

## COLLEGE OF THE SISKIYOU

### CURRICULUM COMMITTEE MEETING – MEETING NO. 2 -- MINUTES

2:30 p.m., Tuesday, September 8, 2020

ZOOM

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

#### I. **Approval of Minutes**

Michele Korkowski's name was misspelled in 3c. It was moved and seconded (Clarke/Carpentier-Alting) to approve the minutes as revised. Motion carried unanimously. The minutes will be updated and posted.

It was also suggested that a mechanism be put into place to easily capture the action items from each meeting, and also to add an agenda item to follow up at the next meeting. **Nancy and Katie will implement a system for this to happen.**

#### II. **Course Revisions – Revise a Credit Course**

##### a. COMS 1700 – Introduction to Mass Media

- i. Submission Rationale: Mandatory Revision
- ii. Proposed Start: Winter 2021
- iii. Course description; Prerequisites, Co-requisites, Anti-requisites & Advisories; Methods of Evaluation; Textbooks; Course Outline updated
- iv. CSLOs – 1 Deleted and 5 added
- v. **Was DE Addendum added? It doesn't have a box around it so I think it was already there.**

It was moved and seconded (Clarke/Kephart) to approve the revised course outline for COMS 1700. Motion carried unanimously.

##### b. EMS 0954 – Paramedic 1A - Theory

- i. Areas Revised: Grade Option, DE Addendum, # of Retakes, Hours, Units, Faculty, Load, Prerequisite, Limitation on Enrollment, Methods of Evaluation, Textbooks, CSLOs, DE Delivery Methods (Substantial Change)

Question raised included:

- Allowed number of retakes. Need to review our policy on Course Repeatability and also understand what the field in Elumen under Course Development Options labeled "Allowed Number of Retakes" means. Michele will take a look at the repeatability definitions, and Elaine/Nancy will review the context in Elumen and report back. Once this is better understood, the details should be addressed in the Curriculum Handbook.
- **Double check units and faculty load with Elaine.**

- Katie will take this back and work with originator.

c. EMS 0955 – Paramedic 1B-Theory

- i. Areas Revised: DE Addendum, Hours, Units, Faculty Load, Methods of Evaluation, Textbooks, CSLOs, DE Delivery Methods (Substantial Change)

Question raised included:

- For Elaine:
  - ✓ Why was the # of weeks changed to 16?
  - ✓ Should the units/hours/faculty load be same as 0954.
- For Originator (Note: Katie will take back and work with originator.)
  - ✓ s the comment under limitations on enrollment in the right category? Should it be under Entrance Skills?
  - ✓ Add a general statement to the Material Fee section something like: Students will be required to purchase some materials. The amount to be determined.

III. **16 Unit Certificate Issues** (Perlas) – attachment

In March 2019, Districts were notified that the Chancellor’s Office had lower the required unit threshold to 16 or more semester units for a Certificate of Achievement (Title 5 Section 55070) in order to be consistent with financial aid standards as well as allow colleges to transcript the lower unit Certificate of Achievements. These certificate of Achievements need to be submitted through COCI and go through that approval process.

Dr. Perlas pulled the Certificates from COS that had between 16 and less than 18 units. They include: 1) Game Design, 2) Web Design; 3) Personal Trainer; and 4) Technical Theatre. She asked the Committee for input on how to proceed with getting through the approval process. If the Certificate was already approved locally, then there is no need for any local approvals.

The Committee requested that clear steps be provided for faculty about next steps. It was suggested the first step would be to determine if the classes in each certificate are still active courses. There was a question about whether the COA’s would be submitted in Elumen. [Note: After the meeting, Elaine reported there is not a workflow in Elumen.]

IV. **Interstate Passport Certificates** (Perlas) -- attachment

Dr. Perlas would like the Interstate Passport to be approved as a COA, but wanted to discussed who would “own” it since it overlaps a few areas. There was not a lot of time to discuss at this meeting. It was requested that Meghan Witherell be invited to next week’s meeting and this item be on the agenda.

V. **Elumen Updates** – There was not time to discuss Item V. These items will be placed on the next agenda.

a. Course Deactivation

i. Terms Used in Elumen

1. **Deactivating a Course** – Course remains in the system to preserve any connections to assessment of SLOs or Catalogs. Course cannot be scheduled and will pull into the catalog.

Note: If the course needs to be reactivated, it will require a new course to be submitted in Elumen. The same course number and information can be used by pulling up the course history.

- b. Course Inactivation – Course remains part of the roster of classes, will be included in the catalog and may be scheduled.
- c. Review Newly Created Deactivation Workflow in Test Elumen
- d. New Feature – In Workflow Bar

**VI. Other**

No discussion.

**VII. Adjournment**

The meeting was adjourned at 3:34 p.m.