

**COLLEGE OF THE SISKIYOU**  
**CURRICULUM COMMITTEE MEETING – MEETING NO. 12**

*11 A.M., Tuesday, November 15, 2016*

*Temp 30*

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

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

**Agenda**

**1. Approval of Minutes – November 8, 2016**

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

**2. Updates – Mike Graves**

- a. Dr. South talked to Jayne about COMS 1700 and when Mike contacted her she had already submitted it based on the feedback she got from him. It is up for Tech Review and Mike will review it. He emailed a list of courses to be Tech Reviewed and stated that there are a lot of courses in the queue and asked the Tech Reviewers to please try to have these done by next Monday at 5:00 p.m. because there are a lot more coming through.
- b. Mike notified Dr. Scott about the Curriculum Committee's recommendation to go forward with the purchase of eLumen. He emailed Chris Vancil and asked if we need to take it to the Senate. Dr. Scott would like the Program Review Committee to discuss it and make a recommendation and then have it go to the Senate as a whole for their approval. Dave stated the Program Review Committee meets this Thursday and he wanted to know if Dr. Scott would like to have it expedited by emailing it to the Program Review Committee for a vote. Dr. Scott said wasn't necessary to have an emergency vote because he was going to contact the eLumen representative and start the process anyway so they can run concurrently. He will move forward with getting the contract ready. It will take a minimum of a month to transfer all of the information from CurriUNET over and the only time that is reasonable to do it is during the summer. If we tried to do convert over in the spring it we would have to stop all curriculum processes and everything would be unavailable during that time. Mike will let Chris know that Dr. Scott would like a formal vote from the Senate for support of moving forward with eLumen based on the recommendation of the Curriculum Committee and pending recommendation from the Program Review Committee. Since the Senate oversees the Curriculum Committee and Program Review Committee Dr. Scott would be more comfortable that it be a Senate recommendation to the President that we adopt eLumen. Dr. Scott informed the Committee that the cost of the entire eLumen package will be approximately \$24,000, a one-time fee that includes the implementation and training and then the yearly cost may be a little less than \$20,000 per year. eLumen is on a state bid right now which means we get a 20% discount off of the regular rate and we will jump on the state bid before the end of the year to get the discount.
- c. Mike emailed and cc'd the Curriculum Committee about the COSGE revisions and the proposed AP 4025 revisions. It is now in the hands of the Senate. The Senate Executive Committee is supposed to discuss it on Thursday but the meeting has been cut short because of the emergency Senate meeting.

**3. Non-Credit Curriculum Development Process/Disciplines – Elaine Eldridge**

Dr. Scott hired Kim Freeze to develop non-credit curriculum and he would like it to be a separate discipline. Elaine's question was if Kim is developing curriculum for several different disciplines how are we going to code these courses? Will the courses be coded within each discipline? Dr. Scott indicated he would like it to be a separate program like Community Education is its own program or division. Some of the non-credit courses will be a series of three eight hour courses that will be a requirement to work at the casino but are not a pre course for a certain discipline. He would like to create a pool of courses that are non-credit that don't lead to certificates. He also explained that anything that he can drive to non-credit in terms of

new opportunities for the older adults in the community is his goal. He indicated that he will explore and see what other colleges are doing for their non-credit courses. He envisions a non-credit continuing education division where they publish their own schedule of classes and have them mailed out to every household in Siskiyou County. If someone wants to offer a pre course to their discipline to give people exploration in that, it should be approved by the department but he is not in favor of specific departments if there is no clear connection getting involved in the development of that curriculum.

Non-credit is in the early stages and Dr. Scott doesn't know who will be in charge of it yet. He stated that he is taking the lead on it by hiring Kim Freeze to explore areas such as the YMCA , Behavioral Health, etc. He met with Foster and Kinship Care this morning to discuss the potential of having their classes offered through COS so we can make them non-credit courses and collect apportionment for them. If this gets big enough he could possibly hire a coordinator of Community Education and Non-Credit. That person would be responsible for advertising and getting people into the courses and that person would plan and develop summer programs that have non-credit and Community Education courses. We have to have one person in charge to handle all of that. Mike commented that in the past we used to mail out a Senior College course schedule and then we stopped doing that but enrollments were higher then. Dr. Scott stated that non-credit has a \$30,000 budget which he is paying Kim Freeze out of to develop these courses. Elaine asked what prefix would be used for each of these courses and how would they be coded. Dr. Scott said that he doesn't have an opinion on that to just do whatever is necessary. He indicated that we need to do some research and call other colleges to see what they do and how they are coding their non-credit courses. The Committee agreed that even though these non-credit courses still need to go the Curriculum Committee for approval we don't need to be as rigid in approving them as regular courses. Dave made a recommendation and the Committee agreed to relax the requirement for faculty to be the originators of these courses and the originator can be a designated staff or the person in charge. Possibly the point person in charge of the division would be the one that initiates all of these courses.

### **Course Approvals**

#### **a. ECE 1001 – Introduction to Early Childhood Education – Course Update**

- Reason for update: Three year review cycle
- Anticipated semester: Spring 2017
- Distance Education Content updated
- Distance Education Delivery Methods changed from Hybrid 50% or more online and Hybrid less than 50% online to 2-way video/audio and Internet Delayed
- Course Content Outline updated
- Texts updated
- SLO's updated

#### **b. ECE 1002 – Child Development – Course Update**

- Reason for update: 3-year review cycle
- Anticipated semester: Spring 2017
- Distance Education Content updated
- Course Content Outline updated
- Texts updated
- SLO's updated

#### **c. ECE 1003 – Child, Family and Community – Course Update**

- Reason for update: Three year review cycle
- Anticipated semester: Spring 2017
- Course Need/Justification updated
- Distance Education Content updated
- Distance Education Delivery Method added 2-way video/audio and Internet Delayed

- Course Content Outline updated
- Texts updated
- SLO's updated

**4. Other**

The Committee requested that action items (course approvals) be first on the agenda before discussion items. Jodi will make the change.

**5. Adjournment**

The meeting adjourned at 11:45 a.m.