

**COLLEGE OF THE SISKIYOU**  
**CURRICULUM COMMITTEE MEETING – MEETING NO. 10**

*11 A.M., Tuesday, November 1, 2016*

*Temp 30*

**Present:** Dave Clarke, Jodi Dawson, Elaine Eldridge, Mike Graves, Sunny Greene, Michele Korkowski, Charlie Roche, Todd Scott and Greg South

**Absent:** ASB Representative (vacant), Dennis Roberts, Valerie Roberts and Robert Taylor

**Agenda**

**1. Approval of Minutes – October 25, 2016**

A motion was made and seconded (Greene/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 – see #3

**3. Proper Map for Program Approval Process – Mike Graves**

Last week the Committee discussed whether or not the Curriculum Committee should approve programs or just approve courses and the Deans and VPI approve programs. The consensus was that the Committee felt the program approval process should fall under the purview of the Deans and VPI. After last week's meeting, Dave emailed the Committee and suggested that in the past we have done a poor job with Program Learning Outcomes (PLO's) and for that reason maybe they should come to the Curriculum Committee. He stated that we don't do a good job with PLO's. We don't assess or report them. A program is supposed to have PLO's and that is something that is appropriate for this Committee. It needs to be decided what the Curriculum Committees role is with these. Charlie stated that he feels programs should go to the Program Review Committee because they are the ones who review programs and he agrees that programs should have PLO's and that we haven't done a good job of reviewing them. Dave indicated that part of the Program Review Committees responsibility is to look at whether or not a program does assess its PLO's but it should not be the body that decides if those are appropriate.

Dr. Scott suggested we look at Administrative Procedure (AP) 4020, Program and Curriculum Development, in reference to the PCAH (Program and Course Approval Handbook). The Committee reviewed the document online and noted the last update was done March 10, 2015 and agreed that it should be updated. The Curriculum Committee needs to come up with criteria for Tech Reviewing programs. Currently the process is 1) Appropriate division Dean or Director, 2) Curriculum Committee assigned for Tech Review, 3) Curriculum Committee, 4) Vice President of Instruction (CIO), 5) Board, 6) North/Far North Consortium (CTE only), 7) Chancellor's Office. This is for the most part what our current course approval process is for all curriculum. Mike asked Dr. Scott if he agreed with this process and Dr. Scott was unsure what the Tech Reviewer would do. Charlie commented that he has no problem with it but would like to have some direction on what to look for in the PLO's. There needs to be some clarity on what the criteria are and what the standard and proposal would consist of. The Program Review section is referring to criteria and the Tech Reviewer should be looking for those elements so there would be a framework of some sort. The standard is possibly incorrect based on the update to the latest ACCJC standards. It has been updated since this document was updated in March 2015. We looked at a template in AP 4102-Career and Technical Education Programs where they list the Program Development process and Dr. Scott thought this template could be used for other program approval. He also feels that programs should originate in Instruction Council and once they get approved by whatever criteria is established then the first development would be in Curriculum for entry and then the Tech Review in terms of the PLO's.

In summary, Instruction Council will need to develop a new program approval process and then it will come back to the Curriculum Committee. They will take the AP 4102 template and develop one that will be for all other programs and incorporate it into the existing AP 4020. Instruction Council will take that for action which means moving forward, the Curriculum Committee will have to continue to be the gatekeepers for Tech Review and approval to an extent. Instruction Council will generate what a new program proposal should include they will let the Curriculum Committee know what their role is which will probably be the PLO's.

**4. Current Curriculum Approval Process – Mike Graves**

Mike sent out 2 emails to the Curriculum Committee of what he would like our current process to look like and where we want to get it to. We cannot get to the endpoint yet but we can modify what were currently doing. Mike would like to have a time on each one and a number of days to take action on it.

**5. Look at All Proposals in CurricUNET – Elaine Eldridge**

Elaine suggested that approvers need to go in and see where things are stuck in the approval process because there seem to be a lot sitting in there. Mike will assign Tech Reviews this afternoon. All General Education approvals are on hold for now. It would be nice to have course submission dates in CurricUNET without having to go into each course to see when it was submitted. Mike will check to see about an option to sort by date.

The Committee had lengthy discussion about COMS 1700 and the proposed changes/updates to the course. The course was previously MCOM 1100 (all MCOM courses have been archived) and Jayne Turk is changing the course number, adding a Distance Education and a General Education component. It was suggested to give Jayne the choice to let it languish here, because all General Education is on hold, until the new General Education pattern is ready or delete the proposed GE addition, F4, and have the Curriculum Committee approve it with the existing General Education F1-3. Mike will talk to Jayne to get clarity on what she would like to do.

**6. ADHS Spring Courses – Dr. South**

Jennifer Reynolds, the new ADHS Coordinator, launched some ADHS courses in CurricUNET to add a Distance Education component. All of the ADHS courses are old and out of date but over the next 2-3 months she will be updating them in CurricUNET. In the meantime, these courses are being offered in spring 2017 and she would like to offer them online. The Committee approved the courses to be offered online and Mike will Tech Review them after the meeting to move them through the approval process in a timely manner.

**7. Curriculum Review Cycle – Mike Graves**

Dr. Scott met with Elaine and asked her to update the 3 year review cycle spreadsheet. He wants her to go through and see what has updates have been done to date and then update the spreadsheet. After that she will separate it out and send it to the Deans.

**8. Course Approvals**

**9. Curriculum Handbook Update – Mike Graves**

Mike will have Michael Reetz put the handbook online.

**10. Other**

Dr. Scott commented on the previous discussion of courses sitting in the approval queue for a certain number of days and being held up. He mentioned that there used to be a notification email that came regularly to notify people when there were courses to be approved in CurricUNET. Elaine will check with Eric Houck and see she can get it turned back on.

Charlie would like to have the Curriculum Handbook put in CurricUNET on the left side with the links that are already there possibly under Help or User Guide.

Dr. Scott reminded the Committee that the eLumen representative will be here on Friday from 9:00 a.m. to 10:30 a.m. in LRC 2. He mentioned that if there is another curriculum software program we would like to see it might be helpful to invite others here too.

**11. Adjournment**

The meeting adjourned at 12:00 p.m.