Meeting Minutes from September 19, 2013

Curriculum Committee

**Present:** Fernando Agudelo-Silva, Jim Arnold, Rebecca Beal, Gina Cullen, Lisa D’Agostino, John Erdmann, Tom Hudgens, Dave King, Sara McKinnon, Lisa Morse, Joanna Pinckney, A. Joe Ritchie, Nadia Sanko

**Resource:** Kim O’Gara

**Topics Discussed:**

1. The committee welcomed Tom Hudgens, who will be joining the committee as a non-voting member from OIM. The committee is happy to have his help and eagle eyes.

2. After a brief discussion of last week's minutes, Lisa Morse motioned to amend the language in item #2 from “a long-winded orientation” to “an effective orientation.” The motion was seconded by Joanna Pinckney and approved by the committee.

3. Fernando brought up a new topic for discussion, asking that the committee could engage in more discussions about how curriculum fits into the college as a whole. The committee discussed its purview over curriculum and the curriculum approval process. Sara McKinnon described the committee’s role in program review as well as how discipline review worked in the past. The committee then discussed ways it could be more effective support faculty at the program level. One suggestion was to use the spring semester to work more closely working with faculty at the program level. The conversation also touched on the committee’s current practices and potential new practices that can help support curriculum development and maintenance. Dave offered to put this discussion on next week’s agenda for discussion.

4. Sara McKinnon updated the committee on the Academic Senate’s discussions about the bookstore and various issues with the 2013/14 catalog.

5. Kim O’Gara updated the committee with the UDWC report: DRAM 160 was approved.

6. Dave King solicited feedback on the presentation of the course outline of record during the last meeting. Dave suggested that he develop a more user-friendly presentation for discipline faculty developing and updating course outlines, saving the current presentation for committee members. Rebecca Beal suggested that members of the committee work one-on-one with faculty to help walk through the course outline process. A. Joe Ritchie suggested that the committee invite faculty to schedule working with a technical review group during the committee. Lisa D’Agostino suggested that multiple avenues of support should be developed for
faculty working on course outlines. Dave said he would explore opportunities to implement these suggestions in anticipation of an onslaught of course outlines coming with the November 14th deadline. The committee will continue to explore opportunities for effective outreach.

7. Dave King presented recent Title 5 language clearly delineating what courses can be designated as repeatable. Dave is working with OIM to identify courses that can no longer be repeatable and to work with faculty in those areas. The majority of these courses are Independent Study (in almost all disciplines) and Career Technical Education. Lisa Morse shared strategies for obtaining “supporting evidence” to help courses be properly designated as repeatable, including using the CSU and UC department websites to find language that supports repeatability. The committee will continue to discuss repeatability.

Courses Approved:

BOS 139, PHIL 110, PHIL 110DE