

**CURRICULUM COMMITTEE MEETING NOTES
MEETING NO. 20**

**Tuesday, March 30, 2021
9:00 a.m. – 10:30 a.m.
ZOOM Mtg. No -- 94214996654**

Present: Suzie Clark, Nancy Miller, Dave Clarke, Katie Elwood (Chair), Neil Carpentier-Alting, Ed Kephart, Michele Korkowski, Josh Collins, Char Perlas, Michelle Knudsen, Mark Klever, Val Roberts

Absent: None

Recorder: Debbie Goltz

I. Approval of Minutes – Meeting 19 – 3/16/21

It was moved and seconded (Clarke/Carpentier-Alting) to approve the minutes from the March 16, 2021 meeting. Motion carried unanimously.

II. New Courses:

A. Credit Courses

1. LIBR 1001 – Library Research & Information Literacy
 - i. This is a resubmission with the removal of GE per the English department's request.
There were no further questions, comments, or concerns.

B. Non-Credit Courses

Note: Items B.1-5 tabled from previous meeting.

1. WORK 0540 – Technical Support
 - i. Effective Date: Summer 2021
 - ii. Submission Rationale: This is a new course, hours range from 20-50 hours. The non-credit course is the equivalent of community education XBC0400.
2. WORK 0541 – Computer Networking
 - i. Effective Date: Summer 2021
 - ii. Submission Rationale: This is a new course with hours ranging 20-50 hours. This the equivalent of XBC0401.
3. WORK 0542 – Operating Systems
 - i. Effective Date: Summer 2021
 - ii. Submission Rationale: This is a new course with hours ranging 20-50 hours. This the equivalent of XBC0402.

4. WORK 0543 – System Administration and IT Infrastructure Services
 - i. Effective Date: Summer 2021
 - ii. Submission Rationale: This is a new course with hours ranging 20-50 hours. This the equivalent of XBC0403.

5. WORK 0544 – IT Security
 - i. Effective Date: Summer 2021
 - ii. Submission Rationale: This is a new course with hours ranging 20-50 hours. This the equivalent of XBC0404.

In response to previous questions about the SLOs, and after clarification of the requirement for objectives vs SLOs, Suzie Clark responded that, as these are Google classes, she had taken the learning objectives directly from their curriculum. The committee was comfortable with this, but requested that vocabulary be changed where necessary to make objectives measurable, observable, assessable, etc.

Suzie will take another look at the courses to be sure the concerns about the objectives have been resolved. Once these are approved, they will be activated.

It was moved and seconded (Clarke/Carpentier-Alting) to approve the six courses on the agenda with any revisions noted. Motion carried unanimously.

III. Revised Courses

A. Credit Courses

1. BIO 1000 – Intro to Life Science
 - i. Effective Date: Fall 2021
 - ii. Submission Rationale Mandatory Revision - Removing Engl 0900 Co-Requisite

2. BIO 1500 – Human Biology
 - i. Effective Date: Fall 2021
 - ii. Submission Rationale: Mandatory Revision - Removing Engl 0900 Advisory

3. BIO 2800 – Human Physiology
 - i. Effective Date: Fall 2021
 - ii. Submission Rationale: Mandatory Revision - Removing Engl 0900 Co-Requisite

There is concern about how these advisories/co-requisites/pre-requisites ended up in the course data. Michelle Knudsen will double-check on the history of these with Sunny Greene.

There were no other questions, comments, concerns about the BIO classes, sans the co/pre-requisites.

It was moved and seconded (Carpentier-Alting/Clarke) to approve the above courses, which carried unanimously. These will be sent forward.

IV. Revisions to Curriculum Documents

- A. Curriculum Committee Handbook
- B. Curriculum Committee Annual Training Manual

Committee members with questions or concerns about the handbook or manual were asked to email Katie.

V. Other

- A. BIO 2600: Katie checked on the status of BIO 2600. At the last meeting, there was a change to the units or hours and issues with eLumen. Nancy reported she submitted a request and it is currently in eLumen's hands. She will follow-up on this. Neil had a question about how this will affect the degree. Could that extra half unit bump it over the max toward? This is something to take into consideration.
- B. Curriculum submission deadlines: Michelle Knudsen requested the Committee consider setting a deadline for curriculum submissions. Neil asked if different types of submissions (revisions vs new courses) have different timelines. Michelle explained that it is difficult to predict how much time a particular submission might take as there are many variables. It is also confusing to parse it out when there are different deadlines for different courses. She would like to set a deadline so that they can pretty much guarantee it will get through the local process. Katie suggested setting April 16th as a deadline for this year. For the future, consider adding the deadline to the handbook as Week 10, or first Friday in April. Katie will send out an email to all faculty announcing April 16th as the deadline for Fall 2021 classes. This deadline will be for **all curriculum changes** to get through our local curriculum process.
 1. A suggestion was made about meeting over the summer for any courses that need to get through the process, especially if there were an outside entity requesting revisions or additions. The committee didn't feel this was necessary, but agreed to be available if something were to come up, especially for a CTE course's outside licensing or certificating agency, that required a special meeting.
 2. A suggestion was made that perhaps not all of the members of the faculty understand the steps of the curriculum approval process. It is very specific and requires things to move at a certain pace. If someone submits a course by the hard deadline, we will guarantee the local process will be done with it, but Michelle likely won't get this into the queue until next year. This is something that

could maybe be called out in the fall by the deans as a reminder to faculty that, if there is something that is going to require additional processes, other than local changes, keep that in mind and don't wait. Michelle will create a timeline and share it with faculty, curriculum committee, and website.

3. Michelle Knudsen reiterated how improving communication from the articulation side will be helpful for people. There were several ideas shared of how to facilitate that process:
 - i. A FAQ section on the curriculum website, including acronyms and definitions
 - ii. Meetings between the Articulation Officer and faculty members, either individually or by area.
 - iii. Getting on the agenda of the department meetings' agendas
 - iv. Consider a Flex activity
 - a. 1st hour of what with the process is with visuals
 - b. 2nd hour – Q&A, tips & tricks from faculty who have pushed through curriculum successfully
- C. CID class information: Michelle Knudsen reminded the committee that a CID class needs to be cut and pasted from CID.
- D. College Catalog effective dates: Josh Collins asked if classes that are approved on/after April 16th, will make it into the catalog. If they are approved by the April 16th deadline, Nancy will be do her best to get them into the catalog, which will be done by July 1st. Josh's concern stems from going to a high school in May and having no current catalog to refer to or distribute. After some discussion, it was agreed that this committee isn't the forum for resolving this issue, and the meeting continued.
- E. Repeatable courses: Discussion was held regarding the ongoing difficulties with repeatable courses between COR and Banner and eLumen. It was suggested that some text be added in eLumen that describes repeating options. Mark Klever shared his concerns with the unreliability of eLumen and how much operations are depending on it, especially in using it to build the catalog. He agreed with the suggestion of considering an earlier deadline for the catalog, perhaps April, so it could have some time to be reviewed before posting. If there are any curriculum changes that happen after "print," we could post an addendum.
- F. COR Updates: Val asked about timelines needed for updating a COR. Depending on the status of the COR and someone's familiarity with eLumen, it could take between 4-6 hours.

Meeting adjourned at 10:30 a.m.