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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 |  |
| **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 request  Meryl: motion to extend time to discuss this till 2:18  Pinar: 2nd  Uni  Motion: accept for next academic year; evaluated in S17; recommended to faculty senate  TABLED: 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 pass  Uni |
|  | 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. Stanley  1st Steve  2nd: Daniela  Approved  Withdraw motion  Peter  Send to Senate for process and forwarding to president  1st: Inger  2nd: Steve  Uni |
| **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** |  |  |