

COLLEGE OF THE SISKIYOU
CURRICULUM COMMITTEE MEETING – MEETING NO. 06

Minutes

8:00 a.m., Thursday, November 21, 2019

Science 110

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

Absent: Katie Gale and Mark Klever

1. Approval of Minutes –November 7, 2019

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

2. Course Approvals – Revise a Non-Credit Course

A motion was made and seconded (Greene/Clarke) to approve OLAD 0531. Motion carried.

- **OLAD 0531 – Body Dynamics and the Aging Process I**

Reason for Update: Update hours to allow more flexibility in offering this course

Total Contact Hours changed from: 36 to 54

Total Out of Class Hours changed from: 0 to 12

Total Student Learning Hours changed from: 48 to 54

Faculty Load changed from: 2.25 to 2.1

Lecture Hours changed from: 0 to 6

Lab Hours changed from: 54 to 30

Approved

3. Course Approvals – Create a Non-Credit Course

A motion was made and seconded (Greene/Clarke) to approve COLL 0601. Motion carried.

- **COLL 0601 – Critical Thinking in College**

4. Draft Format of Form- Recommendation for Proposing a Community Education Course- Mike Graves

Currently we do not have a standard procedure for approving Community Education courses (CE). We need to decide as a Curriculum Committee which direction we want to go with this. Dr. Perlas communicated to the Committee that she polled our neighbors at the North Far North and it was unanimous that none of them go through the Curriculum approval process and that they go to the Curriculum Committee for information only. After a brief discussion the Committee decided on the following:

- Community Education courses do not have to be stored in eLumen
- The Instruction Office keeps hard copies of all courses and they are also in a shared drive and Banner catalog
- When a new Community Education Coordinator is hired, the Community Education Course Outlines will be kept in that office
- Mike motioned to have all Community Education courses go through the Community Education Coordinator and the VPAA office in the future. The Curriculum Committee will not be in that process
- Elaine will remove all existing Community Education courses from eLumen and save them to the shared drive
- Community Ed courses will come to the Curriculum Committee as information items only

5. Community Education Course Requirements – Mike Graves

This item was discussed with item #4

6. Placement of Link to make Course Outlines of Record Public – Dr. Perlas

There is a link for student and public access to our Course Outlines. The Committee discussed where it should be placed on our website. After discussion, it was decided to place it in several different web locations such as: Curriculum Committee, Instruction, Index, Counseling, Academic Programs and Registration. Mike will have the web staff put the link on the different sites.

7. AP 4400 – Community Services – Mike Graves/Mark Klever

Mark Klever and Dr. Perlas have been working on updating AP 4020. They looked at other college's AP's and decided that if the process here changes for approving Community Education courses that it would need to be included so they wanted to wait to see what the Curriculum Committee updates were. The AP they are looking at does not include the approval process. The Committee suggested to modify the title and definition. They will take the Committee's recommendations and make revisions. It does not need to go back to the Curriculum Committee.

8. Program Approval Process – Mike Graves

It was suggested that we need to have a separate procedure for Program Approval Process. Mike, Michelle, and Dave volunteered to create an academic procedure of the AP and bring it to the Curriculum Committee. The four subject areas they will work on are:

1. New Program Initiation
2. New Program Approval
3. New Program Revisions
4. Deactivation of Program (include AP 4021 in 4020)

9. GE Review – Clarity – Dr. Greene

Dr. Greene indicated she would like everything clear and in the minutes for the person who will be taking her position as Articulation Officer.

- Dave Clarke will review the COS General Education courses in eLumen
- Courses from outside of COS will follow the transcript evaluation process set up in Counseling Services (which includes the non-COS course GE Faculty Review Process with a Petition to Modify for courses with no full-time faculty in the discipline)
- Michelle Knudsen will take over Dr. Greene's Articulation Officer role
- Ashley Sadler, Transcript Evaluator, will support Michelle in the AO role
- Trainings with Dr. Greene are scheduled
- Both Ashley and Michelle should be included in the Curriculum Committee email list

10. Clarity Question re: CSUGE and/or IGETC Approved Course for Area, but not COSGE –Dr. Greene

We accept the COSGE, IGETC, and CSU (the Senate voted on that in spring 2018) for our local degrees so that you can interchange the General Education Patterns for our local degrees. For example, when we get a student who has a course that they completed that satisfies the CSUGE Science area (e.g. a science course like AG 1018) but is not on the COSGE, the transcript evaluator or counselor will accept that CSUGE or IGETC approved course for the COSGE if they choose to use the local COSGE pattern. This is in effect for similar GE areas such as Natural Science, Arts/Humanities, Social/Behavioral Science, Mathematical Concepts/Scientific Inquiry & Quantitative Reasoning, English/Written Communication, Critical Thinking, & Oral Communication (mutual areas on CSUGE/IGETC and COSGE). *Caveat-Area 5: Multicultural/Living Skills would be comparable to CSUGE Area E courses, but all other courses would need to go through the GE Faculty Review Process if needed (as described through the transcript evaluation process in Counseling Services).*

11. ADJ Certificate of Achievement – Michele Korkowski

A motion was made and seconded (Roche/Greene) to approve the ADJ Certificate of Achievement. Motion Carried.

A new 18-unit certificate of achievement is going out for approval. Basically the core courses that are required for the degree. The need for this is the law enforcement agencies are now requiring entry level applicants have some college if not a AA degree. The fact that they will be offered online as well to make it accessible to any law Enforcement in the state and the value of the certificate for people already in the profession is that it does give them the Academy background and a tangible piece of evidence that they have successfully completed a course of study which can help with a promotion. It has been submitted to the North Far North and on December 4th an Advisory Committee will meet and it has to be approved by this committee before it can move forward. It will then be submitted to the Board for approval and then to the Chancellor's Office for approval.

12. Other

- Meetings next semester will be held every Thursday from 8:00 a.m. to 9:00 a.m. in Science 7-110. Jodi will reserve the room.
- Regarding the email from the Chancellor's Office, Jodi will contact the Chancellor's Office for clarification.
- Mike will bring a draft of the procedures to the next meeting.

13. Adjournment

The meeting adjourned at 8:50 a.m.