

COLLEGE OF THE SISKIYOU
CURRICULUM COMMITTEE MEETING – MEETING NO. 8

8:00 a.m., Wednesday, November 28, 2018

ESTC 107

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

Absent: Dr. Greene and Dennis Roberts

Regular Agenda

1. Approval of Minutes –November 14, 2018

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

2. Non-Credit Program/Certificate Approvals

- Certificate: Culinary and Hospitality Service Skills
- Certificate: Personal Elder Care Aide Basic Skills
- Certificate: Administrative Assistant
- Certificate: Media and Web Development
- Certificate: Small Business Startup & Marketing & Media
- Certificate: Workforce Readiness

Pending receipt of full descriptions of the courses that make up each certificate.

The Committee agreed that these Certificates are not ready to be approved. It appears that they have been cut and pasted but not reviewed before being submitted and therefore have errors and inconsistencies. Another important issue is that Certificates cannot be approved before the courses that make up the certificate are approved which is the case with some of the courses. Mike will talk to Kim Freeze about cleaning these up.

There was discussion regarding what the Curriculum Committee's role is in approving Programs and whether or not they essentially do have a role in it. Mike asked everyone to print and review the Administrative Procedure and Board Policy for Program approval before the next meeting so they can have a discussion about it. Jodi will add it to next week's agenda.

3. Other

There are 71 courses in different stages in eLumen. We have one more meeting before the holiday break and Mike asked each person in the approval process to go in and review the courses and move them on. He assigned courses to the Tech Reviewers that are currently ready to be Tech Reviewed. He will forward any courses in the workflow to be Tech Reviewed over the break so they are ready to be Tech Reviewed when everyone comes back in January.

Mike discussed an email that Maria Fernandez sent out on behalf of the faculty referring to the Dean and the Vice President of Instruction's role in the overall approval process of courses. He indicated that the approval process seems to be taking a long time having courses go back and forth and shared some ways that could shorten the process. He also discussed old Distance Education language versus new Distance Education language the State is requiring we use. Maria indicated in her email that the new DE language we are currently using is language that

the Academic Senate has approved because Curriculum falls under the purview of the faculty, 10+1. To go through the process of changing it would require going through the entire process again which is too timely.

Dr. Schoonmaker joined the meeting and Mike filled him in on the discussion they were having about what the acting VPI and the Dean's role is in reviewing courses. Mike felt the current process works well but it needs to be more expeditious because courses are taking too long to be approved and moved through. We need to have clear defined roles in the workflow.

For next week's agenda, Mike asked everyone to print the Board Policy and Administrative Procedures for Program approval and to review and bring it to next week's meeting for discussion. The intent is to have a more clearly defined approval process for programs. Mike also asked the Dean of Instruction and the acting Vice President of Instruction to send him a short email explaining what they are looking at when reviewing courses and we will include it on next week's agenda also.

Adjournment

The meeting adjourned at 8:49 a.m.