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Curriculum Committee Meeting

Friday, October 30, 2015

Tower (Room T-850), 1:00 PM—3:00 PM

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

*Absent: Vina Cera\*; Donald Moore\*; Denise Richardson; Peter Crabtree; Mildred Lewis; Chuen-Rong Chan; Phoumy Sayavong; Lilia Celhay\*;*

**Guests:** Amy Bohorquez; Inger Stark

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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   * Rebecca taking notes. Need to address the note taking generally for the meetings. * Working group to discuss roles of committee members was previously proposed. |  |
| **II. APPROVAL OF MEETING MINUTES** | 1:10 Approval of minutes   * Oct 2 and Oct 16 minutes Annie proposes we send our changes and save for next time |  |
| **III. ITEMS: Programs and Courses** | None |  |
| **IV. META conversion update** | 1:30-2:50 META conversion update (Amy)   * Don’t have district functionality yet * Can export to excel and sort * Options for looking at outline * Working on verification * Will be ready to go live at end of November * Starting with more basic changes, “soft opening” * More training in January * Will need to map to ILOs * User manuals, may make available on webpage * Updating a course * Program proposal * Timeline   + Week of Thanksgiving we will go live; start the training of faculty trying to submit things this semester;   + Dec—soft opening; training people who will be trainers (CC);   + More training in Jan and throughout Spring semester   + Guest login (for the public to see SLOs)   + Issue with created date (confusing)   Possibly hiding that column in future to avoid confusion   * Orientation * Overview of site and walkthrough of where to find curriculum; Ex. Course updating walkthrough * New areas: minimum duration of course; enrollment maximum; change language to enrollment maximum per section; create agenda for cc mtgs; workflow changes easier; more safeguards in the systems compared to v2; * Training Schedule   + Schedule dates online for upcoming training;   + Memo from VPI of when the v2 system will go dark in preparation for move to META; Annie contact people with items currently in the GoogleDocs; stragglers may come to Nov 20th mtg;   + Stuff imputed into META starting Nov 23rd, will probably not be brought to committee until Jan or Feb. Will need to send out a statement to reflect this timeline.   + Amy will send out the specific day and time from GoverNet when v2 will go dark. |  |
| **V. SLO** | 2:51 Updates and Progress Reports:   * Rubric for SLO Approval (Rebecca)   Sent just before the cc mtg today; will work on this with examples; will post the rubric on the cc website; |  |
| **VI. New Information and Procedures** | New Information and Procedures: (told to look at documents; tabled)   * Policy Change for Hours and Unit: Calculations for Credit Courses (Iolani) * Policy Change Related to the Submission of Non-Substantial Change Credit Course Proposals * Peralta Administrative Procedure for 4105 Distance Education (Lilia) * Ensuring Effective and Efficient Curriculum Processes—Academic Senate White Paper |  |
| **VII. ADJOURNMENT** |  |  |