

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

*2:00 p.m., Tuesday, February 26, 2019*

*ESTC 107*

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

**Absent:** Dr. Bogue and Mark Klever

**Regular Agenda**

**1. Approval of Minutes –February 5, 2019**

A motion was made and seconded (Korkowski/Roche) to approve the minutes. The minutes were approved pending a minor correction.

**2. Course Approvals – Create a Credit Course**

A motion was made and seconded (Roche/Gale) to approve all MFG courses as a whole. Motion carried.

- a. **MFG 1010 – Introduction to Computer Aided Design**
- b. **MFG 1020 – Introduction to Manual Machining**
- c. **MFG 1112 – Advanced Computer Aided Design**
- d. **MFG 1130 – Introduction to CNC Machining**
- e. **MFG 1232 – Intermediate CNC Machining**
- f. **MFG 1240 – Advanced manual Machining**
- g. **MFG 1340 – Special Projects in CNC Machining**
- h. **MFG 1350 – Entrepreneurial Manufacturing**

All of the above MFG courses were reviewed and approved by the Committee

**3. Course Approvals – Revise a Credit Course**

**a. ENVS 1002 – Environmental Sciences**

A motion was made and seconded (Greene/Gale) to approve ENVS 1002. Motion carried.

- Reason for Update: Update to include Distance Education
- Top Code changed from 0101.00 to 0301.00
- Top Code Name changed from Agriculture Technology and Sciences, General to Environmental Science
- Textbooks updated
- Proposed start: Fall 2019
- Methods of Instruction updated
- SLO's updated
- Lab Outline added
- Distance Education added
- Approved

**b. GUID 1006 – Learning Strategies**

A motion was made and seconded (Frisbie/Gale) to approve GUID 1006. Motion carried.

- Reason for Update: update to include Distance Education
- Changed Co-requisite to and Advisory

- Textbooks updated
- SLO's updated
- Distance Education added
- Approved

**c. HIST 1017 – United States History to 1877**

A motion was made and seconded (Roche/Gale) to approve HIST 1017. Motion carried. This course was sent back to the originator for corrections.

**d. HIST 1010 – World Civilizations Since 1500**

A motion was made and seconded (Roche/Greene) to approve HIST 1010. Motion carried.

- Reason for Update: Course Title changed from World Civilizations Since 1450 to World Civilizations Since 1500
- Course Description updated
- Textbooks updated
- Allowed number of retakes changed from 1 to 0
- Out of Class Assignments updated
- SLO's updated
- Distance Education added
- Approved

**e. POLS 1007 – World Politics**

A motion was made and seconded (Roche/Greene) to approve POLS 1007. Motion carried.

- Reason for Update: Textbooks updated
- Proposed start date Fall 2019
- Assignments updated
- SLO's updated
- Course Outline updated
- Distance Education added
- Approved

**f. WELD 0958 – Advanced Power Plant and Field Pipe Welding II**

A motion was made and seconded (Roche/Greene) to approve WELD 0958. Motion carried.

- Reason for Update: Course update
- Course Description updated
- Course Outline updated
- Lab Outline updated
- Approved

**4. Course Approvals – Create a Non-Credit Course**

**a. WORK 0513 – Introduction to Entrepreneurship**

A motion was made and seconded (Roche/Greene) to approve WORK 0513. Motion carried. This course was reviewed and approved by the Committee.

**5. Cutoff Date for Courses Before Program Upload – Elaine Eldridge**

Mike will send out an email to the faculty informing them of the deadlines for submitting curriculum. He will request a response of whether or not they will be submitting their courses or deleting them from the workflow. If he doesn't get a response the course will be deleted. The reason for the submission deadline is because all of the courses need to be cleared out of the workflows to allow for program migration over the summer.

- March 4, 2019 - All courses in Step 1 in the workflows must be completed and forwarded to the appropriate Dean for approval or they will be deleted and re-entered in the fall.
- April 1, 2019 – This is the deadline for all curriculum to be submitted to the Dean. Any courses submitted after this date will not be accepted.
- End of the spring semester – All courses need to be approved by the Board and submitted to the Chancellor's Office.

**6. Interstate Passport – Dr. Greene**

A motion was made and seconded (Gale/Roche) to approve the checklist for the Interstate Passport COA. Motion carried.

- Dr. Greene discussed the draft she developed of the Interstate Passport Certificate of Achievement (COA) checklist.
- Students that complete this will get a COA that will be listed on their transcript.
- Dr. Bogue looked into it with Title 5 and she feels it will be fine and Dr. Zweigle commented that we are the first Community College in California to ask for this COA.
- Dr. Greene stated she is working with our five top Interstate Passport transfer institutions to develop articulation.

**7. Catalog Rights – Dr. Greene**

A motion was made and seconded (Greene/Gale) to approve the process of adding new courses to a major. Motion carried.

- Dr. Greene discussed previously the need to have a process in place for major course additions. She is proposing that we create a course review process for majors similar to the GE course review.
- The faculty that create a new course will request it be added to the checklist
- Dr. Greene will send it to the Major Review Faculty and with majority approval, she will add it to the checklist for the upcoming catalog year. Additions and deletions will only be done in each new catalog year and there will be no mid-year additions.

**8. Other**

Mike Graves discussed the fact that faculty should be the ones making changes/corrections to their courses and not the Tech Reviewers. Anything in the nature of content should be sent back to the faculty for corrections and anything minor can be taken care of at the Tech Reviewer level.

**9. Adjournment**

The meeting adjourned at 2:55 p.m.