

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

8:00 a.m., Wednesday, September 5, 2018

ESTC 107

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

Regular Agenda

Item 1. Approval of Minutes – August 1, 2018

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

Item 2. Non-Credit Discussion – Graves/Freeze

To date, the Curriculum Committee has approved over 40 non-credit courses. The recent list has 34 more courses which are creating a huge load for the Curriculum Committee. When Tech Reviewing these courses there is a pattern with the same problems over and over. Going forward, the Curriculum Committee would like to see a more focused approach and also data driven decision making concerning the non-credit courses. The current 34 courses to be Tech Reviewed were put on hold over the summer and now have been sent out for Tech Review. Mike stated as Curriculum Chair, speaking for the Curriculum Committee, he would like to reiterate that they would like to see a more focused approach being mindful about what courses are being submitted and making sure there is coordination between faculty members that teach in the same area as well as the Dean. Speaking for the Curriculum Committee, Mike stated that non-credit is a good program generating FTE's which the Curriculum Committee fully supports but there are just too many courses being dumped in at once over and over. Going forward, Kim will indicate in the course justification if there is a demonstrated need, where the course is coming from and what the intent is with the course. She indicated that she is finished with the new non-credit courses and going forward the Curriculum Committee will now be seeing course revisions and some updates to non-credit and Community Education courses.

Item 3. Tech Review Process – Graves

Mike referred to an email he previously sent out regarding Tech Reviews. He asked the Tech Reviewers to get the assigned courses done by the Thursday before the following week's meeting because the deadline to get the agenda out is 72 hours prior to the meeting which are on Fridays. Mike asked the Tech Reviewers to contact Katie Gale, our new Faculty Curriculum Committee member, when Tech Reviewing so she can oversee the process before taking on courses herself.

Item 4. Modification of Workflows - Graves

Mike shared a handout he created proposing to revise the current workflow. Currently, Distance Education, Articulation and General Education are all listed together in Step 5 of the workflow process. He would like to separate them out with each having their own approval step; Step 5, General Education, Step 6, Articulation and Step 7, Distance Education. The reason for creating

individual steps would be to identify where the course/courses are held up in the process. Some of the time the DE courses held up in Step 5 do not have a DE component but they are still going through there for now. Elaine proposed to create a separate workflow that does not include DE so that courses without that component can bypass those steps.

Mike explained to Katie Gale, because she is a new Curriculum Committee member, that Maria Fernandez is the Distance Education Coordinator and reviews courses for correct language etc. Her job as DE Reviewer is to make sure that the language is there and correct. The standard DE language is mandated by the state and therefore needs to be precise. Going forward, the Curriculum Committee directed Mike to look at the courses each week in Step 5 and push through the ones that do not need DE, GE or Articulation review. Mike stated that he talked to Dr. Scott about the issue of the DE courses sitting in the queue for periods of time and Dr. Scott agreed to have a conversation with Maria about the courses being held up.

In summary, Elaine will make adjustments to the current workflow separating the three areas in Step 5 and she will build a non-credit workflow and take out GE, Articulation and DE.

Item 5. Other

Michele Korkowski is having problems reactivating a course. She stated that eLumen will not allow her to unarchive a course and when she goes in to try to retrieve it she gets a message stating "workflow in progress" and cannot access it. Elaine will address it with Justice our new eLumen rep and David Gault.

Item 6. Adjournment

The meeting adjourned at 8:50 a.m.