

COLLEGE OF THE SISKIYOU

CURRICULUM COMMITTEE MEETING – MEETING NO. 08 -- MINUTES

2:30 p.m., Tuesday, November 3, 2020

ZOOM

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

I. **Approval of Minutes** – October 27, 2020

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

II. **Course Revision for Approval – For DE Addendum Only** (Elwood)

a. **BIO 2200 – General Bio II – Life & Ecology**

- i. Effective Date: Spring 2021
- ii. Submission Rationale: Add DE Addendum

In order to get BIO 2200 included in the Spring 2021 schedule, the course was approved via email last week.

b. **COMS 1300 – Interpersonal Communication**

- i. Effective Date: Spring 2021
- ii. Submission Rationale: Add DE Addendum

It was moved and seconded (Clarke/Knudsen) to **send the COMS 1300 course back** to the originator because there were more than just DE changes to the course. Motion carried unanimously. The originator will be asked to change the submission reason and rationale to note all areas of the course that are being revised.

III. **Course Revision for Approval** (Elwood)

a. **PEMA 1006 – Men’s Varsity Basketball**

- i. Effective Date: Spring 2021
- ii. Submission Rationale: Change to Content
- iii. Changes: Adding 3 unit option

b. **PEMA 1014 – Women’s Varsity Basketball**

- i. Effective Date: Spring 2021
- ii. Submission Rationale: Change to Content
- iii. Changes: Adding 3 unit option

c. **HEA 1009 – Human Sexuality**

- i. Effective Date: Fall 2021
- ii. Submission Rationale: Course Description, Methods of Instruction, Textbook, Other Instructional Methods, SLOs, Add DE Addendum

The basketball classes are usually scheduled for 1.5 units over 2 semesters. Adding the 3-unit option will allow flexibility to offer the courses in one semester when needed. **The Articulation Officer will need to update this change in ASSIST.**

It was moved and seconded (Clarke/Kephart) to approve PEMA 1006, PEMA 1014, and HEA 1009. Motion carried unanimously.

IV. **Program/Certificate Creation (in Elumen) for Approval** (Elwood)

a. **Physical Education**

Faculty in the area worked on getting this program entered in Elumen in Spring 2020 when it was requested that Faculty enter their programs into Elumen. Charlie commented that the process for entering is pretty straightforward.

b. **Computer Science**

This program has too many units for an ADT and **will need to be sent back to originator to revise.**

c. **Game Design Certificate**

Elaine reported that the originator had requested that this **certificate be archived** because some of the courses are not being offered.

After some discussion and the program approval process, Curriculum Committee requested clarification on what their role is in approving programs in general, and particularly in Elumen. When programs are entered into Elumen, will the Curriculum Committee be taking action on them or will they be an information item.

The current workflow in Elumen has the following stages: Originator, Dean, VPI, Curriculum Committee, Curriculum Chair, Curriculum Specialist.

It was noted that programs are considered a “course of study culminating in an award.” For example, in Elumen you would enter 3 separate program workflows for a COS AA, ADT, or a Certificate.

Since there are a number of program workflows that have been in Elumen and many are still at stage 1, the Committee recommended an email be sent to faculty reminding them to check their programs and if they need assistance that there is a video that takes you through the steps of entering programs in Elumen. It was also suggested that Dean’s discuss at their respective area meetings.

V. **Course Deactivation for Information** (Elwood)

a. **GUID 0991 – Career Assessment**

b. **GUID 1001 – Collegiate Orientation**

Michelle Knudsen reported that the full-time faculty counselors, initiated the deactivation of the above courses because they have not been offered in a long time, and at this time, there are no plans to offer them in the near future. This report is for information only.

VI. **Administrative Procedure 4022 – Course Approval** - (Perlas/Elwood) – Documents Attached

Tabled from Mtgs. No. 6 & 7.

VII. **Elumen Option -- 2021-22 COS Catalog – Produced from Elumen**

Tabled from Mtg. 8.

VIII. **Other**

There were no other items.

IX. **Adjournment**

The meeting was adjourned at 3:30 p.m.