

COLLEGE OF THE SISKIYOU

CURRICULUM COMMITTEE MEETING – MEETING NO. 3

12 P.M., Wednesday, September 23, 2015

Science 7-210

Present: Neil Carpentier-Alting, Dave Clarke, Jodi Dawson, Maria Fernandez, Sunny Greene, Eric Houck, JonMichael Patterson, Dennis Roberts, Charlie Roche, Nancy Shepard and Chris Vancil

Absent: Michael Graves, Valerie Roberts, Todd Scott, Greg South and Robert Taylor

Consent Agenda

Item 1. Approval of Minutes

There were no corrections and/or additions to the minutes from the September 2, 2015, Curriculum Committee Meeting; therefore, approved as read.

Regular Agenda

Item 2. Course Archives

The Curriculum Committee approved the following courses to be archived:

- a. BA 0958 – Business English
- b. BA 1004 – Business Communications

Item 3. Course Review Cycle Status Update

Neil is going to put this item on the October 9, 2015 Planning Day Schedule as one of the sessions. The group can decide how they want to get this done and develop a schedule process. It will provide training and assistance to Faculty and Neil can answer any questions and address concerns anyone might have. Chris Vancil mentioned that it is important to invite Part-Time Instructors because they teach a good number of the courses. They will also need to be paid for their participation. Neil will meet with Todd Scott and Steve Reynolds to discuss Program Review and who is responsible for some of the courses up for review since we no longer have Area Directors to oversee each area.

Item 4. Program Approval Process

It was agreed by the Committee that when the Chancellor's Office approves a program, the Curriculum Chair will be responsible for oversight of the approvals. Neil will review the program with Eric and Val to make sure everything is satisfactory. If there are any questions or concerns about a program, he will bring to the Curriculum Committee for input. Neil will send out a flowchart for the Curriculum/Course Review Cycle. The Committee will discuss it at the next meeting.

Item 5. C-ID/ADT Update

Neil will review and approve the pending ADTs in CurricUNET which were approved by the Committee in December 2014. Maria noted that the English AA-T is missing from CurricUNET and should be added prior to anything done with the English AA degree. Eric and Neil will review the status of the English AA=T records.

Item 6. Course Submission Update

Eric re-sent the e-mail regarding Curriculum & Catalog Timelines for course submissions for 2015-16. The Committee agreed to go with Eric's suggestions regarding deadlines for catalog and course schedule submission (see e-mail). Unless there is imminent need to push a course through the Committee will follow the timelines that are in place. There are actually dual timelines: a catalog timeline and a semester timeline. It was recommended to put in an addendum every year to the class schedule because by the time the printed copies are done it has many changes. Courses at

the Dean level have been an issue. Chris Vancil expressed concern that courses should not take 2 years to go through the Curriculum process. A person with authority needs to be the one to remind instructors that their courses are stalled in CurricUNET. A question was asked whether or not we can eliminate the printed schedule of classes. It was tried previously and there are people in the community that do not have computer access.

Item 7. CurricUNET Bug Fixes

Eric discussed some the CurricUNET issues related to prerequisites and skill requirements and he is working on having them fixed hopefully by the end of the week.

Item 8. Good of the Order

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 1501 – Child Guidance and Management

- Reason for update: Adding Advisories and deleting Prerequisites
- Distance Education Content updated
- Delivery Method updated
- SLO's updated
- Approved

Neil reported that for Planning Day he will have a spreadsheet with the courses that are up for review. Eric is updating that list. Dr. Scott will be invited to attend the Planning Day Meeting.

JonMichael Patterson discussed a letter regarding canceled classes that was presented at the ASB Meeting and was recommended to bring to the Curriculum Committee. The Committee advised him to take it to the Board it was not a Curriculum issue.

Item 9. Adjournment

Meeting was adjourned at 1:00 p.m.