



COMMITTEE MEETING
Wednesday, October 5, 2016
1:30-4:30 p.m.
Faculty Lounge Room 1246

DISCUSSION MINUTES

Voting Members Present:

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

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

Resource Members Present:

Jennifer Combs, Curriculum Chair
Scott Lee, Articulation
Laurie Triefenbach, Catlg/Sched Coord

Rachel Roschel, Curriculum
Nicol Tushla, Admission & Records

Members Absent: Stewart Kimura/Matriculation, Doug Benoit, Dean Bus/CIS, Mark Greenhalgh, Dean Math/CSCI, Jose Ramon, VPI

Guest: Patricia Limon, Admissions and Records

I. Approval of Minutes:

- a. *September 21, 2016
 - i. Discussion Minutes
 - MSU Approved
 - ii. Proposal Minutes
 - MSU Approved

II. Approval of Agenda:

- MSU Approved

III. Curriculum Correction/Fast-Track Approvals:

- a. Paralegal Studies Certificate- move PLEG 216 F from Required courses to Restricted electives
 - i. Required courses revised from 24 to 21 units
 - ii. Restricted courses revised from 6 to 9 units
 - MSU Approved
- b. Paralegal Studies Associate in Science Degree
 - i. Required courses revised from 24 to 21 units
 - ii. Restricted courses revised from 3 to 6 units
 - MSU Approved
- c. Computer Science Degree- Program outline layout.
 - MSU Approved- Program outline has been updated to reflect "Required" and "Restricted Electives." See CurricUNET for details.
 - New process for all programs to ensure all have to differentiate from "Required" courses to "Restricted" in program outline (exception of ADTs). See item VIII of minutes for new process details.
- d. *SLOA's Approval
 - i. PE 180 F- update Outcomes
 - 1. Demonstrate knowledge of baseball rules and strategy
 - 2. Demonstrate basic fundamentals of baseball, including: hitting, fielding, bunting and base running.
 - MSU Approved

- e. Fast Track Request Forms Approval
 - i. SPCH to COMM. Proposals are all at level 6 for CC approval-**handout**
 - MSU Approved. See “Proposal Minutes” for details.
 - ii. ETHS Program Updates for new courses/deletions - **handout**
 - MS Approved.
 - iii. FASH Titles:
 - 1. FASH program updates needed for FASH 201, 202, 206, 242, 297
 - MSU Approved. See “Proposal Minutes” for details. Verify programs proposal prelaunched in cnet with changes FY 2017
 - iv. PE Titles- Kinesiology AA-T updates needed for PE 117, 181
 - MSU Approved. Verify programs proposal prelaunched in cnet with changes FY 2017
 - v. BIOL 190LF Textbook update for UC
 - MSU Approved.
 - vi. COUN 141 FSA revision- add A62 effective Spring 2017
 - MSU Approved.
 - vii. BUS 266 Fast Track, **handout**
 - MSU Approved. Verify program proposals prelaunched in cnet with changes FY 2017

IV. Proposal Approvals:

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

V. Announcements/Informational Items From Chair:

- a. Updates, Status Reports, etc.
 - Tabled to 10-19-2016 Meeting
- b. Accreditation Support:
 - i. Evidence Extravaganza Shopping List – **handout 9-21-16 meeting**
 - ii. Specific Requests for Curriculum Committee documentation
 - iii. Curriculum Handbook updates
 - iv. Submission of Agendas, Minutes, and supporting documentation to OIRP
 - v. ACCJC Questions regarding DE
 - Ongoing efforts will continue to locate documents/evidence, update at 10-19-2016 Meeting
 - Chair asked reps to email her with good examples of the evidence Accreditation Teams are requesting.

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

- a. *Using "Any course from . . ." in a program (example, Manufacturing Technology AS)
 - Committee discussed and agreed all programs will include complete list of all courses, including prefix and number for each. Please see item VIII for details.
- b. Other...

VII. *Proposal to Add Study Abroad Program participation as alternative method of satisfying Multicultural Graduation Requirement-handout

- Tabled to 10-19-2019 meeting

VIII. Curriculum Policies and Procedures

- New process for FC curriculum. No quick references are acceptable, such as “Any course from...” All programs will list every course students could use to meet requirements in all program outlines starting with 2018 proposals in CNET.
 - **MSU Approved**
- New process for FC Curriculum to ensure all programs (exceptions ADT’s only) indicate the differences from the “Required” courses to the “Restricted Electives” in each program outline for consistency, and for preparation for state submission and approval, starting with 2018 proposals in CNET.
 - **MSU Approved**

- New process for FC curriculum. All honors courses will be included in all program proposals starting with 2018 proposals in CNET. Articulation office will review and check for these at level 2.75. If proposal does not include all relevant honors courses, Articulation officer will not take the action 'RECOMMENDED CHANGES' but will include a comment about what addition(s) are needed with his approval. Technical Review Chair will review at level 2.9 to ensure comment was addressed.

- **MSU Approved**

IX. 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. Online Catalog formatting proposal
- d. LAOCRC and/or State Forms need to be attached in CNET Approval Process- Rachel
- e. Technical Review Chair- Term length and election for 10-19-2016 meeting
- f. Program Description sentence "*A minimum grade of C is required in each course taken*"
Used for certificates but not most AA/AS degrees? Should the sentence be required for certificate descriptions, or can it be optional?
 - Committee decided to continue including this sentence "*A minimum grade of C is required in each course taken*" in certificate descriptions.

Next Curriculum Committee meeting Wednesday, October 19, 2016 at 1:30 p.m. in room 1246 Faculty Lounge.