

COLLEGE OF THE SISKIYOU
CURRICULUM COMMITTEE MEETING – MEETING NO. 18

2 P.M., Monday, March 6, 2017

Boardroom

Present: Dave Clarke, Jodi Dawson, Elaine Eldridge, Mike Graves, Sunny Greene, Michele Korkowski, Dennis Roberts, Charlie Roche, Greg South, Todd Scott and Taylor Scully (ASB Representative)

Absent: Robert Taylor

Agenda

1. Approval of Minutes – February 27, 2017

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

2. Course Approvals

- **ADHS 1525 - Personal & Professional Growth – New Course**
This course was sent back to the originator for minor changes. The second SLO should say "Assess personal and professional strengths and limitations".
- **ADJ 1002 - Introduction to Forensics – Course Update**
Reason for update: 2-year CTE course update
Distance Education Content updated
Texts Updated
SLO's Updated
Approved
- **AG 1016 - Computers in Agriculture – New Course**
This course was returned to the originator for minor changes. Last two SLO's: remove "requires critical thinking" from SLO's.
- **AG 1017 - Introduction to Agriculture Education – New Course**
- This course was returned to the originator for minor changes. Last two SLO's: remove "requires critical thinking" from SLO's.
- **AG 1018 - Principles of Animal Science – New Course**
- This course was returned to the originator for minor changes. Remove "requires critical thinking" from any and all SLO's. Course description needs to delineate between what is classroom lecture vis-à-vis a lab component.
- **AG 1020 - Agricultural Leadership – New Course**
The Committee reviewed and approved AG 1020.
- **BA 0504 - Communication in the Workplace – New Course**
The Committee reviewed and approved BA 0504.
- **BA 0505 - Strategic Thinking, Decision Making and Problem Solving – New Course**
- The Committee reviewed and approved BA 0505.
- **BA 0507 - Microsoft Excel for Business I – New Course**
- The Committee reviewed and approved BA 0505.
- **CSCI 2006 - Assembly Language Programming – Course Update**
Reason for Update: Three Year Review
Distance Education Content updated
Texts Updated
SLO's Updated

- **EMS 1001 - Emergency Medical Technician – Course Update**
Reason for Update: Change in state law on hours required for clinical training
Total Lab Hours changed from: 16-18 to 72-81
Total Other Hours changed from: 22.0-25.0 to 22.4-25.2
Total All Hours changed from: 304.0-342.0 to 310.4-349.2
Course Description Updated
Prerequisites changed from: A minimum grade of “P” in EMS 0950 or currently hold a CPR card for the professional rescuer to A minimum grade of “P” in EMS 0950 or currently be certified in CPR for the Professional Rescuer
Skill Requirements updated
Out of Class Assignments updated
Minimum Unscheduled Hours changed from 16.0-18.0 to 22.4-25.2
LHE changed from 8.15 to 8.35
- **FIRE 9181 - Fire Fighter II – Course Update**
Reason for Update: Update to current standards
Course Description Updated
Course Content updated
Lab Content Updated
Texts Updated
SLO’s Updated
- **FIRE 9671 - Company Officer 2B – General Administrative Functions – New Course**
This course was returned to the originator for minor changes. SLO does not match Course Description.
- **HEA 0521 - Stress Management – New Course**
The Committee reviewed and approved HEA 0521.
- **HEA 0525 - Health Education – New Course**
The Committee reviewed and approved HEA 0525.
- **MATH 0502 - Developmental Mathematics Concepts and Applications – New Course**
Community Education
This course was returned to the originator for minor changes. See Mike Graves for more information.

3. Course Archives

- **ENGL 0598 - English as a Second Language – Course Archive**

4. eLumen Timeline – Mike Graves

On Wednesday, March 1, 2017, Mike Graves, Chris Vancil Bart Scott and Dr. Scott held a conference call with Matt Coombs from eLumen. Mike typed his notes from the meeting and shared them with the Committee. He wanted to inform the Committee what precipitated the decision to stop the current process as of March 8, 2017. He said they had to come up with a last day to accept courses because we need to have CurricUNET completely empty before we can go to Governet and ask for an “all fields” report. The issue is that once we ask for the all fields report it will take Governet 4-6 weeks to get it back to us. There are three steps in the process of converting to eLumen:

A. **Governet - (CurricUNET)**

- The last day to submit new courses, course updates, archive courses, non-credit courses and community education courses is Wednesday, March 8, 2017 at 5:00 p.m. no exceptions.
- The CurricUNET queue must be completely empty by May 1, 2017 and we can ask for an “all fields” report which will take 4-6 weeks to complete and get back to us.
- We can then get it to eLumen to upload.
- We will not withdraw from Governet until we have the “all fields” report

B. **COCI - (Chancellor’s Office Curriculum Inventory)**

- Concurrently we will download a copy of the COCI

- We currently have 1,750 courses, 646 active and 1,104 inactive
- We need to clean it up to ensure these courses and programs are active and correct and compare each and every course to what is in Banner (SIS).
- We then upload the cleaned and accurate COCI into eLumen. This must be done before the upgrade from COCI 1.0 to 2.0 because the Chancellor's Office will not move the update for us. This upgrade is scheduled for early summer.

C. SIS - (Banner)

- This must be aligned with what is in the COCI and aligned exactly with the courses and programs of record and we upload the cleaned and aligned SIS into eLumen.

Step by Step Process

1. Load the clean COCI into eLumen using CB00 codes
 2. Load the clean SIS into eLumen beginning with Fall 216 so that eLumen can start access for that term and for the purposes of faculty assessments.
 3. Forward the "all fields report" that we get from Governet in XML file format to eLumen for upload
 4. Once these three actions are complete curriculum will be turned on and workflow will be downloaded by the eLumen team.
 5. Between now and May 1, 2017 eLumen will be conducting six hours of training on campus for all members of the curriculum committee members and a few other core folks.
- The Committee agreed to send the three courses waiting for General Education approval through but remove the request for General Education approval and ask the originator to resubmit them in the fall under the new General Education pattern.
 - Matt Coombs or someone from the eLumen team will be coming to campus to hold a training session/s for the Curriculum Committee and other key players on campus. They will hold one six hour training or two three hour trainings. Dr. Scott commented that the whole idea is to start fresh with eLumen and to have a clean base. It is important to make sure all three reports are clean. eLumen will come up with a timeline.
 - Because of the volume of courses coming through, Chris Vancil will send out an email asking anyone who has done Curriculum before if they are willing to help out with Tech Reviewing. Chris stopped into the meeting and indicated that Mike Tischler would like to have the Senate Executive and Union Executive to meet and talk about how much workload this is going to be over the summer. They will meet with Dr. Scott to finalize. Mike informed the Committee that Dr. Scott is hiring four faculty over the summer to work on SLO's and Programs.
 - There was a concern about new courses coming through and whether or not they would be submitted and approved by the Chancellor's Office by May 1st. Mike stated that Jodi can start on the COCI and SIS courses now that are done and then the other courses can be dealt with once they are done.

6. Frequency of Curriculum Committee Meetings for Remainder of Semester – Mike Graves

Due to time constraints, we will discuss this at the next meeting.

7. Other

8. Adjournment

The meeting adjourned at 3:05 p.m.