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Curriculum Committee Meeting

Friday, December 4, 2015

Tower (Room T-850), 1:00 PM—3:00 PM

Present: Anne Agard\*; Iolani Sodhy-Gereben\*; Laura Bollentino\*; John Reager\*; Pinar Alscher\*; Rebecca Bailey\*; Vina Cera\*; Donald Moore\*; Chris Brown\*; Laura Gomez-Contreras\*; Phillippa Caldeira\*; Steven Zetlan\*; Denise Richardson; Lilia Celhay\*;

Absent: Heather Sisneros\*; Meryl Siegal\*; Daniela Nikolaeva Pachtrapanska\*; Peter Brown\*; Peter Crabtree; Mildred Lewis; Chuen-Rong Chan; Phoumy Sayavong;

**Guests:** Rosendo Del Toro Solris (WDTEC); Michael Mejia (PHOTO); Amy Bohorquez

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| **AGENDA ITEM** | **SUMMARY OF DISCUSSION and DECISIONS** | **FOLLOW UP ACTION and RESPONSIBLE PARTY** |
| **I. CALL TO ORDER** | 1:05 Public Announcements   * MUSIC dept having a concert Sat Dec 12 7pm 10/15; St Paul’s Episcopalian Church |  |
| **II. APPROVAL OF MEETING MINUTES** | 1:05 Approval of minutes   * Annie has not updated Nov 6; will add the comments and update |  |
| **III. ANNOUNCEMENTS AND REPORTS** | 1:10-1:30   * Report back on northern California curriculum meeting   Skipped   * Change of approval sequence for curriculum proposals (Rebecca)   Step right before tech review/shouldn’t be 1st step;   * Part-time equity/stipends for curriculum work   Steve: wrote a proposal; subcommittee reviewing it and then give it to the union   * Curriculum handbook   Pinar—slowly being done; need new META handbook; by end of next week; when draft is ready please look through it and see if anything you feel is needed to added to committee   * Program review validation team   Group met before the meeting; Pinar—will look at “meets goals”; those not meeting will be given scaffolding to have a plan for the spring and future; looking at the definition of the category/criteria; dept are always working on curriculum; not hard to update; sub change harder; should not be punitative; worried abt consequences in terms of lottery funds that faculty will not be willing to work with our committee to make sure the work is done.  Ex: ENGL dept last meeting; culture is shifting, curriculum updates will be beneficial to your dept i.e., faculty prioritization one of the things that was looked at was curriculum updates;  How does the tech reviewers know if there is full-time faculty? Deans/VPI would have the information. In the history, there is no coloration between FT faculty and updating curriculum; |  |
| **IV. ITEMS: Programs and Courses** | 1:40-1:45   * MATH A.S. Degree (Kathy Williamson)   Deactivated local degree for transfer degree; realize even though they have the ADT, useful for students to have local one. Less people are getting the ADT degree because the workload is hard. | 1st: Vina  2nd: Denise  uni |
| **V. META** | 1:20-1:40   * META Orientation for the Curriculum Committee (Amy Bohorquez)   Plans for rolling out META—couple issue with reports; was supposed to fix them Thursday but not yet; Amy will not sign off until it is updated; then will do final migration; next Friday; fix approval processes over the break  In Jan do school wide training; part of district day workshops in F170; meeting after CIPD Monday for initial training  All Curri-camps will focus on META training; suggestion to have every week; separate counseling and AO training; month of Feb; last week of Jan to first week in March trainings every week. Have to have trainings in the evenings for alternative or PT schedules; having specific focus on training: revising courses; non-catalog changes; SLOs; possibly have at least 1 Sat meeting once a month to offer another time for people to come in; possibly submitting 1 change at a time so that people can understand each step (i.e., update textbook); Short sessions bet 4-6 during workweek; ways of getting out info: not just emails; flyers, etc; packaged by district flex day in Jan; highly publicized way; let’s make it festive, variety of dates, welcoming; Steve will get the information up on video screens on campus. Need staff development in education for faculty; 7th floor has to support the committee with this; deans have to be at these workshops and be on board to know the system and which depts. Are out of compliance; large posters for tower doors for before flex days—Pinar will put up; people who have done the program review validation component was not thinking about curriculum as they completed their program review (not much direction; from district); template created by Taskforce who do we give feedback about our issues with the program review validation forms; possibly feedback can be incorporated in the APU; |  |
| **META part 2** | 1:45-3:00  Walkthrough of META  Making sure everyone can log in with their old v2 account; looking up courses; through all the tabs (things that we are still waiting to be updated)  For approvals, type in laney to help filter the list and can select role to filter list; choose college  Can create agendas from approval lists; take Amy off of cc consultation chair  Up to individual to update their password if they forget it (not superuser any more);  Anne is covering AO until Feb while Laura is counseling.  Impact—if you update course, you can click this to see which courses and degrees are affected |  |
| **VI. ADJOURNMENT** |  |  |