

**Curriculum Committee Meeting**

Wednesday, August 30, 2017

1:30 - 4:30 pm @ Lab 611

**Discussion Agenda - Training Meeting**

1. **Approval of Agenda**
2. **Approval of Minutes** 
   1. **May 17, 2017** 
      * Discussion Minutes (attachment)
      * Proposal Minutes (attachment)

Tabled by the Chair without objection.

1. **Curriculum Correction / Fast-Track Approvals** (September 6, 2017)
2. **Proposal Approvals:**
   1. Curriculum Proposal Agenda (September 6, 2017)
3. **Announcements/Informational Items:** (Jennifer Combs, *Curriculum Committee Chairperson*)
   1. Updates

JC will forward email from M. Mangan about preparing for Accreditation.

* 1. 2017-2018 Approval Process

Timeline: needs to be in COCI 2.0 by January for approval by 2018 catalog.

Proposals need to be past Tech Review **before Sept 4, 2017**

October 5th CC meeting is the target date, with October 18th as CC approval deadline.

**Deadline is Nov DCCC meeting to make December BOT meeting**

JC clarified that the launch deadline has passed; but CC will try their best to process what we can.

CC will not encourage people to *prelaunch* proposals for 2018. Nor will we encourage “fast track” requests unless it’s a dire emergency that will harm students (e.g. program impacts not caught during Tech. Rev, etc.)

CC will discuss changes to “fast track” in the coming meetings.

* 1. Calendar of meeting dates for 2017-2018 from 1:30-4:30pm in Faculty Lounge
     + September 6th, 20th, 2017
     + October 4th, 18th
     + November 1st, 15th, 29th
     + December 6th
     + January 31st (5th Wed), 2018
     + February 7th, 21st
     + March 7th, 21st
     + April 4th, 18th
     + May 2nd, 16th
  2. Curriculum Handbook

Planning to add to Sept 6 Agenda. Handbook will have links to documents on the curriculum website where we can edit and revise as needed.

* 1. CourseLeaf CIM Demo for Committee

Deborah Ludford @ NOCCCD offered to setup Nov 29, 2017 at the District with everyone, including Cypress and NOCE. Combs will inquire about the details. Potential to start at 2:00 pm instead or maybe get a demo at FC before meeting with everyone to discuss as a district. FC do not want to pilot a new system. The CC appeared willing to drive to the District for a big demo.

* 1. Status of new COCI 2.0 (Luminarias)

ML summarized the issues and intended fixes to the COCI 2.0

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

CZ thanked everyone for their hard work and recognized the difficulty of the committee’s work.

CZ asked everyone to contact her directly but no longer CC her on all things curriculum.

1. **Curriculum Division Rep Duties** (Zarske, attachment)
   1. Discussion of Duties
   2. Six-Year Review and Tracking Documents (attachments)
      * Active file eff date 2012 or before – should be in progress now FY 2018
      * Active file eff date 2013 – should be planning for six-year review in 2017-18 (FY 2019)
      * Six-Year Review schedule (handout) – review entire discipline together if that works best

Cindy referred division reps to the tracking documents as our top priority in planning six-year review.

1. **CNET Responsibilities & Process** (Zarske, attachment)
   1. Proposal regarding PE and Tech/ Eng. Rep priorities for 2017-2018
   2. CNET REVIEW TEAMS HANDOUT - proposed individual assignments, team feedback
   3. SAMPLE REVIEW - Level 2.8 and Level 6 using the CNET review guide

Committee agreed to excuse Bonnand and Sheil from general technical review to allow them to focus on six-year review catch-up for their divisions.

CZ went through CNET screen by screen to demonstrate technical review at Level 2.8

1. **Working Session for teams to work together in CNET**
   1. Review proposals in teams
   2. Confirm or adjust individual assignments within teams

CNET Teams worked together to start on their approval lists.

1. **Curriculum Policies and Procedures:** 
   1. TBD during meeting