

**College Curriculum Committee
Meeting Minutes
Tuesday, December 1, 2009
1:37 p.m. - 2:45 p.m.
Toyon Room**

<u>Item</u>	<u>Discussion</u>
1. Minutes: November 17, 2009	Typo and clarification of wording. M/S/C with changes (Ragey/Giannetto), one abstention.
2. Announcements	Speaker: Carolyn Holcroft a. Spoke briefly regarding the CCC's loss of our previous administrative co-chair. Holcroft reiterated her commitment to the work of this committee and she stressed that she will to continue to foster the positive momentum the committee has been experiencing. b. Nunez asked that the CCC extend the due date for outline changes that DO NOT affect the Catalog to 3/1/10. The numbers of outlines with modifications currently in submissions status is radically more than last year. If Nunez can work on those course outlines with changes not affecting the catalog later (after the Catalog deadlines) it will alleviate some pressure. The committee agreed to extend the deadline. c. Thomas informed the committee that the Academic Senate decided to freeze the 2008-2009 structure of faculty representation, so the library will now resume having voting representation on CCC.
3. GE Consent Calendar	Speaker: Carolyn Holcroft ANTH 12 and F A 2 were presented as consent items for GE. M/S/C (O'Neal/Cashmore) , one abstention.
4. Deadline Review: a. New course/New GE apps 12/4 b. GE Sub-Comm decisions to Nuñez by 1/25/10 c. Catalog changes 12/4/09 d. Non-catalog changes 3/1/10 e. GE inclusion in 10-11 Catalog f. Non-Accredited Institutions Statement g. IGETC & CSU due date 12/2	Speaker: Carolyn Holcroft a. Review deadline. What constitutes tech review? Holcroft urged the members to review the items discussed with the curriculum presentation on 10/6/09. b. Please do not wait to review the GE apps. Allow plenty of time so that if the sub-committee needs clarification or corrections, the faculty author should have time to respond. c. Course outlines with changes that will affect the catalog must be in "articulation" status in C3MS no later than 12/4/09. d. Anything that does not affect the catalog printing must be in "articulation" status in C3MS by 3/1/10. e. add table. Reps urged to remind faculty that if they do not complete a new GE application during the agreed-upon schedule for review for inclusion in the 11-12 catalog, it will be assumed that they are not interested in retaining GE status for that course. f. This item will move to the 1/19/10 meeting. g. If you have issues or questions with the due date, please contact Bernie Day.
5. Stand Alone Deadline	Speaker: Carolyn Holcroft Stand alone apps that have not come in to date may not be taught in the Winter quarter. The deadline for applications for Spring quarter is 12/11/09.
6. Distance Learning Progress	Speaker: Carolyn Holcroft We're making good progress with Distance Learning addendums. We now need to make sure we have applications on file for ALL distance learning courses.

Approved, January 19, 2010

	Reminder that if <u>any</u> instruction is delivered online, in-lieu of face-to-face instruction, the course needs to have an approved Distance Learning Addendum on file with the Instruction Office (Nunez). Please review the list with your faculty for accuracy and forward revisions to Holcroft or Nunez.
7. Other items	Holcroft suggested that CCC meeting time for Winter quarter be changed to 2-3:30. Committee agreed. Nunez will change the Meeting Maker notifications.

Attendees: F. Cammin, B. Cashmore, S. Connell, K. Duncan, M. Francisco, K. Gianetto, C. Holcroft, M. Knobel, J. Mummert, C. Nuñez, V. O’Neal, E. Orrell, S. Pennington, J. Ragey, G. Schultz, L. Serna, K. Svetich, M. Thomas, V. Villanueva, T. Woods