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Curriculum Committee Meeting

Friday, October 16, 2015

Tower (Room T-850), 1:00 PM—3:00 PM

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

*Absent: Peter Crabtree; Mildred Lewis; Chuen-Rong Chan; Phoumy Sayavong;*

**Guests:** Rosendo Del Toro Solis; Amy Bohorquez;

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| **AGENDA ITEM** | **SUMMARY OF DISCUSSION and DECISIONS** | **FOLLOW UP ACTION and RESPONSIBLE PARTY** |
| **CALL TO ORDER** |   |  |
| **Public Announcements** |  1:00 Public announcements* WDTEC--Warehouse 456 displaying Laney's students work
* LAC committee member on curriculum committee and LAC other than the chairs; Vina representative;

1:10 Approval of minutes* Issue with editing; Iolani will change to word doc and send to CC for next meeting
	+ Lisa and Laura suggest using an agenda template from now on;
	+ Motion: to adopt this template; 1st Steve; 2nd: Pinar; msu
* Motion: to defer 10-2-15 added to next agenda and vote on it next week. 1st: Donald; 2nd: Laura; msu
* Peter--overview of Roberts Rules; making motions and agreeing on them; "I move we do this" Have second; noted; then discussion takes place; only this issue can be discussed at this time; nothing else; Then call to question (vote; end of discussion); can object this; if no objection; then the chair calls the vote; count is noted. If someone has an amendment to add, can be added as part of the discussion can be voted "down" (negated) for new motion with amendment.
* Additional person take minutes; use of tape recorder; or recording pen (Pinar discussed being trained in this; Steve offered use of his pen)
	+ Use of Digital recorder and house copy on website
	+ Voice to Text software

1:25 Proposed template for minutes (Laura and Lisa) Discussed1:35 Review of proposals that have left the local committee:* ATHL 43, 44, and 45 approved at CIPD 10-5-15
* 2015-2017 Catalog and Transfer Degrees (Laura)
	+ Table; incomplete information
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| **CURRICULUM REPORTS** | 2:30 Progress Reports* Shepherd positions
	+ Steve and Peter assigned
	+ Annie needs to give Senate statement to Iolani for release time to be entered
* Subcommittee on handbook and website (Pinar)
	+ District PCAH copied; gathering documents; collecting emails as a way to capture information
	+ Laura asks for a copy of this information; will be finished by the end of the semester; update is next semester
* Motion on post-CIPD transparency (Annie)
	+ Resistance from other campuses
* META conversion (Amy)
	+ conversion done; can look in sandbox; MEDIA coming from COA; system should notate where it is coming from
	+ implementation date not determined yet; approval only in your queue; chairs can create an agenda from it; no more superuser; just admin access or not;
		- lost passwords, can fix them vs asking superusers to reset
	+ Next Friday--meeting to look over plans for the implementation; 2:30pm; ask that people look at admin manuals in dropbox; in CIPD folder, under META; local manual 200+ pages; admin 70+;
	+ Each dept will need to go through the courses to double check the inventory is correct; should come from VPI

2:40 New Information and Procedures* Acceleration and Prereqs for ENGL, ESL, and MATH
	+ tabled
* Policy Change for Hours and Unit: Calculations for Credit Courses (Iolani)
	+ tabled
* Policy Change Related to the Submission of Non-Substantial Change Credit Course Proposals (Lilia)
	+ tabled
* Peralta Administrative Procedure for 4105 Distance Education
	+ tabled
* Ensuring Effective and Efficient Curriculum Processes--Academic Senate White Paper
	+ tabled
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| **ITEMS: Programs and Courses** | 1:55 Approval of Proposals (first proposals vis Google Docs)* Iolani--needs to be a copy in v2; missing; chairs will add but faculty need to add any changes right now to v2;
* right now approval on paper version; paper will be passed around
* Issue: 248F and G do not exist in State Chancellor's Office; typo; recommend both GD and GE to clean house ; vote to deactivate shells; will be added in CNET after;
* Motion: deactivate 258A, 258B, 258C, 258D; 248GD; 248GE; 248GF; 1st Annie; 2nd Laura; msu
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| **Rubric for SLO Approval** | 2:10 Rubric for SLO Approval (Rebecca)* taking more responsibilities with the outline; looking at exit skills; outcomes are accessible; SLOs map to ILOs and PLOs (if applicable); Bloom's taxonomy being used (at least half SLOs tied to higher level skills)
* proposal to change the number expected; created by previous coordinators guidelines on number of SLOs;
	+ It has already been decided this is the new procedure; feels like it is not clear "assessment mention section in COR demonstrates grade based on achievement of outcomes";
	+ suggestion to add another bullet "lower levels might mandate lower level exit skills"
* AO deal with COR in articulation; focus on content and exit skills; not SLOs; bring up red flag; need to change all CORs from this point forward (how will it affect articulation)
	+ SLO addendum (confusion); not part of COR; change from COR to SLO section.
	+ No effect to the COR
	+ Request: Rebecca sends the edited version to the committee
* Laying out approval process, looking at this for guidelines; objectives could change as it goes through the approval process; seems to be the tech reviewer position; not sure how it will go back to SLO coordinators to check again; newer policy that now everyone has to be able to look at all the areas of curriculum not just their stages; suggestion to change the order in CNET approval process; Exit skills should be considered one of the most important things we are checking; tied to SLOs; therefore should be later in the process; question of if rubric going to faculty (originally just a guideline for coordinators);
	+ feeling that people do not understand the importance of exit skills; missing focus at the school; not taught (workshop) how to do an exit skill; essentially to the COR;
	+ feeling of lack of education course/design with some faculty; need for workshops on this information/skill set
	+ in future CurriCamp offer only to do exit skills revamping; good exit skills and add to lab and lec;
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| **Curriculum Stipends for P/T** | 2:20 Requesting curriculum update stipends for part-timers* Annie: there are PT putting in hours of work on courses that is not part of their job description; formal statement for request for PT getting a stipend (minimal time required to get it); why are they working on it? need to put foot down that it will not get down unless you hire full time or get a stipend; expectation that PT want to be active in the department and wanting to grow the program; Lilia--signed off on PT work for people recently; supports the use of this; P/T=small department; work needs to be done; good team players;
	+ putting the word out for the need of stipends, way to support, acknowledge faculty's work.
	+ worried that PT cannot say no; worried about being asked back each semester; should be in the contract or not; not an "expectation"; fear of not being hired back; if we do stipends, what will be the process; when paid? too much unknown; need to stand up for PT people (curriculum committee) may need to include the PFT
* Motion: we believe that PT should not be required to do this work without the promise of money; it is illegal;
	+ we the committee, LAC, support PT in their ability to say no to this work; that we believe that the union should support them in their decision to say no; and they should be paid; we can committee decide the rate of how much they are paid and
* Motion: language will be worked on and presented at the next meeting
	+ create parameters about criteria, pay amount, etc so everyone has the same experience in the work they do; scope of work
	+ any work outside of in-class and prep, need to think of about what is considered extra (assessment=part of process; curriculum=outside realm); define things clearly is important
	+ should bring union in this discussion (important); issue of more work for less money (we have less money available to us);
	+ Taskforce; Steve and Pinar, and Vina and Daniela and Peter will write a statement and will bring back at next meeting;
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| **ADJOURNMENT** |  |  |