COLLEGE OF THE SISKIYOUS

CURRICULUM COMMITTEE MEETING – MEETING NO. 09 -- MINUTES
2:30 p.m., Tuesday, November 10, 2020
ZOOM

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

I.   **Approval of Minutes** – November 3, 2020
     It was moved and seconded (Clarke/Carpentier-Alting) to approve the minutes. Motion
     carried unanimously.

II. **Course Deactivation for Information** (Elwood)
     a. ENGL 0850 – Interim Reading/Writing Skills
     b. ENGL 0870 – Writing Lab
     c. ENGL 0900 – Intro College Reading/Writing
     Effective Date: Spring 2021
     Rationale: Pre-transfer level sequence in English courses are no longer offered
     as per AB 705. Deactivating this course will have no impacts on programs.

     Michelle Knudsen noted that some of the courses above are pre-requisites or
     advisories for other courses. Faculty with courses that will be impacted with this
     change need to be notified. Michelle looked at the catalog and emailed a list to
     the Curriculum Committee. Char and the Deans/Directors will notify faculty of
     the impacted courses.

     If Michelle finds that there are other courses with a similar situation, she will
     provide that information to the Curriculum Committee so instructors can be
     notified of the need to change the pre-requisite or advisory.

III. **Curriculum Committee Role in Program/Certificate Review/Approval** – (Perlas)
     Documents Attached
     BP and AP 4020 were reviewed and the Committee had a discussion of whether or not
     Curriculum Committee needed to review/approve existing programs that are being
     entered into Elumen and whether or not they had purview over new and revised
     programs or deactivating programs. Some faculty indicated they did not feel that
     faculty had a role in approval of new programs which is in conflict with the current
     BP/AP. There was a task force of the Curriculum Committee that discussed this earlier
     this year, and Neil Carpentier-Alting will be bringing their recommendation to
     Instruction Council for consideration.

Other points made:
- Char indicated she would like to at least have the Curriculum Committee review the program level outcomes.
- Michelle Korkowski said if the Curriculum Committee had a role she would see it as ensuring that the courses listed in the programs have been through the required approval process.
- Neil Carpentier-Alting felt reviewing programs would be more of a department chair or dean task.
- Does either the Academic Senate as a whole or Senate Executive Committee need to be included in the review or are the Senate representatives on Curriculum Committee enough?

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

Char reported that the language in our AP 4022 – Course Approval needs to be updated with the recommended CCLC language. There is no hard deadline for getting the revisions completed. The Committee reviewed both documents and provided the following suggested revisions to. The following comments were provided:

i. Under the Criteria for Course Development & Approval – detail out the definitions for the 5 criteria or refer to where the definitions are located.

ii. Under "Process for Course Development and Approval – consider incorporation of a new pre-approval form that would be required to ensure that proposed courses align with the College's mission and does not compete with existing courses. Char will provide some examples of forms that could be used.

iii. IV. Bullet 3: The Curriculum Committee does not approve community services offerings. They are provided for information only.

iv. V. Bullet 4 –Mentions a 3 year review of curriculum, but does not mention that CTE courses are reviewed every 2 years.

v. Include language regarding training that is required and be sure the training gets documented.

vi. FT faculty should be consulted about non-credit courses being added. We should add it to this AP.

vii. Could something be added to allow a Curriclum Committee member to act as originator of a course in order to get the curriculum entered into Elumen until a discipline faculty is hired?

Char will update the AP with the input provided from Curriculum Committee.

V. **New Elumen Features:**
   a. **Activity Log:**

Nancy reported that there will be a new "activity log" feature coming soon to Elumen. It will record who was in the record and when. The Committee had the fllowing questions. Nancy will report back on the answers.
  i. Will the activity log disappear once it's out of the cue.
  ii. Who can see the activity log? Can they see cross departments.
  iii. Does the activity log stay with the change report?

b. **Quick Send Back or Full Send Back**
Nancy reported that there will be a new "quick send back" feature coming soon to Elumen. It will allow certain roles in a workflow to send back a workflow to the originator. Once the correction is made the workflow goes from the originator back to the role that sent it back for correction. This will eliminate the need for the course to go back through all the stages of a workflow again. Think of it like a bommerang. Before this is set up we will need to determine which roles will be allowed to do a quick send back and for what types of revisions.

VI. **Other**
There were no other items.

VII. **Adjournment**
The meeting was adjourned at 3:30 p.m.