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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
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| **II. APPROVAL OF MEETING MINUTES** |  1:10 Approval of minutes* Dec meeting approved

Still missing Nov 6’s notes | 1st Vina2nd PeteruniAnnie will follow up with Nov 6 notes. |
| **III. META** | 1:15* Go over how to approve in META
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| **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; CARP1st Laura2nd DonaldPeter; Phillipa, Pinar verbally votedUniChair approved (approved by whole committee verbally)CARP 206—change description to match PCCD language; SLOs1st  Iolani2nd VinaPeter; Phillipa, Pinar verbally voteduniWDTEC 040—new course1st Laura2nd PeterPeter; Phillipa, Pinar verbally voteduni |
|  | 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-IDBIOL 004-- nc; course content; SLOs, textbook; C-ID1st Laura2nd DonaldPeter; Phillipa, Pinar verbally votedUniBIOL 010—nc; course content; textbook; SLOs1st Daniela2nd PinarPeter; Phillipa, Pinar verbally votedUni |
|  | 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 schoolsESL 205B-- changing title, description, to match other schools1st Donald2nd LauraPeter; Phillipa, Pinar verbally voteduni |
| **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 Peter2nd Steve Peter; Phillipa, Pinar verbally voteduni |
| **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 informationNo 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 membersTraining before next meeting Feb 5Donald—useful to know want other members do; 30min to1hr sessionsLaura –doing training with tech reviewers.Get VPI to get committee members a copy of district PCAHStatewide 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 strategyPinar—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 curriculumPeers vs admins; how to organize meetingsNote issues/plans as part of curriculum agenda Agenda, a couple of hints i.e., textbookPresent issue at dept chair meeting Write down steps, participants, to present to dept chairEveryone 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 meetingSmall 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 5thLaura (articulation)—Feb 19thAnnie (mentoring training)—March 4thNew approval processUni approved  |
| **VI. ADJOURNMENT** |  |  |