



COMMITTEE MEETING
Wednesday, February 15, 2017
1:30-4:30 p.m.
Room 324

DISCUSSION MINUTES

Voting Members Present:

Guy Dadson, Natural Science
John Ison, Humanities
Cindy Zarske, Math/CSCI, Technical Review Chair
Jay Seidel, Tech. & Eng

Frank Guthrie, Fine Arts
Kelly Nelson-Wright, Social Science
David Brown, Library

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
Jose Ramon VPI

Members Absent: Stewart Kimura/Matriculation, Nahrin Hinaro, Counseling/Std Srvs, Gary Graves, Business/CIS, Sean Sheil, PE, AS Student

I. Approval of Minutes:

- a. *November 16, 2016
 - i. Discussion Minutes
 - ii. Proposal Minutes
 - MS Approved with changes
- b. *November 30, 2016
 - i. Discussion Minutes
 - ii. Proposal Minutes
 - MS Approved with changes
- c. **December 7, 2016**
 - i. **meeting cancelled**
- d. *February 1, 2017
 - i. Discussion Minutes
 - ii. Proposal Minutes
 - MS Approved with changes

II. Approval of Agenda:

- MS Approved with changes to add item III. c. ART 191 F -> ART 209 F course number change.

III. Curriculum Correction/Fast-Track Approvals:

- a. ESL 036 F:
 - i. MIS Error, correction to Cnet and Banner. Basic Skills from “No” to “Yes- Basic Skills”. To align with state and division.
 - MSU approved
- b. ART 277 F:
 - i. MIS Error, correction to Cnet. SAMS Code to “E Non-Occupational”
 - MSU Approved
- c. ART 191 F -> ART 209 F Number change. Course number already in use.
 - MSU Approved- Adding to agendas for March DCCC->April BOT ->State for approval.

IV. Proposal Approvals:

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

V. *Fine Arts Families Remove as Families: Jennifer Combs-handouts

- a. ART: Art History/Art Appreciation (Limit 4)
 - ART 110 F Introduction to Art
 - ART 112 F Ancient to Medieval Art
 - ART 113 F Renaissance to Modern
 - ART 114 F Impressionism to Present
 - ART 116 F Art Of Mexico
 - ART 117 F American Art
 - ART 212 F Asian Art
 - ART 213 F Pre-Columbian Art
 - b. MUS: Music Appreciation and Music History (Limit 4)
 - MUS 113 Jazz History: An Appreciation
 - MUS 116 Music Appreciation
 - MUS 118 Introduction to Opera
 - MUS 119 History of Rock Music
 - MUS 120 Survey of Music History
 - MUS 196 Honors Creative Arts
 - c. THEA: Theatre Education Family (Limit 4)
 - THEA 100F Introduction To The Theatre
 - THEA 105F Musical Theatre History
 - THEA 108F Multicultural Perspect In American Theatre
 - THEA 196HF Honors Creative Arts
- MSU approved all of item V. remove as families in Banner.

VI. Approval of SLOA's

- a. Web Scripting Skills Certificate being replaced with Web Design Skills Certificate:
 - i. Demonstrate proficiency in one or more common Business/Web Design Software programs.
 - ii. Demonstrate an understanding of common web design and computer technology related terms.
 - iii. Demonstrate ability to create a website using Business/Web Design Software programs.
 - b. Commercial Music Associate in Arts Degree
 - i. Technology-
 - a. Demonstrate a working knowledge of the specific music and sound creation, recording, and production technologies used in today's music productions.
 - b. Students need to become familiar enough with music technology so it becomes a valuable tool in their creative process and production
 - ii. Production and Performance
 - a. Demonstrate the ability to identify and create the different components of the music production and performance process as it relates to a given music production or performance idiom or genre using current Digital Audio Workstations like Logic Pro, Protools, Ableton Live and Cubase.
 - iii. Application-
 - a. Demonstrate the ability to apply various production, performance and business skills necessary to create commercially viable music projects from conception to completion, as well as knowing how to protect intellectual property through registration with the Library of Congress
- Tabled all SLOs- divisions' need to review for appropriate verbs, and incorporate areas in outcomes.
- Recommended to be effective Spring 2017.

VII. Curriculum and Tech Review Chair Terms:

- MSU approved to revise the term length for Curriculum Chair from two years to three years.
- Chair will take recommended change to Faculty Senate for approval.
- MSU approved for Technical Review Chair to be a three year term overlapping but not the same as the Curriculum Chair position.
- MSU approved to extend Cindy Zarske's current term from one to three years.
- Terms as follows:
 - Chair starting Fall 2017 to Spring 2020 (three year term)
 - Technical Review Chair starting Fall 2016 to Spring 2019 (3three year term)

VIII. Listing Field Trips Not Part of Class Time on Schedules:

- Committee discussed importance of notifying students of class requirements outside of scheduled class times in the class schedule. Divisions should include term and section specific details of field trips etc. in the "Comment" line field in Banner (not required Cnet) when scheduling. These fields will be included when the schedule "rolls" so the scheduler can request updated information from Faculty each term (*adding to Curriculum Policies and Procedures*).

IX. *Pass Along Policy Proposals Part A and C: Scott Lee-handout

- Tabled- Scott Lee will work on this and bring back it to committee for review and consideration.

X. Announcements/Informational Items From Chair:

- a. Updates
 - Chair reported no new information from the state about when the new system will be launched so we can start submitting programs.
- b. Examples for Accreditation report
 - Chair reported on examples needed and expects additional inquires while the report is being completed.
- c. Other...

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

- a. Updated Six-Year Review Status/Accreditation Report -2 *handouts (courses and programs)*
 - i. Reps follow up on items for 2018 "in progress" – keep them on track
 - ii. Overdue items "in development" (copied but not pre-launched) or "needs review" – try to get them going soon for 2019
 - iii. Goal is to have everything up to date by 2019.
 - TRC explained the purpose of the Six Year Review Report and status.
- b. Missing SLOs -*handout* – reps send missing SLOs to Rachel for CC approval ASAP
 - TRC requested reps assist their faculty with SLOs for the last few courses and programs.
- c. Reminder about keeping up with Tech Review/Tech Review Queue Status
- d. Ensure proper review of PROPOSAL TYPES field in Basic Course Information boxes checked appropriately in Cnet. Affecting state submissions. The following are considered a major revision at the state.
 - i. TOPS Code
 - ii. SAMS Code
 - iii. Course Credit Status
 - "D-Degree Applicable"
 - "C- Not Degree Applicable"
 - iv. Units
 - v. Basic Skills Status
 - vi. Level of Basic Skills "Prior to College Level"
 - vii. Noncredit (if applicable)
 - Chair asked committee to be mindful of ensuring PROPOSAL TYPES in CNET are marked accordingly and explained how it affects submissions to the state and reporting for the campus.

II. Curriculum Policies and Procedures

➤ New Curriculum Process:

- Divisions should include term and section specific details of field trips etc. in the “Comment” line field in Banner (not required Cnet) when scheduling. These fields will be included when the schedule “rolls” so the scheduler can request updated information from Faculty each term.
- Once it’s in Banner, the information should roll over for the following semester automatically.

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

- a. Online Instruction: Regular and Effective Contact: Department/Division Practices, DEAC updates

Next Curriculum Committee meeting Wednesday, March 1, 2017 at 1:30 p.m. in Faculty Lounge.