COLLEGE OF THE SISKIYOUS

CURRICULUM COMMITTEE MEETING – MEETING NO. 06 -- MINUTES
2:30 p.m., Tuesday, October 6, 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: Suzie Clarke

I. **Approval of Minutes** – September 29, 2020– Attached
It was moved and seconded (Carpentier-Alting/Clarke) to approve the minutes. Motion carried unanimously.

II. **Deactivation of a Course and the Impact on Other Programs** (Perlas)/Varty
Dr. Perlas mentioned that it is important to begin the course deactivation process this semester. However, when considering deactivation of a course, faculty and those approving course deactivation need to be sure they are looking at any programs, degrees and/or certificates that the deactivation may impact. Dr. Perlas will cover the deactivation process in one of her emails to faculty and provide guidance to faculty.

Nancy created a step by step process for deactivation of a course. Katie will send it to the Curriculum Committee for their feedback. After that, the process will be sent to all faculty and posted on the Curriculum Committee website.

There was a question about what happens to the course in Elumen once it is deactivated. The course will remain in Elumen and can be viewed for historical purposes which is important not only to be able to view the CORs, but also for catalog rights and PSLO and SLO history.

III. **Rotation for Regular Review of Courses**
The Committee discussed the Course Review documents that are located on the Curriculum Website. After discussion it was noted that those are all old documents from around 2015 and instead of updating those documents, it was decided that the course review cycle will follow the program review cycle detailed in the COS Academic Program Review Resource Manual (First Edition 2018 -- pages 26 & 28).

If courses for a particular program are reviewed off cycle, then the courses would not have to be reviewed again during the mandatory review cycle. It would just be noted when that course was last reviewed and there are not updates at the time of the regular program review cycle.

This information should be included in the Curriculum Handbook under regular course review area.

IV. **Elumen Training Topics for Faculty**
The Committee was asked for input on potential training topics for faculty in Elumen. It agreed that if training is provided it needs to happen closer to the time that faculty need to enter

information into Elumen so that they don't forget what they learn. It was also suggested that either videos or step by step documentation needs to be provided as resources for faculty to refer to when they need to use Elumen. Having a library of videos and written documentation of common tasks would be the most helpful. Suggested topics for the library included:

- Create a New Course (with or without DE)
- Revise a Credit Course
- Deactivate a Course
- Program Approval
- Program Revision
- How to revise SLO's or PSLO's
- Mandatory Course Revisions

As Committee Chair, Katie would be happy work on making videos. It would be something she would work on over time. These could either be placed on the website or maybe in a Canvas shell.

It was also suggested that these could be introduced during Faculty Orientation.

It was suggested that faculty could be asked what training topics they are interested or need most. Also if they would like them as written documents or videos.

Elaine /Nancy will check with Elumen to see if they have documentation of processes or trainings for Elumen.

V. **Other**
It was noted that there are quite a view programs that have been started in Elumen but are at the originator stage. Neil still has documentation on how to enter programs in Elumen and will forward that to Katie. Katie will send out to those who who have started to enter their programs but have not finished.

VI. **Adjournment**
The meeting was adjourned at 3:40 p.m.