

**COLLEGE OF THE SISKIYOU**  
**CURRICULUM COMMITTEE MEETING – MEETING NO. 2**

*8:00 a.m., Wednesday, October 4, 2017*  
*Science 7-112*

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

**Absent:** Dr. Scott

**Agenda**

**1. Approval of Minutes – September 27, 2017**

The minutes were unanimously approved with no corrections.

**2. eLumen updates – Mike Graves**

Mike met with Margie Kurko and Matt Koomb's and asked the questions the Curriculum Committee had from the last meeting. He confirmed with Matt that he will be on campus Saturday, December 9, 2017 from 9:00 a.m. to 12:00 p.m. for the faculty eLumen training. Mike made arrangements with Lorinda Meyer in the ASC to use the laptops over there if there are more than 30 faculty that come. Margie will be online for the training as well. Matt confirmed that he will do the 2<sup>nd</sup> training at the end of January for those who missed the first one either in person or online. Mike will work on getting a date set for that training. The next question the Curriculum Committee asked was if there is an online training that can be accessed and unfortunately they have no online training but they can create tutorial videos. Mike would asked if they would initially make three videos: 1) the workflow, 2) how to create a new course, 3) how to do a 3-year update. The Curriculum Committee training had to be modified a little. Originally it was set for October 25<sup>th</sup> and November 1<sup>st</sup> but Margie and Matt cannot meet October 25<sup>th</sup> so we are scheduled for November 1<sup>st</sup> and November 8<sup>th</sup> from 8:00 a.m. to 9:00 a.m. in Science 112. The Curriculum Committee will have early access to eLumen after the trainings. Mike asked if the December 9<sup>th</sup> training could be recorded and they said yes we could do that. It was suggested that it would be nice to have those tutorials so everyone has a chance to become somewhat familiar before the training.

Mike reminded the Committee of upcoming dates:

1. Jodi and Mike meet with Margie next Tuesday, October 17
2. Jodi and Elaine will meet with Margie later this week to go over:
  - a. Hour and unit calculations
  - b. Verify Method of Instruction and Method of Evaluation

Margie received our file late last week and yesterday they received our SML file. Michael viewed it and there are 888 courses on the list. COCI last spring had 750 courses and only 475 are active. This is part of what Elaine, Jodi and Mike will do is to go through each course and make corrections and clean it up. As soon as the file gets uploaded which should be this week or next it will be available in eLumen. Elaine and Jodi will be looking at the following categories when going through the courses:

1. Curriculum
2. Prefix and course numbers
3. Organization and department
4. Description
5. Course title

One of the changes is the GUID courses will be listed under Counseling but they will still be under the purview of the Vice President to determine instruction.

A question was asked about who would do the coordination between eLumen and Canvas and Mike stated that he didn't ask that question but he would on Tuesday when he meets with Margie. He did say that eLumen is fully integrated with Banner and Canvas but he did not ask who would be coordinating that.

Mike will work with Vickie to set a date in late January for the 2<sup>nd</sup> training and have it be a flex activity. As Curriculum Chair, Mike will hold trainings with all new incoming faculty.

Mike talked with the Dr. Scott about some courses that need to be entered before the spring semester. He would like to have someone from the Curriculum Committee sit down with those folks to get those courses entered.

There was discussion regarding Non Credit courses and how they are being communicated between the areas. It was agreed by the Committee that there needs to be a bigger discussion about Non Credit when Dr. Scott is here to attend the meeting. It was agreed by the Committee that a Dean shouldn't have to find out that someone is teaching a noncredit course that falls under their purview and no one ever talked to them about it. Kim Freeze needs to have direct communication with the Deans at a minimum. A concern is that non-credit courses will parallel some of the other courses and they should not overlap. It was suggested that someone needs to get a handle on noncredit. They are responsible under Title 5, shared participatory governance and the 10+1. The Curriculum Committee is a subcommittee under the Academic Senate and they are responsible for curriculum on campus and that includes not only credit courses it includes non-credit and Community Education. There is no structure and there is no one Kim can go to have those conversations other than a Dean. Mike asked the Committee to think about what the organizational structure should look like and ways it could work better that would be good for everyone and put this on the agenda for the next meeting.

**3. Other**

**4. Adjournment**

The meeting adjourned at 8:45 a.m.