval process
  - Reduced the number of course proposal types from 28 to 6
- Formed the General Education Task Force
- Developed the Curriculum Committee Webpage
  - Addressing Faculty needs
  - Populating Help Menus in CurricUNET
  - Further defined roles and responsibilities in the course approval process

In lieu of developing a Curriculum Handbook as a reference guide, one of our goals slated for next year will be to populate the Help Menus on our CurricUNET Website.

**Item 6. Good of the Order**

Neil reported that the stipend request to compensate the Curriculum Committee's faculty members for the upcoming June 16 meeting is currently being reviewed by Mike Tischler.

On June 1, 2015, Michael Graves will officially be joining the Curriculum Committee filling the vacancy left by Tim Frisbie.

The following course was not on the consent agenda; however, it was in the Curriculum queue and ready to be reviewed by the Committee once the meeting began.

**ECE 1502 – Serving Children and Families in a Diverse Society**

- Reason for Update: Edit to better match C-ID
- Course number changed from ECE 1026 to ECE 1502
- Course Description updated
- Distance Education Content updated
- Course Content updated
- Texts/Instructional Materials Required updated
- SLO's
- Approved

Since this course was updated by using a copy of the ECE 1026 COR and not by updating the existing ECE 1502 COR; once this course is approved by the Chancellor's office, Eric Houck will deactivate the old existing COR so there will not be any confusion.

Neil praised the Committee for their exemplary work over the 2014-15 academic school year.

**Item 7. Adjournment**

Meeting was adjourned at 11:53 a.m.