

COLLEGE OF THE SISKIYOU

CURRICULUM COMMITTEE MEETING – MEETING NO. 11 -- MINUTES

2:30 p.m., Tuesday, December 1, 2020

ZOOM

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

Absent: Elaine Eldridge

I. **Approval of Minutes** – November 20, 2020

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

II. **Revised Non-Credit Course**

a. BA 0504 -- Communication in the Workplace

i. Effective Date: Spring 2021

ii. Submission Rationale:

1. Add DE Addendum;
2. Change from: 12 to 48 and include in class hours.
3. Change: Non-Credit Course Category from Short-Term Vocational to Workforce Preparation
4. Change Faculty Load from 2 to .33.

b. ESL 0561 – ESL Level I

i. Effective Date: Winter 2021

ii. Submission Rationale:

1. Add DE Addendum

c. BA 0510 – Quickbooks Level 1

i. Effective Date: Spring 2021

ii. Submission Rationale:

1. Add - DE Addendum;
2. Change to variable hours 8 to 6 minimum and 54 to 162 maximum and add out of class hours
3. Faculty Load: from 1 to 2

d. CSCI 0501 – Beginning Computer Skills

i. Effective Date: Spring 2021

ii. Submission Rationale:

1. Add - DE Addendum
2. Add – Out of class hours for minimum hours

3. Add option for maximum hours at 67.5 and associated out of class hours.
- e. OLAD 0511 – Introduction to Computers
 - i. Effective Date: Spring 2021
 - ii. Submission Rationale:
 1. DE Addendum;
 2. Change maximum hours per week from 3 to 3.75 with associated out of class hours.
 3. Add low range hours at 2.5 hours per week with associated out of class hours.
 4. Change faculty load from 3 to 3.75 for the maximum hours.
 - f. OLAD 0534 – Sewing Techniques for Older Adults
 - i. Effective Date: Spring 2021
 - ii. Submission Rationale:
 1. DE Addendum;
 2. Add out of class hours for the minimum hours
 3. Change maximum hours to 54 total with associated out of class hours.

It was moved and seconded (Carpentier-Alting/Kephart) to approve revisions noted on the above courses. The motion carried unanimously.

III. AP 4022 – Course Approval & New Pre-Course Approval Form (attached)

Committee feedback on the proposed Pre-Course Approval Form was to indicate who the completed form is to be submitted to (Dean/Director) and to add that information to AP 4022. Also to be added to the AP will be that the person proposing a new course could expect a response from the Dean/Director within 10 business days. The Committee felt the Pre-Course Approval form did not need to go to the Curriculum Committee because they would see the course when it came through the curriculum approval process.

IV. AP 4260 – Prerequisites and Co-Requisites (attached)

The Committee recommended the following revisions:

- C. – Curriculum Review Process 3)a): replace faculty to full-time faculty in the discipline.
- change department to area where appropriate.
- Identify the areas/departments, where we do not have full-time faculty and identify which full-time faculty could serve as the contact for pre-requisites, co-requisites, advisories, and limitations on enrollment.
- Full-time faculty identified would then, in consultation with part-time faculty in the discipline, be able to provide feedback on anything regarding prerequisites, co-requisites, advisories, and limitations on enrollment.

- Could potentially use the GE pattern areas.
- Committee members commented that it is important to identify the various departments on campus even if we don't have department chairs as this information is needed for various reasons and it keeps coming up as an issue.

Administration will develop a list and then request input/comments from Senate Executive Committee.

V. Other

- a. Number of Courses in Curriculum Review Queue: Katie expressed concern regarding the number of courses in the queue for curriculum review. There are currently 103 total courses in the queue. Course revisions or new courses to be offered in Winter or Spring 2021 will be given priority as agenda items for the next two weeks. Katie will send an email to faculty reminding them if they have a course that needs DE approval for Winter or Spring that they need to get it submitted as soon as possible so that all courses can get required approvals prior to the start of Winter or Spring.
- b. VERTO Education
Char reported that she is working on a new Instructional Services Agreement with VERTO Education. This opportunity was recommended by Shawn Abbott. Details will be presented to Instruction Council at their next meeting.
- c. Phys 1110 – General Physics II: In Elumen this course has a notation that the DE Addendum is only good for Spring 2020 and should be removed after that term. It was approved prior to COVID. The Committee gave permission for Nancy to edit the COR to document that effective 12/2/20, the DE would no longer be temporary and would continue until changed.

VI. Adjournment

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