Meeting Minutes from March 12, 2015

Curriculum Committee

Voting Members: Becky Brown, Paul Cheney, Sarah Frye, Karen Koenig, Bob McCoy, Sara McKinnon, Joanna Pinckney, A Joe Ritchie

Nonvoting Members: Kim O'Gara, Debbie Wiebers

Guests: Nope.

Chair: Dave King

Topics Discussed:

1. Sarah Frye and A Joe Ritchie motioned to approve the minutes from February 29th. No vote was held due to a lack of quorum. The minutes will be voted on at the next meeting.

2. Becky Brown reported on the Academic Senate meeting. The Senate discussed diversity in hiring at COM. John Erdmann presented on the library’s Math textbook program. Please see the Academic Senate minutes for March 12th for more information.

3. Kim O’Gara reported that all courses were approved at UDWC.

4. Dave King updated the committee on the following points:
   a. The next Curriculum Committee meeting will be held on Thursday, March 26th.
   b. Dave has updated a “C-ID Designation Lists” page with the correct dates for all courses.
   c. The most recent ASCCC Rostrum publication has an article titled “Best Practices for Developing New Curriculum.” The committee discussed its recommendations, including the importance of developing a plan to advertise new courses.
   d. There are two proposed resolutions that will be taken up at the ASCCC Plenary session this month.
   e. The Chancellor’s Office released a document outlining the ADTs all colleges have developed and will be required to be developed. There are four ADTs COM is required to develop according to the list.
   f. Dave and Cari Torres are working on a flow chart to clarify the curriculum process after board approval, which may include submission to CSU/UC for articulation, to C-ID for designation, to the Chancellor’s Office, advisory
boards, or other entities for approval, and so on.

g. Dave presented a handout with language about the assignments and methods of evaluation components of our course outlines of record in Title 5, the Program and Course Approval Handbook, and the ASCCC Curriculum Reference Guide. The committee will discuss these at the next meeting.

5. Dave distributed a draft list of the Fall 2015 Revision Cycle, those courses that will be in need of regular five-year revisions. The committee was urged to review the list and identify any errors or problems in their areas. The deadline for all curriculum, including new, revised, deactivated, or deleted courses, certificates, or outlines was set at September 1, 2015. Dave will distribute a revised list to department chairs and senators after the committee has reviewed the draft for errors.

6. Dave distributed a draft description of the curriculum chairperson position. All committee members interested in running for the chairperson position must email Dave before the March 26th meeting. At that meeting, the committee will discuss the voting process. The next curriculum chairperson will be elected by the April 9th meeting.

7. Dave requested that any committee members interested in attending the 2015 Curriculum Institute in Irvine from July 9th to the 11th should contact him. There is limited capacity and funding to send faculty. If there is more interest in attending than there are spaces, the committee will develop a policy and process for designating attendees. The Curriculum Institute website can be found here: http://www.asccc.org/events/2015-07-09-170000-2015-07-11-190000/2015-curriculum-institute

8. Dave will be compiling summaries of full program review curriculum sections over the next week.