

COLLEGE OF THE SISKIYOU
CURRICULUM COMMITTEE MEETING – MEETING NO. 9

11 A.M., Tuesday, October 25, 2016

Temp 30

Present: Dave Clarke, Jodi Dawson, Elaine Eldridge, Mike Graves, Michele Korkowski, Dennis Roberts, Charlie Roche and Greg South

Absent: ASB Representative (vacant), Sunny Greene, Valerie Roberts, Todd Scott, and Robert Taylor

Agenda

1. Approval of Minutes – October 18

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

2. Updates – Mike Graves

- a. **Ask Dr. Scott to attend the next meeting to discuss the Program Approval process and Curriculum Approval process** – Dr. Scott is out of town today at an IEPI Team visit at College of the Redwoods so he is unable to attend the meeting. He informed Mike that he does want to discuss Programs at a later date.

3. Proper Map for Program Approval Process – Mike Graves

The Psychology Program is still sitting in the Curriculum Committee queue to be approved. Elaine stated the program has already been approved by the Board and has been submitted to the Chancellor's Office for approval. The Committee agreed that this approval process in CurricUNET needs to be redesigned without Curriculum Committee approval included. The Deans will be approving programs and they should not even come through the Curriculum Committee. Dr. South commented that he and Dr. Scott had the same dialog and they both agreed that the Deans should approve programs. The Committee agreed to move the program forward knowing that the approval process will be changed without the Curriculum Committee in the process.

The Curriculum Committee directs the Curriculum Chair to go ahead and approve programs as they show up in the Curriculum Committee queue. Any programs that come through CurricUNET Mike will approve just to move them through.

Where the Committee wants to go with this is to have the Deans approve Programs with the understanding that the only programs they are going to approve or put together are going to be made up of courses that have gone through the Curriculum Committee for approval. A question was asked; what is a program and is there somewhere that states what a program is? Dave Clarke informed the group that the Program Review Committee has had this discussion many times over the years and for the purposes of Program Review it is a discipline. For these purposes, it is a set of classes that result in a degree or certificate. These are the things that go to the Chancellor's Office for approval. The term program can mean completely different things depending on the context. Mike Graves, the Dean's and the VPI will meet and have a discussion about this. There are also issues with semantics where maybe faculty need to know as well so that when a faculty member decides what courses make up a program they will need Dean approval. Dr. South informed the group that he is meeting with the Psychology instructor bi-weekly as she develops her program but he does not mandate what courses will go into the program rather he asked her to align it with what is typical of other schools programs and best practices. The Curriculum Committee has no problem with someone other than faculty developing a program because they are courses previously approved by the Curriculum Committee. We have programs in ADJ, FIRE and Psychology and they are totally different. Possibly a better descriptor would be to refer to these as degree/certificate programs. ADT Programs – within that program you offer degrees and certificates. We could refer to those degrees and certificates as degree or certificate programs of study. The programs coming through the Curriculum Committee are Programs of Study and are a set of courses that culminate in a certificate or

degree. Program of study would be a better descriptor. Not every program will have a program of study associated with it but many will have multiple programs of study associated with it. The program is the discipline/department, the things that the Program Review Committee reviews. They do not Program Review programs.

Dave Clarke will discuss this at the next Program Review Committee meeting which Dr. Scott also attends so he can give feedback there. Dave will report back to the Committee after they meet.

4. Current Curriculum Approval Process – Mike Graves

Mike sent out an email of the notes he and Elaine made at the workshop at Butte College. Mike has been exchanging email with two people from Shasta College that they met at the workshop. They are also trying to streamline their process and eliminate steps and meet the 90 day approval goal. Mike stated he thinks we can consolidate steps right at the Curriculum Committee level instead of having separate steps. He will put together a realistic map based on what we currently have and put out one we can actually do and the Committee can discuss it at next week's meeting. Mike will see if Dr. Scott is available to come to the next meeting.

5. Increased FTE Generation – Elaine Eldridge

Elaine and Jodi met with an Ellucian representative regarding Curriculum and Schedule and Catalog processes in Banner. Elaine wanted to inform the Committee of an important detail we learned about courses with field trips or TBA's. Currently because some classes are partially positive attendance the entire class has to be coded as positive attendance. Now we can separate it out and use two CRN's and make the class part weekly or daily census and part positive attendance. Elaine can schedule the lecture and the lab which are regularly scheduled as weekly or daily census and the field trip that is irregular as positive attendance and link them together so the student can't sign up for one without the other. This will result in an automatic increase our FTE's. We can do this with any courses that are irregularly scheduled. A question was asked how we get funded for positive attendance courses. The funding mechanism is different for census and positive attendance courses. With weekly census we are paid by how many students are enrolled and instructors do not have to take daily attendance. With positive attendance courses the students have to be in attendance. It is important with positive attendance classes that the instructor take daily attendance or have the students sign in because that is the way we get apportionment for these classes. This is going to result in a significant difference in our FTE's. This will only happen on the Banner side and will not affect curriculum. It will appear the same in the catalog as far as total units but we have to break it down behind the scenes. No changes will be coming through CurricUNET.

6. Curriculum Review Cycle – Mike Graves

Elaine emailed the spreadsheet of the 3 year Curriculum Review cycle. It was decided it is going to be up to the Deans to work with faculty in updating their courses. Dr. Scott asked Elaine to go through the list and see if the courses in the 2014-15 and 2015-16 years have actually been done and report back to him.

7. Course Approvals

There were no courses in the queue for approval. All courses that Mike emailed out to the Committee to be Tech Reviewed have been done so they should be coming through soon.

8. Curriculum Handbook Update – Mike Graves

a. Deadline for revisions is November 14, 2016

i. Mike has not received any comments from faculty yet. The deadline is November 14, 2016 and at that time he will meet with Michael Reetz and post the handbook on the web page. Every year it can be looked at and updated

9. Other

- a. Some people are having problems in CurricUNET. Cora Brownell has been emailing Mike often with questions and various problems. She has 5 courses that she is updating and he suggested that she submit the courses that are ready and he will work with her on the rest. The Committee agreed that all new faculty should be required to attend a CurricUNET training. Mike informed the group that he is planning to have a training as one of the flex days in January either on the 12th or 13th. He will talk to Chris Vancil, the Senate President, so he is on board and help encourage the faculty to attend. Charlie Roche volunteered to help with the training and Mike would like to have the Curriculum Committee, the Deans, the VPI and Elaine and Jodi attend the training for assistance if possible. He would like to have as many faculty as possible attend because all courses are going to be coming up for review and they need to know how to update their courses in CurricUNET. Staff that work in CurricUNET should also be included in the training. It falls on the Curriculum Committee to help faculty through the CurricUNET process for the development and update of courses. It was suggested for the training to have each person create a make believe discipline or identifier and have each of them actually create classes that they need to design and put in SLO's. When they are done have them act as the Curriculum Committee and have them Tech Review to see what we're looking for. It was suggested that we need to have an institutional conversation about when it is appropriate for staff to do the curriculum work.
- b. Jayne Turk submitted updates to COMS 1700. COSGE is still on hold for approvals. There has not been a decision yet as a Senate to move forward with approvals. Mike recommends everything be put on hold until he gets a standard blurb on Distance Education language from the Distance Education committee. He will contact Jayne about the Tech Review.

10. Adjournment

The meeting was adjourned at 12:00 p.m.