**Curriculum Committee Meeting 1-30-15**

Attendance: Anne Agard; Vina Cera; Iolani Sodhy-Gereben; Lilia Celhay; Phillipa Caldeira; Laura Bollentino; Laura Gomez-Contreras; Pinar Alscher; Steven Zetlan; Peter Brown; Ines Colon; Donald Moore; Phoumy Sayavong; Denise Richardson; Michael Torres; Chuen-Rong Chan; **Amy Bohorquez**

Absent: Peter Crabtree; Mildred Lewis; Tamika Brown;

Guests: Forough Hashemi (E/ET); Inger Stark (SOC); Blake Johnson (HIST); Scott Godfrey (POSCI)

**Curriculum**

Discussion of E/ET 800 (fee based course)

Laura 1st; 2nd Vina; passed

Discussion on Policies and Procedures:

1) Discussion of the student position:

1) Voting member;

2) Access to CNET;

3) Bringing curriculum to committee;

4) Attendance

Previously student had access to comment in CNET (listed under EDUC dept); Laney only one to have committee vote; ASLC president appoints a student member; Student must be on the committee

Vote: Student to have vote on committee:

1st Vina, 2nd Donald; 9 yes ; 1 no; 0 abstain; passes

2) Course approval and process (Amy)

Created to make sure people have a chance to review the curriculum and comment;

Process (can also be found <http://www.laney.edu/wp/curriculum-committee/approval-process/>):

1. Originator
2. SLO
3. Dept chair; then can be sent back to originator;
4. Shared level of librarian, articulation officer and dean (which is optional);
5. Tech reviewer (only stage with no time limit); others have a limit of time (5 days are the rest); checklist for tech reviewer on website;
6. Originator for edits (purple); once file turns green originator cannot make any edits;
7. Committee.

Issues with process; streamline; where can we help the process; instructors? CNET? Importance of teaching everyone the curriculum process; what resources do we need to do the work properly?

Lilia: currently there is a focus on faculty evaluation, curriculum, assessment;

Suggestion of a person to help/be a liaison for each piece of curriculum submitted; instead of dept tech review; by section reviews (i.e., only description; percentages); **discussion of need for reimbursement/release time for committee members who take on additional responsibilities;** handout for all dept chairs to give out to explain the curriculum process. Used to have tech review week before the meeting;

Question of sub-committee to help re-write policies and procedures of this committee, specifically identifying strategies to improve work flow, committee member roles and time requirements for work to be accomplished. This committee will report the Curriculum Committee on February 20.

Motion to appoint sub-committee for create document for faculty senate: Annie; 2nd Vina; 10 yes; 0; 0

Volunteers: Donald, Steven, Vina

**Curriculum review:**

Amy goes over the checklist process; problems is that updating programs seems to be voluntary and not required; Lilia—future plans to have deans work with dept chair to update programs and curriculum; attach to APU maybe and consequences; programs can be shut down due to being out of date.

Vote to create a sub-committee that will document curriculum process and create procedures to ensure accountability. —7 yes; 0; 0

Volunteers: Laura; Lilia; Vina; Iolani; Phoumy; completed by Feb 20th

Review:

HIST—deactivating **HIST 005 and 017** due to expansion of M/LAT; and updating courses in order to get things ready for AAT degree

LCI—by end of Feb

POSCI—need to update 1 and 2; wants to update 4;

LIS—no real issues; will talk with Ann Buchalter

Amy—discussion of Meta; transfer of curriculum this summer; suggestion of working with SLO committee about the integration of adding that aspect to Meta vs Taskstream. Run parallel in summer and then completely into the Fall. Will not start dealing with the transition until April.

Vote on subcommittee to help streamline transition of Curricunet and Taskstream into Meta : 1st: Donald; 2nd Steven; 7 yes; 0; 0

Volunteers: Vina; Donald; Ines; Laura C