

**COLLEGE OF THE SISKIYOU**  
**CURRICULUM COMMITTEE MEETING – MEETING NO. 3**

*8:00 a.m., Wednesday, September 26, 2018*

*ESTC 107*

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

**Absent:** Dennis Roberts, Dr. Schoonmaker

**Regular Agenda**

**1. Approval of Minutes – September 19, 2018**

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

**2. Course Approvals – Community Education**

**a. XLC 0395 – Art of Brewing-Fundamentals of Fermentation Science – New Course**

This course was previously reviewed and approved.

A concern was brought up regarding the Tech Reviewers not having access to view or review Community Ed courses in eLumen. The Community Ed courses skipped over the approval steps in the current workflow but Elaine has recently created new workflows for Distance Ed, Community Ed, and Non-Credit courses which will solve the problem but the courses that are already in the process are still under the old workflow. Mike asked the Tech Reviewers to pick one course per day and Tech Review it.

**3. Non-Credit Program/Certificate Approvals**

- a. Certificate: Culinary and Hospitality Service Skills**
- b. Certificate: Personal Elder Care Aide Basic Skills**
- c. Certificate: Administrative Assistant**
- d. Certificate: Media and Web Development**
- e. Certificate: Small Business Startup & Marketing**

There was a recommendation to send all five of these certificates back to the originator. There were errors and some cut and pasting was put into the wrong course. Mike will talk to Kim Freeze about the errors on the certificates and have her correct them. The Committee voted unanimously to send these certificates back to the originator.

Additionally, a question was brought up whether the courses that make up these certificates have already been approved before the certificate comes to the Curriculum Committee for approval. Institutionally, the Curriculum Committee has no direction on the level of consultation that body is required to have. When something like this comes to the Curriculum Committee, can we assume it has been approved by the Administration first? Mike will discuss these concerns with Dr. Schoonmaker.

**4. Continued Discussion on GE Review Process – Dr. Greene**

One of the struggles when faculty GE review transpires is we get a lot of courses in from other colleges and they do not get reviewed by faculty. A transcript evaluator and the counselors are the only ones reviewing these courses. In the past all of those courses that have come in from outside have not gone through faculty in the different areas. This process has created a major issue for people who evaluate transcripts. If we could

look at the GE Review process for new COS courses so faculty who create a new course want it in a certain GE area then that GE faculty would look at the course, SLO's, etc. Be very clear about when we use that process. Dr. Greene has received minimal responses from the few faculty that she has run through the process with and it creates a lot of unnecessary work. Mike commented that faculty need to weigh in for the purpose of GE but they should not be in the business of doing transcript reviews, that should be done in the Registration Office or by a counselor, Transcript review does not fall under faculty purview. New courses only go to faculty for GE and everything else we get from outside will go to an appropriate person in the registration office for review.

We will continue to do what we have done in past practices and we will not change the current practice. Every new course that comes through for GE will go out to the faculty but we will continue to do courses that come in from outside on a case by case basis, the decision will be made by Registration. Dr. Greene reiterated, it wouldn't be changing past practice, she just wants to make sure everyone is clear that the GE review process is for new COSGE courses being reviewed for those areas. The Committee agreed that it should be called "Proposed New GE Courses".

**5. Approval Process for Programs – Dennis Roberts**

Dennis was absent but spoke to Mike about this prior to the meeting. Mike stated we will begin approving programs and start putting them into eLumen but as a reminder, if a course is not active and is not approved it cannot be submitted in a program. The courses included in a program need to be active and approved courses. Mike will talk to Dr. Schoonmaker about the Program module to make sure everyone is on the same page. There are things that need to be considered before approving a program instead of conceptually just approving a program. A process needs to be formalized and the Curriculum Committee needs to have a procedure in place to approve programs. Elaine shared our current Board Policy which belongs to the Board and Board Procedure which is developed based on the policy. Mike will schedule a meeting to discuss this with Dr. Schoonmaker and ask if he will attend the next Curriculum Committee meeting to have a discussion about this. Mike asked the Committee to email him with comments or suggestions to take to the meeting with Dr. Schoonmaker.

**6. Program Development/Approval Process – Graves/Eldridge**

Items 5 and 6 were discussed together as one item.

**7. Review Interstate Passport and Approve as a Certificate – Dr. Greene**

Part of the charge from the Academic Senate is Interstate Passport. It is going to the Senate Executive Committee and not the Curriculum Committee.

**8. Other**

Elaine stated that EDUC 0655 and EDUC 0670 should be archived since they are not going to be offered. The Committee voted unanimously to archive the two courses.

**9. Adjournment**

The meeting adjourned at 8:55 a.m.