

COLLEGE OF THE SISKIYOU

CURRICULUM COMMITTEE MEETING – MEETING NO. 04 -- MINUTES

2:30 p.m., Tuesday, September 29, 2020

ZOOM

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

Absent: Dr. Perlas

I. **Approval of Minutes** – September 15, 2020 – Attached

It was moved and seconded (Clarke/Carpentier-Alting) to approve the minutes. Motion carried unanimously.

II. **Course Revisions**

a. Add DE Addendum

- i. ~~PEMA 1106 – Off Season Men’s Varsity~~ Basketball -- Note: This course was reviewed and approved at Meeting No. 3 on 9/15/20 and should not have been included on the Agenda for the Meeting No. 04 on 9/29/20.
- ii. PEMA 1107 – Off Season Men’s Varsity Baseball
- iii. PEMA 1110 – Off Season Varsity Track
- iv. PEMA 1114 – Off Season Women’s Varsity Basketball
- v. PEMA 1115 – Off Season Women’s Varsity Volleyball
- vi. PEMA 1116 – Off Season Varsity Softball
- vii. PEMA 1117 – Off Season Women’s Varsity Soccer
- viii. PEMA 1118 – Off Season Men’s Varsity Soccer

It was moved and seconded (Clarke/Carpentier-Alting) to approve the addition of the DE addendum for PEMA 1107; PEMA 1110; PEMA 1114; PEMA 1115; PEMA 1116; PEMA 1117; and PEMA 1118. Motion carried unanimously.

b. Mandatory Revision

i. COMS 2929 – Special Studies

Summary of Changes:

- Effective Date of Changes: Winter 2021 Intersession
- Master Discipline Preferred & Alternate Master Discipline Preferred
- Lecture & Activity Hours – In Class & Out of Class
- Changed Units to Variable
- Revised Advisories, Other Instructional Materials, CSLO’s, Course Outline

It was moved and seconded to approve the revisions to COMS 2929 (Carpentier-Alting/Clarke). Motion carried unanimously.

III. **Deactivation of a Course and the Impact on Other Programs** (Perlas)

Item tabled until Dr. Perlas can be present.

IV. Elumen Updates (Miller)

a. Clarification of Terms Used in Elumen

1. **Course Status: Deactivated** – Course remains in the system to preserve any connections to assessment of SLOs or Catalogs; however, no changes can be made to the deactivated course, it cannot be scheduled and will not pull into the catalog. COS previously referred to this as “archiving a course.” The term used in Elumen is “deactivation” of a course.

Note: Once a course is deactivated in Elumen, if a faculty member wanted to offer the course in the future, it will require submission of a new course workflow in Elumen. The same course number and course information can be used by accessing the deactivated course information in Elumen.

2. **Course Status: Active** – Active courses are part of the roster of classes, will be included in the catalog, and may be scheduled.

V. Follow-Up Items

a. Ad-hoc Program Approval Task Force Report Out from meeting on September 24, 2020 (Carpentier-Alting)

Neil reported that the Program Approval Ad-Hoc Task Force met 9/24/20 and shared the following:

- Their goal is to revise the program approval portion of BP/AP 4020 to make it more concise and clear as well as design a Program Approval Workflow in Elumen for implementation of any changes to the process.
- Task Force identified a 3-stage process for new programs:
Step 1: Conceptual & Approval of Concept: This step would include the faculty member proposing the program and identifying the classes would need to be offered, a review of budget implications and other standard type questions. Questions would be slightly different for academic programs versus CTE programs. (person that wants to propose a new program would show what classes would need to be offered, look at budget implications, and other standard type of questions. CTE and Academic questions would be slightly different
Step 2: “Nuts and Bolts” of program development including writing curriculum, student and program learning outcomes, etc.
Step 3: Approval Process – Sending the necessary courses and program through the approval processes (local, regional (CTE) and state).
- A flow chart will be developed to show the various steps and what positions are responsible for each step.
- Neil will take the recommendation of the Task Force to Instruction Council and also discuss with other stakeholders.
- There was some discussion that for program approvals there will likely not need to be much involvement by the Curriculum Committee because the courses would have already been through Curriculum Committee approval. The workflow in Elumen may only need to go to the Curriculum Specialist who would verify that all courses for the program are approved and active in Elumen and COCI. The Curriculum Specialist would also be sure the new program is submitted in COCI.

- b. Inconsistencies with Special Studies 2929 Courses
Dave mentioned he recently did the tech review on special studies course and noticed there was no consistency in the special studies courses in the areas of repeatability, lecture vs. lab hours. He suggested that a template or guidance for developing a special studies course be provided when the Curriculum Handbook is revised

vi. Other

- a. Fire Courses – It was noted that a number of Fire courses in Elumen had to be sent back to the faculty member because they started out in the workflow for classes that include distance education but some of the classes cannot be taught in distance education format. Those courses that cannot be taught in distance education format, will need to be resubmitted in the workflow that does not include distance education.

Courses Going Through Mandatory Review Process: Written directions should be provided for faculty going through the course review or new course submission process so they know they know how to submit course revisions, or a new course and understand the different workflows provided in Elumen.

- b. Deactivation Workflow: should be finalized by October 1st, and can then be rolled out with step-by-step directions for faculty. It was noted that there may be a course or two (Adj 1002 and maybe a PE class) that have already started the deactivation process that is in Elumen. Nancy will check on those to see if they can progress through that workflow or will need to be resubmitted with the new deactivated workflow.

vii. Adjournment

The meeting was adjourned at 2:10 p.m.