

COLLEGE OF THE SISKIYOU

**CURRICULUM COMMITTEE MEETING – MEETING NO. 06 -- MINUTES**

2:30 p.m., Tuesday, October 20, 2020

ZOOM

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

**Absent:** Elaine Eldridge

I. **Approval of Minutes** – October 6, 2020 – Attached

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

II. **Course Reviews for Action** (Elwood)

a. **Proposed Course Revisions**

i. **ECE 2000 – Observing and Assessing: Desired Results and Developmentally Appropriate Environments**

Effective Spring 2021 -- DE Addendum; SAM; Textbooks;

ii. **ECE 2002 – Child Nutrition, Health/Safety**

Effective Spring 2021, SAM, CSLOS, DE Addendum,

Michelle Knudsen mentioned she updated the textbooks; however, she was not sure the textbook edits were saved.

It was moved and seconded (Carpentier-Alting & Clarke) to approve ECE 2000 and ECE 2002. Motion carried unanimously.

Katie will confirm the edits for the textbooks are in the revised CORs, and if not, she will make the necessary changes.

b. **Proposed Deactivation – For Information Only**

Course deactivations will come to the Curriculum Committee for information.

i. **ADJ 2525 – Juvenile Procedures** –

ADJ 2525 is being deactivated due to historically low enrollments. This course has not been offered in over two years, and it has been canceled the few times it was scheduled because of low enrollment. Dean Klever has approved the deactivation of this course. Because it is an elective course, it will not impact degree or certificate programs.

III. **Program Review & Curriculum Review Calendar** - Attached (Perlas)

At the last meeting, the Curriculum Committee recommended faculty follow the same calendar for course review as the program review calendar. The Program Review Calendar had been updated to incorporate that recommendation and EMS, FIELD, and NC disciplines were added to the Program/Curriculum Review Calendar. Char reported she discussed with Nathan Rexford, and he felt it would be a lot for faculty to complete course and program review at the same time.

After discussion, the Curriculum Committee's recommendation is to have the course review be the spring semester prior to when the Program Review is due. Because CTE is on a 2-year program review cycle, this will mean that CTE will complete course review one year and program review the following year.

As this new process begins, for programs with 2020-2021 Program Review due dates, their courses will be reviewed in 2021-2022. **Char will update the Program & Course Review Calendar and send it to Katie.**

IV. **Submission of Course Outlines from Faculty Outside Discipline** (Perlas)

Char reported that our Administrative Procedure regarding curriculum states that updating curriculum is the purview of the appropriate faculty. She asked for Committee feedback regarding how the Committee feels about faculty outside of the discipline updating curriculum. It was the consensus of the Committee, that we need to try to find a part-time faculty within the discipline. Currently, we cannot negotiate stipends, and that is holding up the updating of curriculum in some areas. The Committee would like to see the issue of not being able to negotiate stipends resolved as soon as possible.

v. **Other**

a. **Area F – CSU GE Checklist**

Michelle Knudsen reported on October 9<sup>th</sup>, she received an email from the Articulation Officer representing Region I regarding a change to CSU GE Breadth that will become effective Fall 2021. The change involves reducing Area D – Social Sciences, US History, Constitution, and American Ideals from 9 units to 6 units (3 to 2 courses), and adding Area F – Ethnic Studies.

For COS this means some curriculum work will need to be done to identify/create/cross-list courses for CSUGE - Area F. Michelle clarified that COS courses cannot just be moved to Area F. They must have a prefix of ETHN or be cross listed in order to be included in CSU Area F. If we have courses with similar SLOs as noted for the CSU Ethnic Studies courses, then we can propose to have them cross listed but this will require them to go through our curriculum process. The deadline for submitting to CSU is February 5, 2020. It was also noted that any ADT's that may be impacted by a change would also need to be updated once the revised/new course is approved.

Michele Korkowski noted she may be able to revise ADJ 1517 to meet the Ethnic Studies SLOs and be included in Area F.

**Next Steps:**

**Katie will communicate this change to faculty.**

Step 1 – Course Review – **Deadline end of this semester in order to meet CSU 2/5/21 deadline.**

Step 2 – GE Checklist Updated

Step 3 – ADT Updated

**b. Course Status in Elumen**

Katie noted that there are currently 36 proposed courses in Elumen and 94 revised courses in process in Elumen. She encouraged those involved in review/approval of workflow processes to review and approve courses in their workflow.

Mark Klever said he cannot access the BA courses currently at the Dean step of the workflow. **Nancy will work with Mark to resolve this issue.**

Nancy also reported that currently Deans are identified with 2 different roles 1) Dean and 2) Division Coordinators. In the future, work flows will be revised so that Deans will only have the Division Coordinator role. Making this change will enable Deans to more effectively manage their Divisions in Elumen.

**VI. Adjournment**

The meeting was adjourned at 3:25 p.m.