

COLLEGE OF THE SISKIYOU
CURRICULUM COMMITTEE MEETING – MEETING NO. 1

Minutes

2:30 p.m., Tuesday, September 1, 2020

ZOOM

Present: Neil Carpentier-Alting, Suzanne Clark, Dave Clarke, Elaine Eldridge, Edward Kephart, Katie Elwood (Chair), Michelle Knudsen, Mark Klever, Michele Korkowski, Nancy Miller, Charlie Roche, Dr. Perlas. Valerie Roberts

Absent: None

1. Approval of Minutes – May 21, 2020

It was moved and seconded (Clarke/Kephart) to approve the minutes. Motion carried.

2. Curriculum Committee Goals for the 2020-2021

Katie stated she would like the Committee to develop goals for the 2020-2021 academic year. She provided the following ideas:

a. Goal 1: Course Deactivation / Archiving Process

There are courses in the Elumen Curriculum Library that need to be deactivated/archived because they are not regularly offered. Elaine reported a deactivation process has been built in Elumen in the test environment. After review and finalization of the process, it will be put into the production environment for faculty to use.

Elaine explained that once a course has gone through the deactivation process in Elumen, the history of that course remains. However, if a faculty member wanted to “reactivate” the course, it would require the faculty to create a new course. The same course number and information that is still relevant could be copied from the deactivated course.

Following finalization of the deactivation process, the communication to faculty on the details of how to deactivate a course and what that means must be clear and straightforward for faculty. Elaine and Nancy will confirm with Elumen that information from the deactivated course can still be access and information can still be accessed and used by the faculty when creating a new course.

b. Goal 2 – Update Curriculum Committee Handbook Updated

Katie reported the last time the CC Handbook was updated was in 2016.

c. Goal 3 – Finalize Program Approval Process

There was discussion last year regarding the Program Approval Process. After discussion by the Committee today, a Task Force will be formed to finalize this process. The following will be on the Task Force: Neil, Katie, Michele Korkowski, Mark Klever, Dave Clarke, Val Roberts, and Ed Kephart. Katie said she would set up a meeting soon for the Task Force. The Committee suggested that there be outcomes and a timeline defined for this work.

Discussion points included:

- Dr. Perlas' input is needed.
- Working with Academic Senate, define what a program is and what it should look like.
- Be clear about what the faculty role is in entering Programs into Elumen.
- If the program is new, it will go through the new program approval process in Elumen.
- Michele Korkowski will look for AP 4020 revisions that the Committee was working on last year.
- There should be a conceptual proposal regarding the program prior to moving forward with submission of the courses and the program. Once approved in concept, then faculty can working on course curriculum.
- Before program approval process can begin, all courses must be approved.
- Katie reported her notes indicated the program approval process would include the following steps:
 - Faculty Input Program Information
 - CTE Courses Only:
 - Advisory Committee
 - North /Far North Regional Consortium
 - Curriculum Committee
 - Dean
 - VPI
 - Technical Review
 - COS Board
 - Chancellor's Office

4. List of Courses to Be Reviewed in 2020-2021

The list of courses to be reviewed this academic year was pulled from COCI. Faculty indicated the list was confusing, and they were not sure it was accurate. It was noted that the COCI list may show that a course was updated, but in reality it may have just had a DE Addendum added.

Katie said Nathan Rexford has a list, and she would email him to request his list.

5. Creation of Courses in Elumen

Katie reported there was concern raised that someone from FIELD was updating courses in Elumen and full-time faculty were not consulted. Dr. Perlas clarified that the person updating the courses is a part-time faculty member and not from FIELD. She was trying to fix some courses that did not get transferred from Curricinet to Elumen correctly. Dr. Perlas also reported that the part-time faculty member followed the process for adding Distance Ed addendums.

It was the consensus of the Committee that part-time faculty wanting to change curriculum should check with full-time faculty in their discipline before making any changes. If there are not

full-time faculty in the discipline, then the part-time faculty should notify the Curriculum Chair. It was suggested that this be added to the Curriculum Handbook and be included in orientation for Part-Time Faculty.

6. **Technical Review**

Katie shared she would like to use the same process as last year for Technical Review. Katie will email the Committee member who is responsible for the Tech Review and will provide them with a deadline. She asked Committee Members to let her know if they needed an extension or help.

The Committee asked if there was a way for the Tech Reviewer to send the course back to the faculty for editing and then for it to come back to the Tech Reviewer. Elaine reported that Elumen knows this is an issue and is working on a solution.

7. **Other**

- a. **DE Addendum** – Ed asked whether all classes scheduled for Spring 2021 should add a DE Addendum because of COVID. It was recommended that DE Addendums be completed for classes scheduled for Spring 2021. Instructors teaching DE in Spring 2021 must be certified prior to December 31, 2020. A reminder will be sent to faculty.
- b. **Changing Hours for Non-Credit Classes** -- Suzie Clark requested direction on changing hours for some of the non-credit classes to more accurately reflect the hours for the class. This will be substantive change. Suzie's role in Elumen is a Temporary Curriculum Developer, and she can make the proposed revisions in Elumen. The course revisions will need to be approved by the appropriate dean (i.e., CTE – Mark Klever, LAS – Val Roberts; PE – Charlie Roche).

8. **Adjournment**

Katie adjourned the meeting at 3:32 p.m.