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Curriculum Committee Meeting

Friday, February 19, 2016

Tower (Room T-850), 1:00 PM—3:00 PM

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

Absent: Phillippa Caldeira\*; Laura Gomez-Contreras\*; Chuen-Rong Chan; Phoumy Sayavong;

**Guests:** Marilyn Whalen (VPIE); David Ross (MATH); Amy Bohorquez

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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* Introductions
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| **II. APPROVAL OF MEETING MINUTES** |  1:05 Approval of minutes* January 29th minutes
 | 1st Peter2nd Donalduni |
| **III. REVIEW OF PROPOSALS** | 1:05-1:08 ECT* ECT 010
 | ECT 010--deactivating1st Laura2nd Vinauni |
|  | 1:08-1:10 BIOL* BIOL 11
 | BIOL 11—updating; non-catalog changes1st Vina2nd LaurauniDE1st  Donald2nd Rebecca3 abstentions |
|  | 1:10-1:53 MATH* MATH 3C
* MATH 201

Discussion of separate vote for DE addendums; discussion of responsibilities of who is looking at the whole COR document; suggestion of bringing up the course on the screen before voting to verify everything has filled out. DE knowledge can be learned/trained. DE Coordinator needs to be on this committee. Schedule training of what members need to look at in terms of curriculum before a meeting.  | MATH 3C—non-catalog (C-iD; textbook)MATH 201—course update; added DE; added credit by exam1st Laura2nd SteveuniDE1st Peter2nd Rebecca2 abstentions |
| **IV. REVISED PROPOSAL REVIEW CHECKLIST**  |  1:53-1:58 Annie* On CC website, updated review checklist. Let Annie know if there are any issues or questions.
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| **V. DISCUSSION OF COMMITTEE POSITIONS 2016-2017** |  1:58-2:09 Annie* According to FAS, around March is when positions that receive release time (chairs, tech reviewers, peer mentors) need to be sent to FAS for appointment.
* Issue of compensation to work during breaks and breaks (i.e., Curriculum Institute)
* Added to Tech Reviewers and Peer Mentor Descriptions, number of hours a week that is expected for release time.
* Issue of perhaps more release time needed for the chair position
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| **VI. CURRICULUM REVIEW PLANNING** |  2:09-2:21 Annie* Division of group A into the level of work expected
* Plan to schedule group meetings with cc chairs, CS, deans, etc
* Question of deans’ role/responsibilities; does committee need to meet with them ahead of time to go over what is need; status check
* In curriculum review years, each department has a month. If not presented, not in catalog
* Creation of calendar of important dates of submittals through the academic year
 | Rebecca offered for her and Heather to be a part of the meeting if neededLilia—Deans are finishing up program review validations; Denise—suggestion to have this brought up in department chair and dean meetings.  |
| **VII. DISCUSSION AND PLANNING FOR COURSE PROPOSALS** | 2:21-3:00 Annie* Courses that have been tabled at committee that have not moved in over semester
* ATHL 80 and KIN 163

Issue of definition of consultation—does there need to be a resolution or just a meeting to have the questions/concerns addressed. * HUMAN/PHIL courses

Question of lower/division; shouldn’t be about “history” it should be as a committee that the curriculum meets Title V criteria. Is the class useful? Does it satisfy what is a lower division course? Does it support the student for a more intense course they could take later on? Need a resolution to FAS, how we as a committee define a lower division course. Have to be able to define and explain why something is approved as lower division or not.  | Donald—pushed the KIN courses;Iolani—suggestion all key members meet to discuss the courses and issuesChris—creation of subcommittee on emergency group/stuck curriculum Heather—key players, cc chairs, tech reviewer/peer mentor, originator, faculty member in fieldMeryl—send instructors lower/upper division information from Amy’s lectureCreation of subcommittee to deal with definition with lower division—Laura, Meryl, Follow-up: chairs will email core group of people (originator; dept chair; dean; CC; CS; AO if needed) to discuss ways to work on the curriculum.  |
| **VIII. ADJOURNMENT** |  |  |