



COMMITTEE MEETING
Wednesday, November 30, 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
Jay Seidel, Tech. & Eng
Sean Sheil, PE

Resource Members Present:

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

Rachel Roschel, Curriculum
Nicol Tushla, Admission & Records
Mark Greenhalgh, Dean Math/CSCI
Franklin Buena, AS Student

Members Absent: Stewart Kimura/Matriculation

I. Approval of Minutes:

- a. *November 16, 2016
 - i. Discussion Minutes
 - ii. Proposal Minutes

➤ Tabled

II. Approval of Agenda:

- MSU Approved

III. Curriculum Correction/Fast-Track Approvals FY 2017:

- a. BUS 298 F- add FSA Code A05-Accounting, for summer course taught by one of ACCT instructors. Effective summer 2017.

➤ MSU Approved

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. RE 298 F

Outcome: Use a working vocabulary of topic-related real estate industry terminology.
Assessment: Common questions or problems.

Outcome: Apply real estate sales/business principles to formulate a strategy for success in the topic-related area.

Assessment: Essay/writing assignment assessed against a department standard.

➤ MSU Approved Fall 2016

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

- a. Rep review and input (on handout from 11-16-2016)

➤ Chair asked the committee to review and provide input at the next meeting
➤ Once CC approved, the list will move forward to DCCC and BOT for approval.

VII. Announcements/Informational Items From Chair:

- a. Accreditation Support:
 - Chair explained that additional requests for documentation may come from the Accreditation Team and asked the committee to keep an eye on email in case assistance is needed.
- b. Spring planning
 - Chair announced that she would be working on planning with Cindy and Rachel and invited the committee to email suggestions for processing curriculum in the Spring semester.
- c. Other...

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

- a. Update on six-year review status report for accreditation
 - Technical Review Chair is working with departments to complete the six year review process.
- b. *State Narratives- Samples of template handouts Q&A
 - Tabled
- c. Other-
 - Reminder that shell courses without specific content (e.g. "Content varies") are no longer permitted by the State Chancellor's Office. All courses need to follow our guideline of approx. ½ page of content per unit, all fields in CNET must be complete for all courses, and courses must be state approved before they may be offered.

II. Curriculum Policies and Procedures

- a. TBD during meeting

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. Proposal to Add Study Abroad Program participation as alternative method of satisfying Multicultural Graduation Requirement-*handout*
- d. Technical Review Chair- Term length

Next Curriculum Committee meeting Wednesday, December 7, 2016 at 1:30 p.m. in room 1246 Faculty Lounge.