

COLLEGE OF THE SISKIYOU
CURRICULUM COMMITTEE MEETING – MEETING NO. 11

11 A.M., Tuesday, November 8, 2016

Temp 30

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

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

Agenda

1. Approval of Minutes – November 1, 2016

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

2. Updates – Mike Graves

- a. Mike sent out an email and assigned courses to the Tech Reviewers that are in the queue to be reviewed and noted the deadline is Tuesday, November 15, 2016. He stated that he Tech reviewed all the ADHS courses and he is still working with Jayne on COMS 1700. He asked her to resubmit it as MCOM 1100 which is archived. She will need to unarchive and update it. It is currently being offered as COMS 1700. Mike will follow up and see where it stands.
- b. There are some courses being submitted with the contributor no longer working here. Dave will send an email to the Nursing faculty to let them know these need to be changed to the current faculty and cc Elaine advising them the creator does not reflect who is currently there in the Nursing faculty. He will let them know that he has asked Elaine to make the changes in CurricUNET so that they will be aware. Another issue is that some staff members that are submitting courses for faculty and they should not be. The faculty member should submit the course with the staff member's assistance in generating curriculum. When the courses are presented to Curriculum, they should be from the faculty member and the staff person as the co-contributor.
- c. The email notification for CurricUNET is turned back on. People have received a back log of email notifications which is concerning but once it is turned on it's on for everyone not just specific people. It was suggested that we don't spend too much time on this because we will probably be changing programs soon. Dave discussed the purchase of eLumen with Dr. Scott and he informed Dave that we will use IEPI funds to purchase the new software. Dr. Scott would like the Curriculum Committee and Program Review Committee to formally recommend to the Senate that we move to eLumen so he has that support going forward. Dave Clarke moved and Charlie Roche seconded to move this to Item 7- Other. Motion passed. Mike will send Todd an email that the Committee supports the purchase of eLumen.

3. Distance Education Language/Review – Mike Graves

Mike, Chris and Maria met last week regarding Distance Education language. The Distance Education Committee was asked to provide to faculty language that would be used in all of their course submissions for Distance Education. Maria indicated she would have it ready this week. She will give it to Chris Vancil, Senate President, and he will send it out to all adjunct and full time faculty. The email Chris will send out will say, in the future when you submit a course for Distance Education this is the language that is required to be used. The Distance Education Committee found several problems with the current language and from this point going forward this is the language that will be required. They also discussed a clause in Ed Code that states a Distance Education person is required to be in the approval process for all Distance Education courses. It was decided that Maria will that person as the Chair of the Distance Education Committee. She is not required to attend Curriculum Committee meetings but will be in the approval process as the Distance Education representative. Elaine stated she already replaced Maria with Nancy Shepard.

4. Proposed Revise of AP 4025 - Philosophy and Criteria for Associate Degree and General Education – Mike Graves

Chris Vancil would like the Curriculum Committee to endorse the revisions to Board Policy 4025, Philosophy and Criteria for Associate Degree & General Education and also the COSGE the faculty worked out on Planning Day so that he can take it to the Senate on Thursday. The Committee agreed that they should not spend too much time discussing it because as senate members it's already been discussed there. Dave Clarke moved to support the recommendations that came out of Planning Day as far as the General Education Philosophy and the revisions to AP 4025 and Charlie Roche seconded. Michele stated that she hasn't seen a final version of every area's GE SLO's yet. Mike indicated that SLO's from every area are not completed yet. The Committee reviewed the three GE proposed revisions that Chris emailed and were all in agreement to make a recommendation to the Senate to endorse the revisions.

5. Course Approvals

a. ADJ 2050 – Basic Police Academy – Course Update

- Reason for update: include COS Area G, Wellness, general education requirement for AA degree
- Anticipated semester: Fall 2017

b. ADJ 2524 – Introduction to Corrections – Course Update

- Reason for update: 3-year review
- Anticipated semester: Fall 2017
- Prerequisites changed from ENGL 0900 to an Advisory
- Recommended Preparation updated
- SLO's updated

c. ECE 9081 – Early Childhood Education Workshop – Course Update

This course was sent back by the Coding Reviewer

d. ENGL 0561 – Level 1 – Course Update

- Reason for update: 3-year review
- Anticipated semester: Spring 2017
- Total Lab Hours changed from 48 -90 to 80-90
- Course Description updated
- Recommended preparation updated
- Course Content Outline updated
- Texts updated
- SLO's updated

e. ENGL 2044 – American Literature I – Course Update

- Reason for update: DE approval; GE re-review Area D and I; C-ID approval for English ADT; 3-year review and replace COR that was accidentally deleted during curriculum clean-up
- Anticipated semester: Spring 2017
- Course Description updated
- Course Need/Justification Updated
- Prerequisites changed from ENGL 1001 to min grade of "C" in ENCL 0900 Eligibility for ENGL 1001 or Qualification by Assessment
- Course Content Outline updated
- Description of Out of Class Assignments updated
- Texts updated
- SLO's updated

f. ENGL 2544 – American Literature II – Course Update

- Reason for update: 3-year review
- Anticipated semester: Spring 2017
- Course Description updated

- Distance Education updated
- General Education re-review Area D and I
- CID approval for English ADT
- Replace Course Outline of Record that was accidentally deleted during curriculum clean up
- Skill Requirements updated
- Course Content Outline updated
- Texts updated
- SLO's updated

g. HIST 1004 – Western Civilizations to 1600 – Course Update

- Reason for update: 3-year review
- Anticipated semester: Fall 2017
- Total Lecture Hours changed from 0-0 to 48-54
- Total All Hours changed from 144-162 to 160-180
- Course Description updated
- Recommended Preparation updated
- Skill Requirements updated
- Course Content Outline updated
- Lab Content Outline updated
- Description of Out of Class Assignments updated
- SLO's updated
- LHE changed from 3.0 to 3.70

h. PEMA 1008 – Men's Varsity Football – Course Update

- Reason for update: 3-year review
- Anticipated Semester: Fall 2017
- Total Lab Hours changed from 162-180 to 155.6-175.0
- Total All Hours changed from 162-180 to 155.6-175.0
- Course Description updated
- Course Need/Justification updated
- Texts updated
- LHE changed from 6.0 to 6.81

6. Curriculum Handbook Update – Mike Graves

The handbook is now posted on the Curriculum Committee website. In the next week or so Mike will meet with Mike Reetz and go over the website and clean it up. Dave pointed out there is not a table of contents and it would be helpful to have one. Mike will work on it and make sure it gets in the handbook. Charlie suggested to video the CurricUNET training and have it posted on the webpage. The training is scheduled for Friday, January 13, 2017 from 9 a.m. to 12:00 p.m. either in Temp 30 or LRC 2. Mike suggested that it would be beneficial for the Curriculum Committee members to attend to assist faculty.

7. Other

Continued from Item #2-c. The Curriculum Committee recommends to the Senate that we move from CurricUNET to eLumen as our Course Management Program Review and Assessment system. Dave Clarke moved and Michele Korkowski seconded. The motion carried.

Elaine informed the Committee that there is a schedule addendum on the Schedule of Classes page. There is a list of added courses, canceled courses, etc. It will be updated every week as needed.

8. Adjournment

The meeting adjourned at 12:00 p.m.