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Curriculum Committee Meeting

Friday, January 29, 2016

Tower (Room T-850), 1:00 PM—3:00 PM

Present: Anne Agard\*; Iolani Sodhy-Gereben\*; Laura Bollentino\*; John Reager\*; Vina Cera\*; Phillippa Caldeira\*; Daniela Nikolaeva Pachtrapanska\*; Peter Brown\*; Donald Moore\*; Laura Gomez-Contreras\*; Steven Zetlan\*; Lilia Celhay\*; Pinar Alscher\*; Rebecca Bailey\*; Derek Lee; Meryl Siegal\*; Denise Richardson;

Absent: Chris Brown\*; Heather Sisneros\*; Peter Crabtree; Mildred Lewis; Chuen-Rong Chan; Phoumy Sayavong;

**Guests:** Myron Franklin (WDTEC); Rosendo Del Toro Solris (WDTEC); Amy Bohorquez; Karl Seelbach (CARP); Merylin Whalen (VPIE)

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| **AGENDA ITEM** | **SUMMARY OF DISCUSSION and DECISIONS** | **FOLLOW UP ACTION and RESPONSIBLE PARTY** |
| **I. CALL TO ORDER** | 1:00 Public Announcements   * Introduction of members |  |
| **II. APPROVAL OF MEETING MINUTES** | 1:10 Approval of minutes   * Dec meeting approved   Still missing Nov 6’s notes | 1st Vina  2nd Peter  uni  Annie will follow up with Nov 6 notes. |
| **III. META** | 1:15   * Go over how to approve in META |  |
| **III. ITEMS: Programs and Courses** | 1:20-1:35 Myron Franklin, Karl Seelbach, and Rosendo Del Toro Solris   * CARP 223 CAL-OSHA 30-Hour Construction Industry Training * CARP 206 High Performance Building * WDTEC 040 Computer-Assisted Machining Techniques in the Cabinet-Making Industry | CARP 223—new course; similar to E/ET; WDTEC; AO requests need to change title “for [dept]”; WDTEC; E/ET; CARP  1st Laura  2nd Donald  Peter; Phillipa, Pinar verbally voted  Uni  Chair approved (approved by whole committee verbally)  CARP 206—change description to match PCCD language; SLOs  1st  Iolani  2nd Vina  Peter; Phillipa, Pinar verbally voted  uni  WDTEC 040—new course  1st Laura  2nd Peter  Peter; Phillipa, Pinar verbally voted  uni |
|  | 1:35-1:50 Rebecca Bailey and Amy Bohorquez   * BIOL 002 Human Anatomy * BIOL 004 Human Physiology * BIOL 010 Introduction to Biology | BIOL 002—nc; course content; SLOs, textbook; C-ID  BIOL 004-- nc; course content; SLOs, textbook; C-ID  1st Laura  2nd Donald  Peter; Phillipa, Pinar verbally voted  Uni  BIOL 010—nc; course content; textbook; SLOs  1st Daniela  2nd Pinar  Peter; Phillipa, Pinar verbally voted  Uni |
|  | 1:50-2:00 Anne Agard   * ESL 205A Vocabulary and Idioms in Context 3 * ESL 205B Vocabulary and Word Analysis in Context 4 | ESL 205A—changing title, description, to match other schools  ESL 205B-- changing title, description, to match other schools  1st Donald  2nd Laura  Peter; Phillipa, Pinar verbally voted  uni |
| **IV. Discussion and Action** | 2:00-2:05 Amy   * Approve direct deactivation of experimental course shells numbered 048, 248 and 348 which have not been used within the past three years. The committee will vote on whether to allow these deactivations to bypass the usual local cycle and be sent directly to CIPD.   Resolution: deactivate any experimental courses after 3 years after it has been approved at State. Send straight to CIPD. | 1st Peter  2nd Steve  Peter; Phillipa, Pinar verbally voted  uni |
| **V. Discussion** | 2:05-2:30   * Draft of checklist for committee members to use when reviewing proposals prior to committee.   Annie created a video in lieu of creating a written list.  Suggestion to also have a written version to offer people multiple ways of information  No training for new members; listing of responsibilities and training; need to create it.  Amy—1st day meeting slides; new members were part of the tech committee required as a way to learn aspects of the COR; there but needs to be utilized; suggestion to do a training; standardized; 1st meeting of the year?  Peer mentoring really for outside committee members; issue is training for committee members  Training before next meeting Feb 5  Donald—useful to know want other members do; 30min to1hr sessions  Laura –doing training with tech reviewers.  Get VPI to get committee members a copy of district PCAH  Statewide academic website (ASCCC) has useful resources-- <http://www.asccc.org/> |  |
| **VI. Discussion and scheduling** | 2:30-3:00   * Curricucamp sign in sheet * Curriculum Review   Group A strategy  Pinar—tech reviewers during program review, did the dept have a plan that makes sense, small chunks divide over 3 years.  Discussion of how to get people to update curriculum  Peers vs admins; how to organize meetings  Note issues/plans as part of curriculum agenda  Agenda, a couple of hints i.e., textbook  Present issue at dept chair meeting  Write down steps, participants, to present to dept chair  Everyone in review should come to committee (no matter the level of updating/review)  Small committee; advisory; chair and dean should be required   * Tech review meetings and peer mentor joint meeting   30 mins/1hr before cc mtgs  Noon on Fridays  Articulation Feb 19th  Amy Feb 5th  Mentor training March 4th   * New approval process   Move dept chair up  Move tech to 3  Dean to 4   * Strategies for addressing “stuck” proposals   skipped | Curriculum Review:  Rebecca/Vina will present at dept chair meeting  Small group meetings will be scheduled with members of Group A to include combination of curriculum chairs, deans, tech reviewer/faculty mentor, curriculum specialist, AO, etc as needed.  Topics for upcoming training meetings:  Amy (1st day training)—Feb 5th  Laura (articulation)—Feb 19th  Annie (mentoring training)—March 4th  New approval process  Uni approved |
| **VI. ADJOURNMENT** |  |  |