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

Absent: Dr. Scott

<u>Agenda</u>

Item 1.   Approval of Minutes – April 17, 2018
A motion was made and seconded (Frisbie/Roche) to approve the minutes. The minutes were approved with no corrections.

Item 2.   Course Archives
BA 0959 – Business and Practical Math
Dr. Greene spoke with Jesse Cecil and discussed archiving BA 0959. Mike stated that he and Shawn Abbott met and revamped the Business Program including certificates which will necessitate deactivating a dozen or so courses. After Shawn reviews it, it will go to the Dean and Vice President of Instruction for approval. This is one of the courses Mike and Shawn are planning to archive so he will take care of it.

The Committee discussed in length the fact that there is not a process in place for approval of our local degrees. The Committee was not in agreement to whether they should be approving programs but agreed that there is a definite need for having a process in place. There are three processes: Create a new program, modify an existing program and deactivate a program. For Curriculum Committee purposes a program is a group of courses that culminate in a certificate or degree. Programs can be created or submitted by the Deans and are part of Instruction and go to Instruction Counsel for input only. New programs go through this process and revisions to programs do not. It was suggested that it is our decision as a local district how we are going to handle programs. Mike is going to make calls to other colleges to find out what their processes are.

Item 3.   Revise AA Degree for Kinesiology – Tim Frisbie
This ties in with our discussion in Item 2 regarding program approval. Charlie has restructured and revised courses for the AA degree in Physical Education/Kinesiology which his Dean has approved and he is asking where it should go next for approval. The Committee agreed that we need to have a codified procedure in place for approving programs. Mike asked Dave to draft something that includes the definition of what a program is and explain the approval process for programs. Dave will work on a procedure and the Committee will review it at next week's meeting. Elaine stated that when we start the programs in eLumen we have to develop workflows and if we have a procedure in place it will make it easier when we develop those workflows. She also said we can make two different workflows; one that starts with the faculty and another that starts with the Dean and the Instruction Office. She commented that David Gault is doing a great job and we are very close to getting the programs loaded.

Mike listed these procedures for program approval on the white board that we will discuss at next week's meeting.
1. Program process for approval
    a. Faculty/Dean
    b. Instruction Council/Vice President
    c. College Counsel
    d. Board of Trustees
    e. Data Steward
    f. Chancellor's Office

2. Revise a Program
    a. Faculty/Dean
    b. Instruction Council/Vice President
    c. Data Steward
    d. Chancellor's Office
3. Deactivate a Program
    a. Faculty/Dean
    b. Instruction Council/Vice President
    c. Data Steward
    d. Chancellor's Office

We will have a discussion at next week's meeting about this and where the Curriculum Committee fits into this flow.

Michele is revising the ADJ program and will be archiving some courses and she needs to look at the ones that are currently archived but she is unable to find them. Elaine asked her to email a list of the courses and she will look into it. Mike mentioned that the Data Stewards are the only ones that can see what is in all of the workflows. He suggested making the faculty Committee members Data Stewards which will give them full access to everything and they are going to have to be very careful.

Item 4.   Other

There was discussion about workflow language and duplicate language in a workflow. Elaine stated that last Friday she adjusted the workflows by taking some things out and adding some in. She said however that once a course has been started in a workflow it will not change.

Lorinda Meyer in the ASC put together a program to be a proctor for online classes and will be available to all students. Lorinda goal is to have the ASC be a testing/proctoring site for people needing to take a test.

Item 5.   Adjournment

The meeting adjourned at 8:55 a.m.