



COMMITTEE MEETING
Wednesday, February 1, 2017
1:30-4:30 p.m.
Room 611 Lab

DISCUSSION MINUTES

Voting Members Present:

Guy Dadson, Natural Science
John Ison, Humanities
Kelly Nelson-Wright, Social Science
Nahrin Hinaro, Counseling/Std Svcs
David Brown, Library

Frank Guthrie, Fine Arts
Gary Graves, Business/CIS
Cindy Zarske, Math/CSCI
Jay Seidel, Tech. & Eng
Sean Sheil, PE

Resource Members Present:

Jennifer Combs, Curriculum Chair
Scott Lee, Articulation
Laurie Triefenbach, Catlg/Sched Coord
Doug Benoit, Dean Bus/CIS

Rachel Roschel, Curriculum
Nicol Tushla, Admission & Records
Mark Greenhalgh, Dean Math/CSCI

Members Absent: Stewart Kimura/Matriculation, Jose Ramon VPI, AS Student Rep

I. Approval of Minutes:

- a. *November 16, 2016
 - i. Discussion Minutes
 - ii. Proposal Minutes
 - b. *November 30, 2016
 - i. Discussion Minutes
 - ii. Proposal Minutes
 - c. **December 7, 2016**
 - i. **meeting cancelled**
- Tabled to next meeting

II. Approval of Agenda:

- MSU Approved

III. Curriculum Correction/Fast-Track Approvals:

- a. ART 115 F:
 - i. Add FSA code M40- Commercial Art
 - MSU approved starting effective Spring 2016
- b. BUS 061 F:
 - i. Correction to Grading options to Pass/No Pass for Spring 2017 only. Course deleted effective fall 2017.
 - MSU approved starting effective Spring 2017 only.
- c. ESL 076 F and ESL 078 F:
 - i. Correct MDB from "Degree Applicable" to "Non Degree Applicable"
 - ii. Update Cnet, Banner, Catalog and State.
 - MSU approved starting effective Fall 2015.
- d. Families in Banner and how it works - Questions and changes to Art History:
 - i. Students are limited to 4 "takes" in any set of applied or activity courses (typically labs) that are not otherwise eligible for repeatability. This does not apply to academic theory/discipline content based lecture courses. Lecture courses in a subject area are not held to the 4 take limit, in fact majors are created from 18 or more units of courses in a subject area. Thus Art History does not require families. Existing "families" should be reviewed to determine if they are appropriate given course type.

- MSU approved – Art History families will be eliminated immediately.
- Chair requested a list of families from Catalog/Schedule Coordinator for Curriculum Committee review, Corrections to be reported to A & R.

IV. Proposal Approvals:

- a. *Curriculum Proposal Agenda-*handout*
 - Please refer to handout titled “*Curriculum Proposal Minutes*” for details on approvals.

V. Approval of SLOA's

- a. ACCT 201AF
 - i. Describe the role of accounting and identify the primary external users of accounting information with an in-depth discussion of available accounting standards for revenue and expense recognition.
 - ii. Prepare, comprehend and analyze the basic accounting financial statements: Income Statement, Retained Earnings Statement, Balance Sheet, Statement of Cash Flows and the related notes to the financial statements.
 - iii. Identify options available for revenue/receivable, cash cycle.
 - iv. Identify options available for inventory valuations and implement the lower of cost or market principle for financial statement valuations.
 - v. Determine appropriate debt write off analysis procedures for use in necessary write downs of bad debts.
 - vi. Describe and account for asset acquisition and utilization and retirement.
- b. ACCT 201BF
 - i. Identify a capital vs. operating leases and prepare the appropriate accounting treatment for each.
 - ii. Differentiate between derivatives and contingencies for appropriate accounting.
 - iii. Calculate and understand earning per share computations.
 - iv. Prepare, comprehend and analyze in depth a Statement of Cash Flows.
 - v. Prepare analysis of financial statements to determine the solvency and efficiency of a business unit.
 - MSU approved SLO's for ACCT 201AF and ACCT 201BF.

VI. *Curriculum Clean-Up List- Carol Dumas/District-updated handout

- a. Rep review, input and approval
 - i. Added ENGR 203LF pg. 11
 - a. Effective term correction to Board agenda from 2016 to 2017
 - ii. Added JOUR 199 F pg. 13
 - a. Effective term correction to Board agenda from 2018 to 2017
 - MSU Approved Complete Clean-Up List with items a. i and ii.
 - Moving forward for approval to DCCC, BOT and State.

VII. Announcements/Informational Items From Chair:

- a. 2017 Approval Process Status Report
 - Chair reported to committee all courses for Fall 2017 (over 247 courses) have been state approved with the exception of COUN 161 F due to technical issues. Resubmitted and waiting for approval.
- b. State Inventory System- COCI (version 2) Update:
 - i. CCCCCO transition to new curriculum system in progress
 - Chair reported the state transition timelines from the old system to their new system have been not confirmed at this time.
 - ii. Auto-Approval of courses in effect and streamlining of program review process underway
 - The state sent a memo out to colleges explaining that with their new system all courses substantial (major) or non-substantial (minor) will be on an auto approval system.
- c. Accreditation Support:
 - i. Specific Requests for Curriculum Committee documentation
 - ii. Curriculum Handbook updates

- Chair will keep committee posted.
- d. Spring planning
 - Chair encouraged reps to encourage faculty to stay on top of 2018 proposals.
 - Committee discussed revisiting “deadlines” and “target dates” for 2019.
- e. Other...

VIII. Technical Review Clarification/Updates: Cindy Zarske, Tech Review Chair

- a. Six-Year Review Status/Accreditation Report -2 *handouts (courses and programs)*
 - i. Reps review documents, send corrections to Cindy
 - Technical Review Chair will assist faculty with any edits (CFI's) during the approval process for 2018.
 - ii. Reps follow up on overdue items “in progress/copied” and “needs review”
- b. Six-Year Review Cycle – departments up for review – *handout*
 - In March, Rachel will pull a CurricUNET report of active file dates. Rachel, chair, and TRC will check status and possibly adjust six-year review schedule.
- c. Missing SLOs –*handout*
 - Technical Review Chair reported the programs and courses that still need SLOA's in CNET and approval on the handout.
 - She suggested to bring them to committee for approval to the next meeting.
- d. *New plan for Course Deletion/Title Revision/Unit Revision impacts (Div. A impacts Div. B) – *handout*
 - TRC presented new plan to handle program impacts for 2018 proposals (see handout)
- e. Reminder about keeping up with Tech Review
 - TRC asked committee to review their queues in CNET for Technical Review.
 - TRC asked that we change terminology from “pre-launch/launch *deadline*” to “pre-launch/launch *target date*,” and reserve the term “deadline” for curriculum committee, DCCC, and Board approval deadlines.

II. Curriculum Policies and Procedures

- a. TBD during meeting
 - See details item VIII for process changes.

III. Old Business: (includes return and/or ongoing curriculum issues):

- a. Internship Hours: “Cooperative Work Experience”= 60 unpaid or 75 paid hours per unit- on MDB
- b. Online Instruction: Regular and Effective Contact: Department/Division Practices, DEAC updates
- c. Technical Review Chair – Term Length

Next Curriculum Committee meeting Wednesday, February 15, 2017 at 1:30 p.m. in room 324.