

**Curriculum Committee Meeting**

Wednesday, September 20, 2017

1:30 - 4:30 pm @ Faculty Lounge

# **Discussion Minutes**

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| **Voting Members Present:** | **Resource Members Present:** | **Absent Members:** |
| Kelly Nelson-Wright, *Social Sciences* | Laurie Triefenbach | José Ramón Núñez, *VPI* |
| Gary Graves, *Business / CIS* | Mark Greenhalgh, *Dean Math / CIS* | Steward Kimura, *Matriculation* |
| Jary Seidel, *Technology & Engineering* | Scott Lee, *Articulation* | *AS Student REP* |
| Cindy Zarske, *Tech. Review Chair* | Jennifer Combs, *Chairperson* |  |
| David Brown, *Library* | Doug Benoit, *Dean Business/CIS* |  |
| Frank Guthrie, *Fine Arts* | Marwin Luminarias, *Curriculum* |  |
| George Bonnand, *CTE* | **Guests:** |  |
| Nicol Tushla, *A&R* | Kevin Tran, *Counseling* |  |
| John Ison, *Humanities* |  |  |
| Sean Sheil, *PE* |  |  |
| Guy Dadson, *Natural Sciences* |  |  |

1. **Approval of Agenda**  **MSU**
2. **Approval of Minutes** 
   1. **September 6, 2017 MSU**
      1. Discussion Minutes (attachment)
      2. Proposal Minutes (attachment)
   2. **May 17, 2017 MSU**
      1. Discussion Minutes (attachment)
      2. Proposal Minutes (attachment)
   3. **August 30, 2017 MSU**
      1. Discussion Minutes (attachment)
3. **Curriculum Correction / Fast-Track Approvals**
   1. ETHS 235 F - reapproval for course title, catalog description, and course content

**Tabled –** changes need to be entered in Cnet before approval.

Tech Review Chair Cindy Zarske noted that CI report does not reflect new courses and degrees since there are no active files.

1. **Proposal Approvals: see Proposal Minutes for September 20, 2017**
   1. Curriculum Proposal Agenda (September 20, 2017)
2. **Announcements/Informational Items:** (Jennifer Combs, *Curriculum Committee Chairperson*)
   1. Updatesi) J. Combs explained the deadlines for curriculum approval steps. Proposals should be moving out of Technical Review to stay on track for 2018. The October 18 Curriculum Committee meeting is the target date to make the DCCC agenda. Any 2018 proposals not in Tech Review by 9/16/17 will need the effective date changed to Fall 2019. Any/all exceptions proposed as critical fast-tracks need to be approved by J. Combs.
   2. Applied music courses need to be revised for 2018, per VPI. These will need special handling to meet deadlines.
   3. 2017-2018 Approval Process
      1. There was discussion about the need to get proposals through Tech Review by next week
      2. Items must be on the Agenda for October 4 and October 18 meetings.
   4. **CourseLeaf CIM Demo for Committee**

J. Combs reported that NOCCCD is bringing vendors from out of state. So arranging everyone to meet in a central location makes sense. Cypress, Fullerton, NOCE, and DCCC members are invited for 2:00 pm presentation on November 29, 2017 @ NOCCCD. Room TBD.

1. **Curriculum Handbook** (J. Combs)

J. Combs reported that a computer crash caused her to lose her newest draft. She will complete a draft to be posted on the Curriculum website in time for the Accreditation visit.

1. **Technical Review Clarification/Updates:** (Cindy Zarske, *Tech Review Chair*)

CZ thanked the committee for all their hard work reviewing and approving last minute proposals. She reiterated that the proposals in the list she emailed will be moved out of Technical Review tomorrow by ML. Division Reps should communicate with originators so that they can take action by Monday. CZ will make recommended changes as needed. Then CZ will email a list of absolute-last-minute-crisis proposals for 2018.

1. **“Fast Track” Guidelines** (J. Combs)

Since we are so close to 2018 deadlines, only dire emergencies will be considered.

1. **Distance Ed Contact Types Screen – updated guidelines** (J. Combs)

J. Combs started discussion about the contact types required by Distance Ed guidelines. “Regular effective contact” includes interaction between students. **Added** new fields and edited the “Help” text.

1. **Program Narratives**

There was discussion on the practice of requiring originators to post narratives for all program proposals during technical review. The committee decided to change our practice regarding the narrative requirement:

**To be posted by technical review:**

* New CTE Certificates - LAOCRC documents
* New ADTs – TMC Template

**To be posted before launch:**

* New AA/AS Degrees, New ADTs and New Certificates – State Narrative Forms
* Skills Certificates – no documents are required
* Program Revisions – originators are not required to complete narratives during the review process. Marwin agreed to fill in the narratives for program revisions prior to state submission, and to work with division reps if there are questions or the workload becomes too heavy.

Cindy will update the CNET review guide with the above and send it to reps and reviewers.

1. **Curriculum Policies and Procedures:** 
   1. Originators are not required to attach narratives to program revision proposals
   2. For new program proposals, narrative requirements are:
   3. To be posted by technical review:
   4. New CTE Certificates - LAOCRC documents
   5. New ADTs – TMC Template
   6. To be posted before launch:
   7. New AA/AS Degrees, New ADTs and New Certificates – State Narrative Forms