

**COLLEGE OF THE SISKIYOU**  
**CURRICULUM COMMITTEE MEETING – MEETING NO. 14**

*2 P.M., Monday, January 23, 2017*

*Boardroom*

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

**Absent:** ASB Representative (vacant), Elaine Eldridge, Charlie Roche and Robert Taylor

**Guest:** Blaine Smith

**Agenda**

**1. Approval of Minutes – November 29, 2016**

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

**2. Course Approvals**

There were no courses this week to be approved but Mike wanted to mention that there are 35 courses in the queue for Tech Review due on Friday, January 20<sup>th</sup>. Michele has been working on hers and has encountered some problems so she has been working with the instructor on correcting them. The rest of the Tech Reviewers will have theirs done by Friday. They agreed to look over the courses and move through the ones that looked good so they can possibly make next week's agenda.

Dennis Roberts is tech reviewing some FIRE courses that have incorrect hours. He asked the Committee if he should approve them and move them forward or send them back for corrections. Mike indicated that the problem is with CurricUNET not calculating the hours properly and there is no way to correct it. It is not the originator's error. Dennis just wanted to be clear on how to proceed. The Committee suggested he approve them and put in the comment section that he is aware the hours are incorrect and that it is a CurricUNET error.

**3. Updates – Mike Graves**

Charlie and Mike were scheduled to have a CurricUNET flex activity with approximately 15 faculty signed up to attend. They got there and the computers in Temp 30 had been moved out and the computers in LRC 2 were being used so they had to cancel it. Mike stated that he would like to schedule another flex activity on a Saturday either before or after spring break and have a representative from eLumen come and give a training. Dr. Scott stated that as soon as the contract is signed and in place he can proceed with moving forward and look into the training. He said the transition is hopefully happening over the summer. The information we got from the eLumen representative is it takes 4 months to transition our data files from CurricUNET but he thought we could begin entering new data.

**4. Non-Credit vs Credit Courses – Mike Graves**

Kim Freeze put 34 non-credit courses or so into CurricUNET and the Curriculum Committee would like an understanding of what non-credit courses are and what the difference is when Tech Reviewing and approving these courses. Dr. Scott indicated the Tech Reviewers need to look at these courses with the same eyes as credit courses. The basis is still the same as they will need to have SLO's, Method of Assessment, Outline, etc. but keep in mind these are open entry open exit positive attendance courses. Nobody on the Curriculum Committee has reviewed non-credit courses before. They asked for clarification of the different types of courses they approve; Community Education, non-credit and credit courses. Dr. Scott noted that with Community Education courses we do not get apportionment and the student pays a set fee to take the course. Non-credit courses vary but we get partial apportionment for some as there are 11 categories under non-credit in the PCAH (Program and Course Approval Handbook) and apportionment is not the same for all categories. These are open entry open exit courses reducing as many barriers as possible with the least amount of impact. They are positive attendance; pass no pass with no repeatability guidelines. Non-credit is designed to give the opportunity for those students who are prohibited in one way or another from taking credit courses. Non-credit courses can

serve as a pathway to credit courses with as low as 30 units and as high as 90 units as skill builder courses earning a non-credit certificate so they can market themselves and lead to a job. Dr. Scott informed the Committee that this is not purely an FTES generator. That is not the intent of non-credit. The plan is to get more people from the community on campus and involved in campus activities. We can also employ more people to teach these courses but they are going to have to meet minimum qualifications which are going to be the biggest hurdle.

**5. Distance Education Language – Mike Graves**

The Distance Education Committee completed their language for the Distance Education section of the Course Outline. Mike will send it out to all faculty to get their input and approval. He will have it put on the Curriculum Committee website so it can be carried over to eLumen. He will have the current one removed.

**6. Other**

These courses were not on the agenda but Mike wanted to discuss them and get approval to submit them. BA 1020/CSCI 1020, BA 1025/CSCI 1025, BA 1525/CSCI 1525 and BA 1524/CSCI 1524. He is asking if the BA courses identical to the ones that are CSCI and approved by the Chancellor's Office and already on the books need to go through the entire Tech Review process or can the Committee approve them and submit them to the Chancellor's Office. He would like to have these courses dual listed under each area. He informed the Committee that all of the CSCI's are up to date and he would like to put through the BA's, which are the same exact courses as CSCI's, for approval. Currently we have a BA 1024/CSCI 1024 both active and approved by the Chancellor's Office and therefore he wanted to follow suit and do the same with the others. He stated that if the courses are dual listed it will expand the limits of people who are qualified to teach it which Dr. Scott said it brings up an interesting discussion about where courses are listed causing some issues regarding minimum qualifications. He also questioned why would we dual list these. He implied that we would be doubling the size of the catalog and creating more confusion but also said that it can expand the number of people who can teach them.

Dave commented that if this could be done behind the scenes and not actually double list them that would be a cleaner solution than double listing them. He stated the reason we got rid of double listed courses in the past was because there was confusion. Dr. Scott's concern is the minimum qualifications. Typically it is a local decision with the equivalency process and he thinks we could determine locally what minimum qualifications in a certain discipline don't meet what we think a person should have to teach in another area unless it is clearly defined. It is a local decision if it's "or the equivalent" then we make the decision locally.

Mike's recommendation then is to archive the CSCI courses and make the BA's active and note formally, this course is formally known as CSCI. He will wait until the BA courses are approved by the Chancellor's Office before archiving the CSCI courses.

Sunny Greene made a motion to list them as BA courses and archive the CSCI courses once the BA courses have been approved by the Chancellor's Office. Michele Korkowski seconded the motion. Motion passed.

Blaine Smith recommended that this be some sort of certification that someone can walk away from short term. Mike indicated that he is working to create a certificate, showing that shows a person is work ready in Excel or Word, etc.

Michele is Tech Reviewing Kim Freeze's courses that she put through in CurricUNET. She talked with Kim regarding the courses and feels that Kim doesn't understand the necessary components of non-credit courses such as, objectives, method of instruction, content and method of evaluation. These were not included on her course outlines. It seems that Kim took curriculum from other colleges and incorporated it into these courses she wants to offer as non-credit. There are problems with offering them as lecture opposed to lab as she has in the course outline. It is Mike's responsibility to help Kim clean these up and re-submit them. Michele stated she

is in Yreka 2 days per week and will be happy to sit down with Kim and help her. Mike offered his assistance if needed. The Tech Reviewers will not contact Kim with questions because the courses will all have the same problems so Michele will address the issues when she meets with Kim.

Sunny asked the Committee if we can change the meeting time to 2:30 p.m. She had previously asked Mike and he said at that time he wasn't willing to change the time. The time will remain 2:00 p.m.

**Adjournment**

The meeting adjourned at 3:05 p.m.