

COLLEGE OF THE SISKIYOU
CURRICULUM COMMITTEE MEETING – MEETING NO. 12

8:00 a.m., Tuesday, May 1, 2018
ESTC 107

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

Agenda

Item 1. Approval of Minutes - April 24, 2018

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

Item 2. AP 4020 – Program and Curriculum Development

New Program Initiation: Mike researched Programs and Development in the Curriculum Handbook the PCAH and the Administrative Procedure (AP) 4020 to see how it intertwines with the Curriculum Committee. He stated that he talked to Dr. Scott about this and he told Mike whatever the Curriculum Committee decides to do in terms of changes he will take to Instruction Counsel. Mike brought the document up on the screen so the Committee could review it and pointed out he found a few changes that need to be made. CurricUNET will be removed and not replaced by eLumen. The Committee agreed to just leave it as curriculum management system. There was discussion regarding community members who want to initiate a program and the fact that they would not have access to eLumen. It was suggested that we need to have language in the document stating if a community member wants to initiate a program to contact the Office of Instruction.

New Program Approval: The Committee discussed the program approval process and what their role is in approving programs. Some said they are unsure whether they should be just approving courses within the program or the program itself. Charlie mentioned that the Curriculum Handbook is a good resource because it states what the Curriculum Committee should be approving and what to look for in a program such as whether the program meets the minimum standards for that certificate or degree? The PCAH, Curriculum Handbook and AP4020 all state that the Curriculum Committee is the gatekeeper for all programs and courses. Mike read the definition of Programs from the Curriculum Handbook and it states: Title 5, section 55000, defines an educational program as an organized sequence of courses leading to a defined objective, degree, certificate, diploma or license that will transfer to another institution of higher education. The Committee agreed to make the following changes to the approval steps: 1) Appropriate Division Dean or Director, 2) Vice President of Instruction, 3) A Curriculum Committee member who is assigned for technical review, 4) Curriculum Committee, 5) Vice President, Instruction (CIO)/Instruction Counsel, 6) Board of Trustees, 7) North/Far North Consortium (CTE programs only), 8) Chancellor's Office.

The Committee debated the sentence "No programs may be offered prior to the completed approval process" and questioned what exactly it means. After a lengthy discussion of what it means and should it be changed or removed completely, the Committee voted to remove the sentence from the document.

Program Review: Mike stated he presented the Academic Program Review to the Planning and Budgeting Committee and then to College Counsel. Both committees approved it and next it will go to the Board for approval which was slated for tonight. Mike informed the Committee that Dr. Schoonmaker committed to having the Academic Program Review in place and it will be the basis for all non-academic programs. Programs will eventually be in eLumen along with SLO's, and SLO Assessments

because it's integrated with Banner and Canvas. The new Program Review cycle starts in the fall. It was mentioned that we should have Board Policies (BP's) and AP's on Program Review. It is in AP 4017 but there are problems with it and it needs work. Mike will do some revisions on AP 4020 and send it to the Curriculum Committee this week or early next week.

Item 3. Program Workflows – Graves

There are courses in the eLumen pipeline that need attention. Please check your email for notifications. Mike will assign courses to the tech reviewers.

Item 4. Other

Item 5. Adjournment

The meeting adjourned at 8:50 a.m.