

**COLLEGE OF THE SISKIYOU**

**CURRICULUM COMMITTEE MEETING – MEETING NO. 24**

*12 P.M., Monday, May 9, 2016  
Science 7-210*

**Present:** Neil Carpentier-Alting, Dave Clarke, Jodi Dawson, Michael Graves, Sunny Greene, Charlie Roche, Todd Scott, Greg South, Robert Taylor and Chris Vancil

**Guest:** Cora Brownell

**Absent:** Elaine Eldridge, Jon Michael Patterson, Dennis Roberts, Valerie Roberts, Nancy Shepard

**Consent Agenda**

**Item 1. Approval of Minutes – May 2, 2016**

A motion was made and seconded (Vancil, Greene) to approve the minutes. There were no corrections and/or additions to the minutes from the May 2, 2016, Curriculum Committee Meeting; therefore approved as read.

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

**a. ENGL 1004 – Technical Writing – Course Update**

A motion was made and seconded (Greene/Roche) to approve ENGL 1004. The motion was approved.

There was a conflict with General Education and Transfer Status. General Education was listed as CSU, UC and Transfer Status was listed as CSU only. The Committee agreed to have Neil make the correction so that CSU, UC was listed under both General Education and Transfer Status.

- Reason for update: Three Year Review
- Course Description updated
- General Ed: Added COS GE Area A – English Composition
- Prerequisites changed from: A minimum grade of “C” in ENGL 1001 to a minimum grade of “C” in ENGL 0900 or Qualification by Assessment
- Skill Requirements updated
- Distance Education Content updated
- Texts updated
- SLO’s updated

**Regular Agenda**

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

**a. PEMA 1118 – Off-Season Men’s Varsity Soccer – New Course**

A motion was made and seconded (Greene/Graves) to approve PEMA 1118. The Committee reviewed and approved the course.

**Item 4. Review Course Approval Process**

The Committee discussed concerns about the approval process and the timeframe of submitting and getting courses approved. It was agreed that a timeline of one year is a long time to get a course approved and scheduled. The Committee agreed they need to take a look at courses with imminent need or time sensitive courses and establish guidelines to have in place for future courses. Mike Graves wanted clarification regarding who the final approval authority is for curriculum and what the process is. He also brought up a question of whether it is a possibility that the Board can vote a course down after it has already been approved by all other areas. Dr. Scott

offered to have a conversation about it and bring it back to the Committee but he was asked to wait until the Senate Execs meet and discuss how to proceed with it.

Regarding Community Education courses, the Committee wanted clarification as to whether they can go on the Board Agenda as an information item or is it required that they are listed on the Consent Agenda? Dr. Scott informed the Committee that Title V states all credit and noncredit courses offered by a Community College are subject to approval by the District Governing Board.

**Item 5. Good of the Order**

Neil invited Cora Brownell, Director of Nursing, to attend the meeting to have a discussion about who is responsible for developing and entering courses in CurricUNET. Previously, the Curriculum Committee concluded that Administrators should not develop and submit curriculum and that only faculty in that discipline should be developing and submitting courses in CurricUNET. In the instance that there is not a full time faculty member, an adjunct instructor in the discipline can submit courses.

Cora submitted three Nursing course updates in CurricUNET and because she holds an Administrative position she should not have been the person submitting these courses. As the Administrator in charge of the program, she has a role to play in oversight but not in the work of creating, updating and submitting curriculum. There are full time faculty in the discipline which were paid stipends for Curriculum Development that should be submitting courses. Dr. Scott suggested that the Committee develop guidelines regarding submission of courses and state who can and can't submit curriculum. After lengthy discussion, the Committee and Cora came to an agreement that Nursing curriculum is primarily the responsibility of the faculty and that the Director may co-submit curriculum, along with faculty, as long as faculty are the primary creators and contributors to the nursing curriculum. Neil went into CurricUNET and added three Nursing faculty as co-contributors to these courses so that Cora is not the sole person submitting Curriculum.

Neil will Tech Review the three Nursing courses.

**Item 6. Adjournment**

The meeting was adjourned at 12:55 p.m.