COLLEGE OF THE SISKIYOUS
CURRICULUM COMMITTEE MEETING – MEETING NO. 7
8:00 a.m., Tuesday, March 13, 2018
ESTC 107

Present: Jodi Dawson, Elaine Eldridge, Tim Frisbie, Mike Graves, Dr. Greene, Michele Korkowski and Dennis
Roberts

Absent: Dave Clarke, Dr. Scott and Dr. Zweigle

Guest: Charlie Roche

Agenda

1. **Approval of Minutes – March 6, 2018**
    A motion was made and seconded (Roche/Greene) to approve the minutes. The minutes were approved with no corrections.

2. **eLumen Training continued – Mike Graves**
    *   Mike briefly reviewed proposing a new course and course revisions in eLumen. He informed the Committee that he will hold a training session for the Academic Senate on Friday, March 16, 2018
    *   Elaine informed the Committee that she was able to go in to eLumen and make the Top Code selection unavailable so that faculty can't access it. She will be the only one assigning a Top Code. She will check to see if she can make Submission Rationale asterisked so that it is a requirement to put the rationale in that box
    *   Ben Harris still has not done the upload we have been waiting for. Elaine informed the Committee that Dr. Scott emailed Wayne Keller and Darlene Melby again and did not get a reply from either of them
    *   It was brought up that full time faculty should all have a "faculty tab". Elaine stated that she asked Matt Coombs about that and he said that unless a faculty member has a course being offered they will not have access to the faculty tab. This is another reason why it is important for Ben to do the upload ASAP with all the changes and additions that have been made since the initial upload.
    *   One thing that wasn't covered in the training was archiving a course. A question was asked whether faculty can go in and archive a course. Elaine didn't think they had permissions to but she will check on it and report back.
    *   The Committee feels that Kim Freeze's non-credit courses she has been developing should go through the appropriate area Dean for approval before she proceeds with them. They are concerned that some of her courses are ones that are already being taught or they are conflicting with others.

3. **GE Pattern – Dr. Greene**
    *   Dr. Greene discussed the first draft of the new General Education pattern she sent out to the Committee last week. They agreed that the first review looks good and it can be refined as needed going forward.

4. **Other**
    Mike will follow up on the following items:
    1. Archive procedure
    2. Faculty Tab – which faculty will or will not be active
    3. Check your inbox regularly for tech review information
    4. Rational for Submission – make it asterisked
    5. Make use of the Support Tab
    6. Talk to your area Dean for approval of all course submissions

5. **Adjournment**
    The meeting adjourned at 8:45 a.m.