Meeting Minutes from September 26, 2013

Curriculum Committee

Present: Fernando Agudelo-Silva, Jim Arnold, Rebecca Beal, Becky Brown, Paul Cheney, Lisa D’Agostino, John Erdmann, Caitlin Escobar, Luna Finlayson Dave King, Sara McKinnon, Lisa Morse, Jessica Park, Joanna Pinckney, A. Joe Ritchie, Nadia Sanko, Sheila Whitescarver

Resource: Kim O’Gara

Topics Discussed:

1. The minutes for last week were approved without a hitch.

2. Kim updated the committee on the UDWC meeting. All courses passed through except for DRAM 164, about which there was a question about the class size. UDWC will be working with the department to resolve the question.

3. Becky Brown updated the committee on the Academic Senate meeting, where the main topics of discussion were the failure of College of Marin to meet the 50% requirement of spending on instruction and the actions Financial Services are taking to address the issue.

4. The committee held a discussion about the ways in which it can help provide support to faculty updating and developing course outlines. These were some of the topics discussed:

   a. Paul Cheney described his volunteering to act as a liaison between the committee and the social sciences faculty who are updating their outlines. Lisa D’Agostino described her experiences liaising with Art and suggested a clearer protocol for supporting faculty. She suggested that the Department Chairs can help facilitate liaisons with faculty in the department through a formal introduction. Kim O’Gara recommended that she and Tom be the first stop for supporting faculty, with volunteers from the Curriculum Committee becoming designated liaisons as necessary. Dave King will bring up liaison opportunities practices at the Department Chairs meeting.

   b. Jessica Park supported A. Joe’s suggestions last week that the committee continue to invite faculty to work on outlines during technical review. Dave King will offer this support at the Department Chairs meeting.

   c. Joanna Pinckney offered ideas for developing FLEX opportunities and multimedia training materials to help train faculty working with the course outline form.
d. Dave King mumbled something about hands-on workshops working well in the past. He will investigate dates and times to invite faculty to work on course outlines.

5. The committee also discussed its own effective practices. These were some of the topics discussed:

   a. Sheila Whitescarver and others generally agreed that working together in work groups is a productive approach to technical review.

   b. Dave King suggested moving toward typed feedback that draws on a list of scripted comments. Joanna Pinckney suggested that a list of numbered comments committee members could refer faculty to for recommendations. Kim O’Gara urged the committee to remember the logistical implications if we moved toward digital feedback. Dave King will continue investigating these options.

   c. Fernando suggested we integrate our course outline form more closely with our other college-wide software and investigate other software designed for curriculum management. The committee discussed some of the advantages and disadvantages of exploring options like CurricuNet. A. Joe observed that the costs of such software could be prohibitive and that the logistics of implementing it may be difficult. At one point, a metaphor was used to compare the CurricuNet software to a Maserati. Nadia Sanko and John Erdmann suggested that investigating CurricuNet could give us more ideas about how to revise our own curriculum management system. Dave King will research and discuss some of these options with OIM.

6. Dave King confirmed that the curricular elements of this semester’s program reviews will be coming to the committee in February and suggested that the spring would be a more appropriate time to discuss the committee’s role with program review.

Courses Deleted: ESL 084AV, BUS 141

Courses Approved: BOS 139, PHIL 110, PHIL 110 DE, DRAM 246