Curriculum Committee Meeting

Friday, February 2, 2018
Room T-801, 1:00-3:00pm

Present: Pinar Alscher*; Heather Sisneros*; Iolani Sodhy-Gereben*; Phillippa Caldeira*; Laura Gomez-Contreras*; Julianne Kirgis; Anne Agard*; Karl Seelbach*; Vina Cera*; Chelsea Cohen*; Donald Moore*; John Reager*;

Absent: Laura Bollentino*; Laurie Allen-Requa*; Rebecca Bailey*; Corey Hollis*;

Guests: *Ella Kantorov (COSM); Sydney Thomas (COSM); Black Moon (PHOTO); Forough Hashemi by phone (E/ET); Roger Chung by phone (ETHST)*

AGENDA ITEM	SUMMARY OF DISCUSSION and DECISIONS	FOLLOW UP ACTION and RESPONSIBLE PARTY
I. CALL TO ORDER	1:03pm Sign in	1st : 2nd :
II. APPROVAL OF MINUTES	1:05pm • Approval of 12/1/17 minutes	1st : Julie 2nd: Iolani 1 abstain; approved
III. ANNOUNCEMENTS	1:05pm • Discussion to bring dean into the approval process; originator should meet with each level to get one on one help; changing the process; early stages • In terms of curriculum development, need to offer freshman and sophomore classes; not specialty classes especially if currently having to cut classes/resources	1st : 2nd :
IV. PRESIDENT GILKERSON PRESENTATION	1:06pm The Curriculum Process; The Curriculum Promise—importance of Committee members • President takes a moment to thank the committee for their work; one of the most important committees; technical; impactful to our students; • Conversations about how to better support the committee and faculty; flow; • Problems approving course numbers over 200; it doesn't necessarily need the AO to look at it; to help the backlog • Encourage committee to think about the way we approve curriculum	

	and ways to perhaps update the process; looking at other school's models for ideas • When asked about President's previous experience with curriculum committee procedures: had divisional; have tech committee review (as a group) before it comes to committee; faculty members come at that point vs curriculum committee point; questions at that level should be institutional level (cost, impact to campus; other departments; enrollment); should talk about policy; having the conversation on the first end (resources), could be helpful and having tech be a separate meeting; • Point of dean looking at resources (rooms) is being talked about. • Have to be mindful of approving new courses and programs • Issue: every level is looking at the same thing; waste of time; each job/level should focus on that; • Notice bogged down to get to committee that once there, not giving curriculum the critical eye it needs. • Question of DE, our role as committee level; responsibilities • Need for good professional development; educating on windows of time (i.e., AO, UC/CSU submission) • DE: question of professional development; raise level; build capacity; training members on an ongoing basis; Had where DE committees where they review (first level); right now, no one is checking the Canvas shell; need to work with union about regs; that can be something under the Senate can decide what level of review we can require (as we are a Senate sub-committee); policy question that should come out of us. • With Dean Kirgis leaving, President will try and make a commitment to come to more meetings • Make an agenda line item to workflow change	
V. APPROVAL WORKFLOW	1:32pm Aspire for better efficiency. Critical eye at process. Informational only • Adrienne Riley is acting as help with AO on 200+ level courses; to help move things along • Way META works, easier to change existing workflow then ask to completely change it; to change to have 200+ level that AO just approve w/o looking at it • Looking to assess it end of Fall • Question of AO being available throughout the year; question for VPI when they come in;	
VI. DEVELOPMENT OF HANDBOOK	1:41pm Call to committee members to volunteer working on a piece of the handbook. • Not sure if ever had one • Helpful to curriculum committee member; cheat sheet resource • Keep it brief and simple; nuts and bolts in your first year as member	1st : 2nd :

	• Handout of possible table of contents • Who is this handbook for? Who is the audience? Specs is for everyone • Idea to put in Canvas shell or Google Doc • Needs to be updated at the beginning of every academic year • Missing communication • Vina, Laura, Annie—helping a committee member section • Chelsea and Philippa—DE part; • Chairs and Iolani—section of information for all • Goal to have by the end of this semester	
VII. REVIEW OF PROPOSALS	2:00pm COSM • COSM 210LE Cosmetology Laboratory I • COSM 211 Manicuring and Pedicuring I • COSM 212 Chemical Services/Haircutting I • COSM 215 Facials I 210LE—nc; SPO linked; permission to separate them; 211—update; change description; SLO added from previous proposal 212— update; change description; SLO added from previous proposal; changed edition of textbook to more current one; 215— update; change description; added rec prep; SLO added from previous proposal; textbook needs to pick updated textbook Program and courses are being updated and should be coming this semester	1st : John 2nd: Iolani Approved; with committee suggestions
	ECT • ECT 212 Testing, Adjusting and Balancing HVAC Systems 212—nc; committee suggests to change bloom's terms in SLOs; check why updating course; rationale for old textbook is not detailed; suggestion of changing language;	1st : Julie 2nd: Vina uni
	MACH • MACH 208 Theory, Operation, and Maintenance of Industrial Pumps 208—nc; need to lose SCANS future; spelling error in 1st SLO; will be fixed	1st : John 2nd: Laura uni
	COPED • COPED 456I 456I—deactivation; BUS class came already;	1st : Julie 2nd: Annie uni
	PHOTO • PHOTO 30A Beginning Photographic Art and Design • PHOTO 220B Beginning Professional Photography II	1st : Julie 2nd: John Uni;

	30A—update; Changed description; grading; removed reqs; question of student assessment lists attendance, should be reworded; 220B—update; Changed description; change hrs; added prereqs;	
	E/ET • E/ET 217 Residential House Wiring • E/ET 226 Lighting Efficiency Technology • E/ET 228 Advanced Lighting Controls • E/ET 229 PLC (Programmable Logic Controllers) 217—update; Changed rec prep to coreq; made due to industry changes; to help them get through faster; 226—nc; 228— update; added prereq (203); changed prereq to rec prep; made due to industry changes; to help them get through faster; 229—nc;	1st : Vina 2nd: Julie Uni;
	ETHST • Social Justice Studies: Ethnic Studies AA-T AA-T—new;	1st : Vina 2nd: Julie Uni;
V. ADJOURNMENT		3:00pm