

COLLEGE OF THE SISKIYOU
CURRICULUM COMMITTEE MEETING – MEETING NO. 15

2 P.M., Monday, January 30, 2017

Boardroom

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

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

Agenda

1. Approval of Minutes – January 23, 2017

A motion was made and seconded (Clarke, Roche) to approve the minutes. The minutes were approved as amended.

The Committee requested a correction in #6-Other, second paragraph, to change the word course to discipline. Jodi will make the necessary change.

2. Course Approvals

There were no courses in the Curriculum Committee queue for approval. Mike informed the Committee the General Ed queue has 20 courses waiting for approval and as a reminder the new General Ed pattern that the Senate created still has to go Instruction Council, College Council and the Board for approval. Once it is approved the courses can be moved through. There are a total of 6 courses for Tech review; 1 course update and 5 new courses.

Mike sent an email to Dr. Scott and cc'd the Curriculum Committee in reference to Cora Brownell's questions about some Nursing courses that haven't been approved. He informed Cora that one of the courses, NURS 1542, was Tech reviewed on 11/10/16 and was sent back for minor changes and it has never come back to the Curriculum Committee. Sunny Tech reviewed four of the Nursing courses and there were three with major changes and one with minor changes. NURS 1131, Mike found no evidence of that program in CurricUNET. Dr. Scott indicated he has already emailed Cora in regards to these and has not heard back from her yet.

A question was asked when the new General Ed pattern is going to be in place. Dr. Scott indicated it needs to go to Instruction Council first which is on the agenda for next month, the first week in February, then to College Council which will meet the week after that and then it will probably go to the Board on March 4th. The Committee agreed they will not approve new General Ed until the new proposal is in place.

3. Updates – Mike Graves

4. Streamlining the Curriculum Processes – Mike Graves

After the training Mike and Elaine attended at Butte College last fall, they discussed our current curriculum approval process and where it should be. Mike is hoping when we transition from CurricUNET to eLumen we can find a better way to make that process work so that the primary role players are the Curriculum Committee and the Board.

Sunny has now taken over the Articulation Officer duties. She is performing her regular role on the Curriculum Committee and is also doing General Ed which means once the new General Ed pattern is approved she will be emailing out to faculty to approve General Ed in certain areas.

Mike talked to Dr. Scott about the transition from CurricUNET to eLumen and informed him that we are going to need to have at least 2 trainings, one in the spring and one in summer. He will see about someone coming up to give the trainings.

5. **Credit vs. Non-Credit** – Mike Graves

Mike wanted to get some clarification about credit vs non-credit after the last meeting. He stated that he and Dennis Roberts had a conversation about the three types of courses; Community Education, Credit and Non-Credit and Dennis feels that there are actually four types of courses. He said within credit there are two types; degree applicable and non-degree applicable.

Elaine received an email from the Chancellor's Office listserve regarding streamlining the approval process which she forwarded to the Curriculum Committee. There is some confusion about what credit courses will be approved automatically because some of the wording in the memo isn't clear. The Committee agreed that we need clarification from the Chancellor's Office which courses apply to the new streamlining as of January 1, 2017. Dr. Scott's understanding was if it was a new degree program it would still have to go through the regular approval process. A substantial change to a course that was part of a program is still going to have to go through the approval process. Everything else, stand alone and non-substantial changes would be automatically approved. He agreed that there were some oddly worded sentences that he didn't understand. Basically, 80-90% of courses would have automatic approval assuming new courses need to go through the whole process. He agreed that we need to get clarity from the Chancellor's Office.

There are non-credit courses in the General Ed chute that need to be removed because non-credit are not General Ed courses. Sunny will go in and remove them.

Michele met with Kim Freeze to help her with submitting courses and what content a course outline should have. All of the courses that Kim submitted were sent back to her because they most likely have the same issues. Michele also discussed setting up programs because she has some certificate of achievement type programs she wants to do and she needs to build a program. Kim needs to contact Elaine to change the course numbers that are incorrect.

A question was asked if it would be different for non-credit going to Program Review or will there be a separate Program Review for these. Dr. Scott's initial thought is that non-credit should have its own Program Review instead of being part of the program because in most cases the faculty don't have control over the non-credit courses in their discipline.

6. **General Education Approval Process** – Mike Graves

There are 20 courses in the General Ed queue. Sunny will take out the 5 non-credit courses and 8 of the remaining 15 are course updates and 7 are new courses. Should these courses be approved under the old system so they can be moved through or wait until the new General Ed pattern is approved and send all of them through at the same time? The Committee agreed that it would be redundant to grandfather them in now and then go back after and review them again and therefore decided to leave them in the queue until the new General Ed pattern is approved.

7. **Distance Education Language Update** – Mike Graves

Mike revised the Distance Education language Maria sent him because it was incomplete. He added a paragraph at the beginning and it is now on the Curriculum Committee website.

8. **Other**

The Committee reviewed one of the Fire courses Dave is Tech reviewing. He mentioned that there are problems with the SLO's, Course Content, use of an acronym, Skill Requirements and Out of Class Assignments. The units and hours are incorrect but it was determined that the problem is within CurricUNET and not the originator and therefore it might not intended to be a 30 unit course. After reviewing the course the Committee agreed that the courses need to be sent back to the originator for corrections.

Dr. Scott wanted to inform the Committee, using public safety courses as an example that the Chancellor's Office has said that we can no longer have courses that state "will update perishable skills". Each of these courses will need to have its own specific language.

9. Adjournment

The meeting adjourned at 2:40 p.m.