

**College Curriculum Committee
Meeting Minutes
Tuesday, November 2, 2010
2:04 p.m. - 3:30 p.m.
President's Conference Room**

<u>Item</u>	<u>Discussion</u>
1. Minutes: October 19, 2010	Corrections to the Minutes are as follows: #3- Several CTIS faculty think SLO's should also be in syllabi. <i>M/S/C</i> to approve minutes with the afore mentioned correction (Hartwell, Anderson), 2 abstentions (Cashmore and Thomas).
2. Announcements <ul style="list-style-type: none"> • SLO Resolutions • Articulation Workshop 11/10/10 • Reporting CCC Meetings to Division Faculty • Curriculum stuck in C3MS • Plenary Curriculum Resolutions • SB 1440 Update & Webinar Date 	Speaker: Carolyn Holcroft <ul style="list-style-type: none"> • SLO Resolutions were adopted by Academic Senate. • During the workshop, computers will be available for interaction with the website (secure access). The workshops will be in room 4008 (KCI). • Many senators reported improvements in communication from CCC Reps to divisions. Still a couple of divisions not receiving communication/handouts. Very important that communication be two directional. • Please remind your faculty that there are courses sitting in Edit and Proof that have been there a considerable amount of time and perhaps they've been forgotten. • Holcroft referred to the First Draft attachment in this agenda. Holcroft pointed out two sections that are particular to curriculum and strongly urged all to read: 9.09 & 9.10 on double counting courses. Reps should bring these to their constituents and pass feedback along to Davison and Holcroft ASAP as they will have to vote on these resolutions at the upcoming Fall Plenary ASCCC meeting. • Holcroft and Day updated us with attachment #3. In January there will be another C-ID meeting that is anticipated to result in drafts of model curriculum for quite a few more transfer degrees. The State has expressed that we will be instructed/allowed to publish approved language that will notify students that additional transfer degrees may be added after the hard-copy Catalog is published. There are currently 13 models being prepared and it's imperative that reps urge faculty to go to the C-ID web page to participate in the discussions. Webinar, Wednesday 4:00-5:30, on CCC Confer.
3. FH GE Consent Calendar	Speaker: Carolyn Holcroft <i>M/S/C</i> to add these courses to the FH GE List for 2011-12 (Schultz, Hartwell), 1 abstention.
4. Proof Status in C3MS	Speaker: Carolyn Holcroft Division feedback: BHS and CNSL would like to keep that step. Concern that keeping step would continue to slow flow of curriculum through C3MS; Holcroft suggested that possibly at the end/beginning of each quarter, faculty would be notified that something is sitting in Proof. Holcroft & Nuñez will draft a procedure to purge things in Proof. <i>M/S/C</i> to retain the status of Proof in C3MS (Cammin, Anderson).
5. C3MS: Curr Rep Editing Privileges	Speaker: Carolyn Holcroft

	<p>Explained that the original intention was to allow changes to the owner/editor <u>only</u> and previous ability of reps to edit was a C3MS programming error that was recently corrected. Gibbs stated that being blocked is a inefficient. It was very convenient for the CCC Reps to make minor corrections for the faculty rather than waste time moving courses back and forth. Cashmore stated that the AL faculty appreciate their rep making minor corrections. Concern expressed that ability to edit would lead to the expectation that reps would fix large-scale problems; clarification that editing privilege does NOT burden rep with responsibility to correct poorly written curriculum work. The argument was presented that the inherent responsibility of Curr Reps should be enough to warrant them being given the ability to make minor corrections. Holcroft proposed allowing reps to have editing privileges and that an automatic email to faculty author/owner be generated when rep moves course forward to articulation: this would allow concerned faculty to verify the integrity of their COR if so desired. Please take back to your faculty for discussion and feedback. Ultimately there must be one policy for entire campus, as it is not possible to allow one division's reps to edit but not another division's reps.</p>
6. HS/ROP Articulation	<p>Speaker: Denise Swett Swett distributed a flow chart of proposed process for articulation of HS/ROP courses. Swett gave a full explanation of how articulation of a high school course may lead towards college credit and/or satisfaction of some prerequisites. Clarification that to earn college credit, high school students must do credit by exam as agreed upon by FH faculty. Some high schools are currently using FH exams as final exams for their courses. Anticipate that FH's credit by exam policy is the next item that needs discussion as our board policy has not been revisited for many years. Please take the info back to your areas for feedback. Be prepared to make comments and vote on the proposed process at next meeting.</p>
7. Course Deactivation	<p>Speaker: Carolyn Holcroft, Cori Nuñez Deactivation of courses should be ongoing. Due to our need to complete SLO's, we've discovered that there are quite a few courses sitting in the Catalog that have not been taught for a considerable time and in such cases it is appropriate to remove them from "active" status. Having courses in the Catalog that aren't being taught is misleading to students. If you have courses that you'd like to inactivate, please send Nuñez an email (faculty and CCC Rep need to agree and "sign" the email) and she will inactivate them for you ASAP thereby also removing them from the list of courses that need to go through the SLO assessment cycle.</p>

Attendees: M. Anderson, F. Cammin, B. Cashmore, S. Connell, B. Day, M. Francisco, S. Franco, P. Gibbs, R. Hartwell, C. Holcroft, M. Knobel, A. Lee, J. Mummert, P. Murray, V. O'Neal, G. Schultz, K. Svetich, M. Thomas, V. Villanueva
Minutes Recorded by: C. Nuñez