

COLLEGE OF THE SISKIYOU
CURRICULUM COMMITTEE MEETING – MEETING NO. 7

11 A.M., Tuesday, October 4, 2016

Temp 30

Present: Dave Clarke, Jodi Dawson, Elaine Eldridge, Sunny Greene, Michael Graves, Michele Korkowski, Dennis Roberts and Charlie Roche

Absent: ASB Representative (vacant), Valerie Roberts, Todd Scott, Greg South and Robert Taylor

Agenda

1. Approval of Minutes – September 27, 2016

A motion was made and seconded (Greene/Korkowski) to approve the minutes. The minutes were approved with no corrections.

2. Updates

a. Mike and Maria will discuss Distance Ed liaison and Language

Mike emailed Maria and gave her a couple of examples of Distance Ed language. We are getting a lot of different language coming through on Distance Ed courses. Maria agreed to take the concept of having standard boilerplate language to the Distance Ed Committee. These courses need to have the same language and it needs to be correct.

b. Mike will input the MCOM courses in CurricUNET to be archived

Mike entered all the MCOM courses and submitted them in CurricUNET for archive approval. They are now at the Dean's level for approval.

c. Mike will ask Dr. Scott to attend the next meeting to discuss his ideas for the Community Education process

Dr. Scott attended the meeting and discussed the Community Ed approval process. He informed the Committee that Community Ed courses should be entered into CurricUNET so we have a listing of them and then go to the Dean, the VP and the Board for approval. Community Education courses do not have to come to the Curriculum Committee for approval unless a faculty member chooses to bring the course for discussion but it is not necessary. He informed the Committee that he entered a course last summer because the instructor was a community member wanting to offer a course and not a faculty member. In these cases it seems arduous to give them access to put in a course and teach them to use CurricUNET. One of the methodologies would be put it out as Community Ed and if it's a success, then maybe offer it as noncredit or a certificate. If it still has momentum think about moving it into an entire program or move it to credit and create a program etc. It was mentioned that this exact process is in the draft of the new Curriculum Handbook.

For clarification, Mike asked if all Community Ed courses should go into CurricUNET but don't necessarily need to go through the Curriculum Committee for review or approval. Dr. Scott confirmed this is correct. He also added that eventually he would like to get to the level of Community Ed and Noncredit being its own division and if it is large enough it may have its own Dean. They would go directly to that Dean for approval then to the VP and to the Board. All Community Ed courses have to go to the Board for approval.

At some point, someone will need to determine whether a proposed Community Education course is appropriate for COS. They will need to determine if we have a course like this already that is comparable so it is not conflicting with a similar or the same course we already have. There may be some overlap with Community Ed courses and courses that are already on the books. It should be directed to a Dean who can confirm whether or not it competes with a credit bearing course. This will be determined at the Dean level not the Curriculum Committee. The Deans will be the gatekeepers for Community Ed courses. It is important to have discussion between the Deans to determine whether a Community Ed course that

is submitted by someone doesn't compete against one of our active courses or an archived course. Dr. Scott indicated that is a President and Vice President decision. He is not convinced that a Community Ed course competes with credit. He also informed the Committee that he hired Kim Freeze and her main purpose is to start generating noncredit courses. Dr. Scott stated it might be beneficial for Kim to attend a Curriculum meeting to discuss what she is doing. A question was asked whether she will be working on noncredit courses or Community Ed courses and the answer was both. The Community Ed courses do not have to come through the Curriculum Committee but the noncredit courses do. Noncredit courses are faculty submissions and Community Ed courses are from whomever.

d. Mike will talk to Eric Houck about the ADT approval process and find out if he can make changes to the approval process locally or if he needs to go through CurricUNET

Mike did not have a chance to talk to Eric Houck last week. He intends to talk to him soon about the ADT process and he thought it would be good to include Elaine and Sunny in the discussion as well. He will talk about the Community Ed process with Eric also.

3. Courses in Banner not matching CurricUNET. Possible conversion error – Elaine Eldridge

Elaine came across a FIRE 9122 course that had errors between CurricUNET and Banner. She indicated that the correct up to date version is in Banner. CurricUNET has an old course outline dated 1988. The Chancellor's Office Curriculum Inventory doesn't even have FIRE 9122 it just has the old FTHM course number. She is thinking that somewhere in the conversion of courses to CurricUNET there was a problem and it didn't get converted. The issue is; can we fix this in CurricUNET so it matches what is in Banner? The Committee agreed that it needs to go back to FIRE to be updated. Dennis Roberts informed the group that he sent this course and one other to Mike Wilson to be updated so it is in the process already.

There was discussion about where the 514 credit courses are in the 3-year review cycle. It was suggested that Eric Houck kept a color coded spreadsheet with all of the courses and when they are up for review. Elaine will look into it and see what she can find.

4. Course Archive

5. Course Approvals

6. Curriculum Handbook Update

a. Handbook revisions are due to Mike Graves by Tuesday, October 4, 2016

Mike received feedback from Charlie and Sunny. He would like to have something in place by the end of this semester. He will send it out to the faculty as is and ask for their feedback. The Committee agreed he should send it out as a PDF and put a watermark that says "Draft" on it. It was agreed to send it to faculty, the VPI, Deans and Adjunct faculty with a deadline of November 14th.

7. Other

Dr. Scott informed the Committee that an eLumen Representative is coming to campus on Friday, November 4, 2016. He asked what would be a good time for the Curriculum Committee to meet with him. The Representative asked to meet for 90 minutes with the Curriculum Committee and 90 minutes with the Program Review Committee. The Committee agreed that 8:00 to 9:00 in the morning would be best and added the "fish bowl" would be a good place to meet since there are computers for everyone if needed.

8. Adjournment

The meeting adjourned at 11:30 a.m.