**COLLEGE OF THE SISKIYOUS**

**CURRICULUM COMMITTEE MEETING – MEETING NO. 03 -- MINUTES**
*2:30 p.m., Tuesday, September 15, 2020*
*ZOOM*

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

**Absent:**     None

I.   **Approval of Minutes** – September 8, 2020 – Attached
     It was moved and seconded (Clarke/Knudsen) to approve the minutes.  Motion carried unanimously.

II.  **Course Reviews for Action**
     a.  ASTR 1110 – Astronomy - Course Revised - Effective Fall 2021:
         i.  Added DE Addendum
         It was moved and seconded (Clark/Carpentier-Alting) to approve ASTR 1110.  Motion carried unanimously.

     b.  EDUC 0670 – Critical Skills Lab Course Revised:  Effective Spring 2021:
         i.   Corrected Course Number from 670 to 0670;
         ii.  Added DE Addendum;
         It was moved (Carpentier-Alting/Clarke) and seconded to approve EDUC 0670.  Motion carried unanimously.

     c.  PEMA 1106 – Off-Season Men's Varsity Basketball - Course Revised:  Effective Spring 2021:
         i.   Revised SAM Code to Non-Occupational;
         ii.  Added DE Addendum;

         It was moved and seconded (Clarke/Kephart) to approve PEMA 1106.   Motion carried unanimously.

     It was suggested if courses are coming through with only the addition of a DE addendum that they be approved with one motion.  Those will be listed as such on future agendas.

     Ed Kephart asked about the status of the other six PEMA courses that were submitted with DE Addendums.  They are in the queue for review by the DE Coordinator.  ==Katie will follow up with the DE Coordinator.==

III. **Elumen Updates**
     a.  Review Newly Created Deactivation Workflow in Test Elumen
         The new approval sequence and workflow for deactivation of a course was shared with the Committee.  After discussion it was suggested that there only be one box where the faculty will be asked to provide the following information:  The rationale for deactivation

of the course, and if the deactivation of the course will have an impact on any programs; and if so, which programs.  The approval sequence will be as follows:  Originator (Faculty); Dean; VPI, and Curriculum Specialist.

Deactivated courses will be brought to the committee as information items.

**Course Deactivation**

    i. <u>Terms Used in Elumen</u>

        1. <u>Deactivating a Course</u> – Course remains in the system to preserve any connections to assessment of SLOs or Catalogs.  Course cannot be scheduled and will not 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.

        2. <u>Course Inactivation</u> **–** Course remains part of the roster of classes, will be included in the catalog and may be scheduled.

            Nancy shared the above definitions in Elumen; however, the definition fo course inactivation is confusing.  ==Nancy will double check and provide clarification at the next meeting.==

b. <u>New Feature – In Workflow Bar</u>

Nancy showed a new feature in the Elumen Workflow bar.  See diagram below.  If you are completing a Workflow in Elumen and are unsure what fields are required, look for the blue Workflow bar and click on the # within the bar.  That will provide directions on required fields to submit.
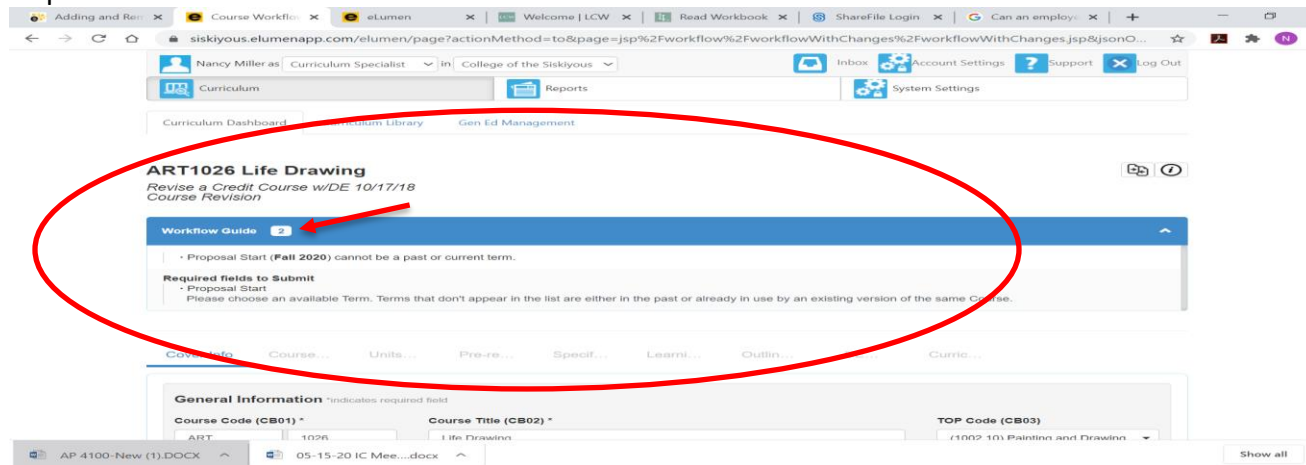


