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Curriculum Committee Meeting

Friday, April 29, 2016

Room A-153, 1:00 PM—4:30 PM

Present: Anne Agard\*; Iolani Sodhy-Gereben\*; Vina Cera\*; John Reager\*; Meryl Siegal\*; Laura Gomez-Contreras\*; Donald Moore\*; Laura Bollentino\*; Peter Brown\*; Rebecca Bailey\*; Pinar Alscher; Daniela Nikolaeva Pachtrapanska\*; Heather Sisneros\*; Steven Zetlan\*;

Absent: Phillippa Caldeira\*; Chris Brown\*; Lilia Celhay\*; Denise Richardson; Chuen-Rong Chan; Phoumy Sayavong; Peter Crabtree; Mildred Lewis

**Guests:** Inger Stark (DE); Lisa Cook (Faculty Senate); Jackie Graves (Equity); Fred Bourgoin (Faculty Senate)

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| **AGENDA ITEM** | **SUMMARY OF DISCUSSION and DECISIONS** | **FOLLOW UP ACTION and RESPONSIBLE PARTY** |
| **I. CALL TO ORDER** |  1:10 Public Announcements, reports, kudos*
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| **II. ROBERTS RULES** |  1:13-45 (Daniela)* Quorum
	+ Suggestion for training every semester
* Motion
	+ When stating a motion, ask the chairs; it is about decorum and professionalism
	+ 2nd makes motion important enough to discuss; not about alliance
	+ If making a motion, you support the motion
	+ Speak only about the motion at hand; not personal issues
	+ Suggestion of index cards for people who run out of time for their comments
	+ Can defer place in line (if you want to give their time to another person who need more time to speak)
	+ Anyone can call to question: so that the vote can happen; this can be voted down to continue the discussion
	+ If creating an addendum, what to state a motion and 2nd the addendum;
* Vote
	+ Tie vote will defeat a motion
	+ “Points” not part of the motion but important in the discussion
 | Daniela will put PowerPoint in cc dropbox. |
| **III. ANNOUNCEMENTS AND REPORTS** |  1:50-2:19 Policy on SLOs (Rebecca and Heather)* Recommending the assessment coordinators have the authority to change CORs in regards to SLOs and PLOs
	+ Used rarely;
	+ Criteria: updated in the last 2-3; if not, agreement has to be signed by the curriculum chairs and deans; VPI
	+ Issue of COR being a public document; if a course have not been updated in over 5 years but the SLOs have been updated confusion of when the course will be updated;
	+ Suggestion to make it a 1 yr timeline (2016-2017; will terminate at the end of the year);
	+ Question: at beginning of the semester the dean is supposed to have a list of curriculum that needs to be updated
 | Add: working directly with the department; also in conjunction with the faculty need and requestMeryl: motion to extend time to discuss this till 2:18Pinar: 2ndUniMotion: accept for next academic year; evaluated in S17; recommended to faculty senateTABLED: next curriculum mtg; SLO coordinators will format this policy to the addendum Caveat: list of when last update to committee of approval |
|  |  2:19-2:31 DAS Resolution about less than 6 week courses (Annie and Lisa)* Already approved; question of reminding the administrators that this exists: that faculty cannot teach 3 unit course in 3 weeks
 | TABLE: next mtg; bring attention to the deans; Motion the curriculum committee bring this to the Senate to remind the administrators |
|  |  2:31-2:45 Guidelines for evaluating curriculum (Annie)* Will be useful for incoming faculty
* Supposed to refer to the missions and values of the school
	+ Perhaps use instead Mission statement of California community colleges
* Suggest to change the purpose statement: not just curriculum members but dept chairs; deans; faculty at large
* Question of student need and demand
 | Motion to passUni |
|  |  2:45-3:18 Letter of concern to president (Annie and Pinar)* Suggestions to change the language used in letter
* Suggestion to use scheduling power not to put in courses that have not been updated in years (out of compliance)
* Need to add that the president needs to respond/address these issues (not just meet); invite her to the last curriculum meeting to discuss the letter
* Sending a copy to Faculty Senate to be presented at next mtg as informational in order from to forward to President
 | Language in blue will update the document; Motion: send to Dr. Stanley1st Steve2nd: DanielaApprovedWithdraw motionPeterSend to Senate for process and forwarding to president1st: Inger2nd: SteveUni |
| **IV. DE** |  3:20-3:30 Update from DE Coordinator (Inger)* No plans for who is DE Coordinator next year
* Brought resolution to the district that work needs to be done in regards to compliance in distance education
* Checklist (almost done); not addendum; not a tool for evaluation; starting point;
* 3 things to focus on: DE addendum; evaluating DE courses; professional development on DE
* Thinking about how we get from here (current level of DE) to there (State and in compliance)
* Possible tool: creation of DE subcommittee; expected push back from faculty with this change

  | Notetaker left at 3:30;  |
| **IV. ADJOURNMENT** |  |  |