

**COLLEGE OF THE SISKIYOU**  
**CURRICULUM COMMITTEE MEETING – MEETING NO. 1**

*8:00 a.m., Wednesday, September 27, 2017*

*Science 7-112*

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

**Absent:** Jodi Dawson, Dennis Roberts and Dr. Scott

**Agenda**

**1. Approval of Minutes – May 15, 2017**

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

**2. eLumen – Mike Graves**

**a. Transition/Timeline/Training**

Mike has been working with Chris Wehman and Ben Harris from Technology Services to find out the status of our CurricUNET “all fields report” which is a large Excel spreadsheet that is designed to go on the Web. This is now a priority for Tech Services so Mike has been checking in daily with Chris on the progress. The issue is that eLumen cannot take that file and upload it because there are 7 script files that have to be written first which is basically programming that allows the file to work in eLumen. Ben has 2 or 3 more scripts to write and then it can go to Margie Kurko at eLumen. Hopefully by the end of the week they will have the file to Margie.

On Saturday, December 9, 2017, there will be a 3 hour flex activity to train faculty to use eLumen. Margie and possibly Matt from eLumen will be here to do the training. That is the end point for us. There will be another training the flex day prior to the start of the spring semester.

Margie and Mike will continue to meet every Tuesday at 1:15 p.m. and the Curriculum Committee members are welcome to attend. Margie is certain that once she gets the CurricUNET “all fields report” she can have it in eLumen and ready for us to look at in a week or less. It won't be perfect when it converts over. Margie needs a copy of the workflow from us ASAP. The workflow is the approval steps we had in CurricUNET. Mike will provide that to Margie and once the workflow is input into eLumen, we will have access to it. Jodi is going to have to go through and approve each course that we have in CurricUNET which is about 475 courses. She will have to verify each course with the catalog etc. It will be very time consuming because it is fully integrated to Banner and it needs to be clean. Elaine offered to help with verifying all the courses. We discussed previously that we have approximately 750 courses in the Chancellor's Office Inventory (COCI) and of those 450 are active courses. We are only going to be dealing with the active courses. Margie indicated to Mike that everyone with access to the courses in eLumen will have to be careful about what they click on.

As Jodi and Elaine approve each course they become integrated into eLumen. The next step is to map each course into the appropriate program. Not all of our courses are part of a program (a discipline that has a degree). These courses will be mapped straight to the Academic Dean of their area. Once each course gets approved and mapped they are ready to be modified. As soon as eLumen is online new courses can be submitted.

We need to discuss when and how the Curriculum Committee is going to do training. Margie wants to do 2 hours of training with us and we can do 2 consecutive Wednesdays or however we decide we want it. The mapping of the courses needs to be done first before we schedule the trainings. Mike will take care of scheduling 2 training sessions with Margie on Wednesdays at our regularly scheduled Curriculum Committee meeting time at 8:00 a.m. The Committee agreed on October 25<sup>th</sup> and November 1<sup>st</sup>. Mike, Jodi and Elaine

will have training previous to the October 25<sup>th</sup> training. They will have initial eLumen access and once the rest of the Curriculum Committee has had training they will have access as of October 25<sup>th</sup>.

On Saturday, December 9, 2017, the first flex training for faculty is scheduled. It cannot be made mandatory to attend but they can get flex credit for it. The second flex training will be held in January on the flex day before the spring semester. Instructors will not be able to access eLumen until they attend one of the trainings. Mike indicated that he and Chris Vancil discussed part time faculty getting paid for the training and he will discuss it with Dr. Scott to see about the possibility. Mike wanted the Curriculum Committee training scheduled the end of October to have a month to work in and become familiar before the faculty training. He will find out if we can record the training so people can go back and review it and also find out if we will have access to online training videos.

After the trainings, we can start setting up accounts for faculty. Elaine can determine who gets access and what rights they will have. Again, nobody will get an account unless they have attended training.

Mike will send an email to all faculty with minimal information initially.

**3. FCS/KINE 1011 – Sunny Greene**

This is a continuing discussion from last spring. Cora has expressed concern that in the event a nursing student who has taken KINE Nutrition tries to transfer to a CSU Nursing Program will the CSU accept it for transfer. Sunny has been communicating with Cora about this from the beginning so she will contact other colleges with Nursing Programs to find out if they have something similar and how they handle it. She will report back to the Curriculum Committee within a couple of weeks.

**4. Other**

If anyone has questions regarding eLumen, please send Michael an email and he will take them to his meeting with Margie on Tuesday.

**5. Adjournment**

The meeting adjourned at 8:50 a.m.