It was noticed in Elumen in the COR, the articulation portion and GE indicates "pending." ==Nancy will check with Elumen contact to see how we can get the status updated.==

IV. **Follow-Up Items**

    a. **Program Approval Task Force Update on Outcomes & Timeline**

Katie reported the Task Force had not met yet.  She confirmed the Task Force members and said she would get a meeting of the Task Force scheduled.

    b. **Interstate Passport Certificates**

Val reported the Certificate of Achievement (COA) was originally submitted with a unit requirement of 28 to 34 units. The Passport COA was not approved by the Chancellor's Office because it fell in between the unit requirements for two COAs….either 16-29.9 units OR 30 to 59.9 units.

The District agreed that we would provide this Passport COA; therefore, we need to adjust the units and resubmit for Chancellor's Office approval. The reason a COA was originally proposed was because we needed a way to easily track students taking advantage of transferring to a Passport network college.

The options regarding resubmitting the COA are to decrease or increase the number of units required for the COA so they fit the parameters for COAs. It was the consensus of the Committee to use minimum unit requirements for each of the general education areas. That would total 28 units and fit within the parameters.

It was also noted that most of our students follow either the IGETC or CSU GE patterns. Students who meet either the IGETC or CSU GE patterns will also meet the Passport COA requirements.

==Elaine will email Valerie, Meghan and Char to request the unit requirements be updated and returned to her. Elaine/Nancy will enter into Elumen and resubmit to the Chancellor's Office for reconsideration.==

c. **Course Repeatability**
    i. # of Retakes Section in Elumen
       In the COR under the Course Development Options Area, there is a filed Retakes listed in the COR means repeatability.
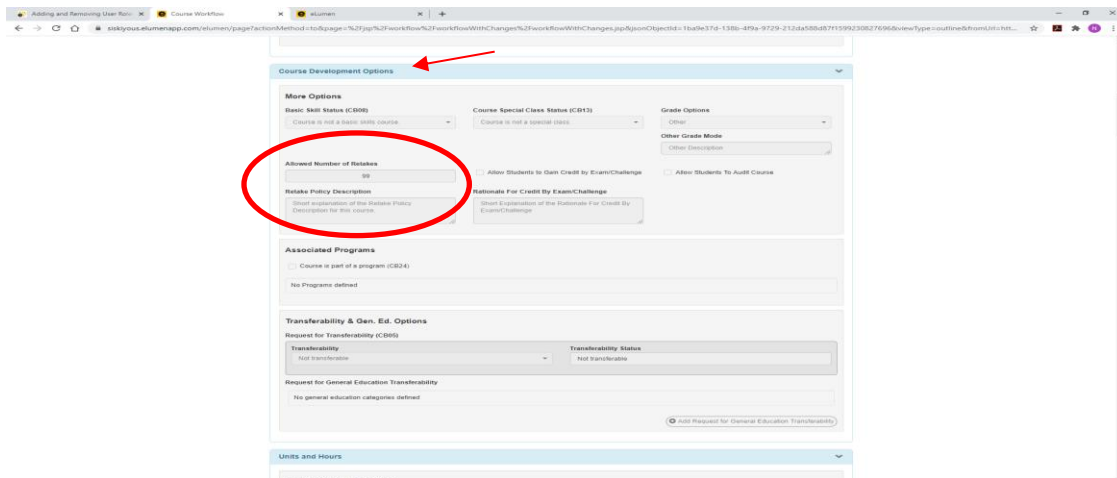


   **==Nancy will find out if we can add language in Elumen that explains what is meant by "retakes" or change the word to repeatability.==**

   It was noted that most courses are not repeatable. The only courses that are repeatable are those with that require a refresher in order to get certification or licensure. For example a CPR class.

ii. Title 5 & District BP/AP on Course Repeatability

V. **Other**

    **a.** Char reported that she emailed faculty who were the originators of the certificates that are at least 16 units so that they can resubmit them as they now qualify for a Certificate of Achievement. **Nancy will send those faculty members the process for submitting them.**

VI. **Adjournment**

The meeting was adjourned at 2:25 p.m.