

COLLEGE OF THE SISKIYOU
CURRICULUM COMMITTEE MEETING – MEETING NO. 10

Minutes

8:00 a.m., Thursday, April 16, 2020

ZOOM

Present: Dave Clarke, Jodi Dawson, Elaine Eldridge, Tim Frisbie, Katie Gale, Mike Graves, Michelle Knudsen, Mark Klever, Michele Korkowski, Dr. Perlas, Charlie Roche, Dennis Roberts and Valerie Roberts

Absent: Suzanne Clark

Guest: Maria Fernandez

1. Approval of Minutes – March 12, 2020

A motion was made and seconded (Clarke/Knudsen) to approve the minutes. Motion carried.

2. Course Approvals – Revise a Credit Course

A motion was made and seconded (Roche/Clarke) to approve all courses. Motion carried.

a. BA 1034 – Personal Finance – w/DE

- Reason for update: Propose CSUGE Area E approval-Adding Distance Education
- Course Description updated
- Textbooks updated
- SLO's updated
- Adding Distance Education language
- Adding Distance Education modalities: Hybrid and Internet Delayed
- Approved

b. BIO 2200 – Gen. Bio. II: Life & Ecology

- Reason for update: Change to Content
- Textbooks updated
- Methods of Instruction Rationale updated
- Out of Class Assignments updated
- Methods of Evaluation updated
- Approved

c. ENGL 2036 - Children's Literature – w/DE

- Reason for update: Course update-Add Distance Education
- Requesting C-ID Approval
- Course Description updated
- Textbooks updated
- SLO's updated
- Course Outline updated
- Add Distance Education Language
- Add Distance Education modalities: Internet Delayed, 2-way Video/Audio, Hybrid
- Approved

d. ENGL 2043 – World Literature I – w/DE

- Reason for update: Mandatory Revision
- Textbooks updated
- SLO's updated

- Course Outline updated
- Approved
- e. **ENGL 2044 – American Literature I – w/DE**
 - Reason for update: Mandatory Revision
 - Textbooks updated
 - SLO's updated
 - Distance Education Language updated
 - Distance Education modalities added Hybrid to Internet Delayed and 2-way Video/Audio
 - Approved
- f. **ENGL 2046 – British Literature II – w/DE**
 - Reason for update: Mandatory Revision
 - Course Description updated
 - Textbooks updated
 - SLO's updated
 - Course Outline updated
 - Approved
- g. **ENGL 2543 – World Literature II – w/DE**
 - Reason for update: Mandatory Revision
 - Textbooks updated
 - SLO's updated
 - Course Outline updated
 - Approved
- h. **ENGL 2544 – American Literature II – w/DE**
 - Reason for update: Mandatory update
 - Textbooks updated
 - SLO's updated
 - Course Outline updated
 - Approved
- i. **ENGL 2546 – British Literature II w/DE**
 - Reason for update: Mandatory Update
 - Course Description updated
 - Textbooks updated
 - SLO's updated
 - Course Outline updated
 - Approved
- j. **HUM 1001 – Introduction to Humanities – w/DE**
 - Reason for update: Change to Content
 - Out of Class Assignments updated
 - SLO's updated
 - Course Outline updated
 - Approved
- k. **HUM 1005 – Humanities and Film – w/DE**
 - Reason for Update: Add Distance Education/Mandatory Revision
 - Textbooks updated
 - Out of Class Assignments updated
 - SLO's updated

- Distance Education Language added
- Distance Education Delivery Methods added: Online, Hybrid
- Approved

3. Impose Deadline for Distance Education Addendums for Fall 2020? – Dr. Perlas

- The deadline for submitting courses for Distance Education for summer and/or fall is May 21, 2020, the last day of the semester.
- The Title 5 requirements have changed. They require very specific aspects to the Distance Education Addendum. All requirements are the same and the approval hasn't changed but the faculty need to be aware of the new way to use and submit the form. The new form is a fillable PDF and will be uploaded to the DE tab. Maria will first test a course and upload it to make sure it works properly before the faculty are notified. Because the mandatory flex day is the day after the May 21st deadline, Maria will record a tutorial on Screencastomatic and include captions to make it accessible to everyone and then Mike will send out an email to all faculty notifying them of the changes and attach the tutorial.

4. Is the Curriculum Committee “Ok” to Approve Courses Over the Summer – Dr. Perlas

Katie Gale is taking over the role of Curriculum Chair after Mike Graves retirement. She will be in her new role this summer, and therefore, she and Dr. Perlas will approve courses over the summer. There are also 3 seats on the Curriculum Committee that will be vacant over the summer.

5. Discuss Emergency Distance Education Addendum Submission Form (attached) – Dr. Perlas

- Dr. Perlas and Maria Fernandez gave an overview and clarification of what the Distance Education Addendum is and what we are being asked to do with it. Dr. Perlas made it clear that the “blanket” addendum is not to replace our local processes.
- The first priority is to have courses, who faculty feel are pedagogically sound, convert to online or hybrid submit a DE addendum. This is only for courses that if we find ourselves in the same situation in summer or fall where we have to shelter in place and do not already have a DE addendum will cover those courses. The design of the blanket addendum is to cover any courses that do not have a DE addendum at this time. The blanket addendum also requires that colleges list all the courses that are going to be covered and include a beginning and end date per term. It also requires that each college present a Professional Development Plan.
- There is a lot of information coming from the Chancellor’s Office regarding Correspondence Education which is on the DE form. The colleges who are submitting Correspondence Education are the ones who are providing education to people who are incarcerated. It is only for special circumstances.

6. Other

The Curriculum Committee will meet once a week until May 7th. We will not meet on May 14th as previously planned due to finals week. Mike will send out the Zoom requests for the additional days.

7. Adjournment

The meeting adjourned at 9:00 a.m.