

**COLLEGE OF THE SISKIYOU**  
**CURRICULUM COMMITTEE MEETING – MEETING NO. 10**

*8:00 a.m., Tuesday, April 17, 2018*  
*ESTC 107*

**Present:** Dave Clarke, Jodi Dawson, Elaine Eldridge, Tim Frisbie, Mike Graves, Dr. Greene, Michele Korkowski, Dennis Roberts, Charlie Roche and Dr. Zweigle

**Absent:** Dr. Scott

**Agenda**

**Item 1. Approval of Minutes – April 3, 2018**

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

**Item 2. Course Approvals**

**a. PSY 1601 – Biological Psychology – New Course**

This course was approved by the Tech Reviewer and is at the Distance Education level for approval

**b. NURS 9063 – Home Health Aide for CNA – Course Update**

This course had not been Tech Reviewed before the meeting.

Mike discussed the eLumen email notification the Committee received regarding the two courses that were ready for Tech Review. With that in mind, Mike will assign courses to the Tech Reviewers each week so that the same people aren't reviewing over and over again. He stated that he assigned PSY 1601 to Charlie and NURS 9063 to Michele. The Committee agreed that if an issue can be resolved over the phone with the originator rather than sending it back it will allow the process to be expedited. The Tech Reviewers cannot make changes/additions to courses. The only option they have is to approve or request change which sends it back to the originator. Only Curriculum Specialists can edit someone's course. The Committee requested a template or manual for Tech Reviewers to refer to. Elaine suggested going to "Support" at the right top of eLumen for help. Charlie is transitioning out of the Curriculum Committee and Tim Frisbie is taking his seat. Charlie will remain on the Committee until fall 2018.

**Item 3. COS GE Revisions – Dr. Greene**

Dr. Greene sent out the most recent draft and added the GE Learning Outcomes under each area. She added back the courses that were removed because the Committee was not in agreement about how many courses should be listed and having fewer courses was not something that everyone was in favor of. Some felt that all of the courses that meet the COS GE should be included on the list. Mike stated there are only 1/5 of the courses listed and there are a lot of courses that should be added to this. The problem now is that the previous GE draft with fewer GE courses was approved by the senate. Dr. Greene stated the Senate will vote on this draft on Friday.

Elaine inquired about courses that are on the GE list but haven't been offered in a long time. She asked if these should be archived and removed from the GE list and who will be responsible for doing this? Dr. Zweigle mentioned that he and Dr. Scott had a conversation about this and they agreed that if courses haven't been offered in 3 years or so they will be archived. Dr. Greene will remove the Spanish courses from the list because they haven't been offered in a long time and we don't have Spanish faculty to do it.

Michele pointed out that ADJ 1517 should be changed from Community Relations to Community and the Justice System. Dr. Greene will make the change on the GE list.

**Item 4. COS GE SLO's – Dr. Greene**

Discussed in Item 3.

**Item 5. eLumen Updates – Mike Graves**

There are a few faculty members that are not in the eLumen system and the reason for this is because there hasn't been an update done in a while. The only faculty members that can access eLumen are those that have courses scheduled. We are waiting for another upload which will correct the problem because unfortunately this is something that cannot be done manually. All faculty have accounts but they can't access their classes to work on them. We have had an issue in the past with uploads but we are now working with David Gault who is working closely with Matt Coombs to make this happen. Ben Harris is no longer here at COS and he was the one who was doing the uploads and working with Matt Coombs. Elaine reminded the Committee to go to "Support" in eLumen in the upper right of the screen to help with questions. There is a lot of information in there.

**Item 6. Other**

**Item 7. Adjournment**

The meeting adjourned at 8:45 a.m.