

**College Curriculum Committee  
Meeting Minutes  
Tuesday, November 19, 2013  
2:09 p.m. - 3:41 p.m.  
President's Conference Room**

<u>Item</u>	<u>Discussion</u>
1. Minutes: November 5, 2013	Correction in section 5: spelling error. Motion to approve the minutes with one correction, <b>M/S (Holcroft, Evans) Approved.</b>
2. Announcements: a. New Course Proposals  b. Professional Development Opportunities  c. Course Equivalencies  d. Course Families e. Report Out from Divisions	<b>Speaker: Isaac Escoto</b> a. New Course Proposals - if anyone has any questions regarding any of the proposals please contact the rep from that division to facilitate discussions between faculty. b. Professional Development opportunities to write program review. There is an equity video to send to everyone. Nunez will forward the final version to the CCC for distribution to their constituency groups. c. Course Equivalency list - made headway last year but we need to follow up. These are the courses that are still pending. d. Course Families - once in a family no changing e. BH a lot of new prereqs, most within the disciplines, but definitely added English and Math to some. Is it true that if C-ID requires a prereq, that's all we have to use? No, that is not correct. There must be CSU or UC requisite. What would we accept as documentation?
3. Consent Calendar a. Transfer Degrees (ADTs)	<b>Speaker: Isaac Escoto</b> Philosophy ADT- Svetich stated that ENGL 22 has being deactivated for 2014-15 and should be removed from the TMC. Day will review the TMC with faculty to determine an alternate course to add that should be added. <b>M/S (Armstrong/Hartwell) Approved.</b>
4. Division CC Presentations	<b>Speaker: FA, PSME &amp; Counseling</b> <b>FA:</b> The division cc meets once a month (or more often as needed). The division cc meets in a classroom, projects the outlines on a screen and discusses each one. The minutes are posted in the division and they intend to also add them to the weekly times. Participation has been helpful with "cloud" technology. Allows participation by anyone interested. <b>Counseling:</b> The division cc is composed of five members. They meet monthly and provide information to their division through department in-service meetings. The curr rep records minutes and shares with the divisions. The curr rep sends out info from CCC in email. No provisions are made to communicate outside the division. Day periodically comes to their meetings and helps keep them on track. Solicit outside info: not often applicable as they don't have any degrees/certificates in their area. <b>PSME:</b> As a large division, they have adopted a system where each department has a coordinator and they are responsible for spearheading the curriculum in their department. The division cc, made up of the three CCC reps, meet once a week normally, but during the Fall, more often. The division cc keeps a running spreadsheet that has all the actions and notes to track

	<p>all the activity for each course. They email their faculty so they are aware what days they are meeting and when to contact them for guidance. They encourage all the department heads to take ownership of their area curriculum. Additionally, they have a spreadsheet that keeps tracking of all the courses that are in submissions with any and all changes. After hearing from FA, they also think that some type of conferencing info could be helpful.</p> <p><b>General comments:</b> It's very helpful to allow meeting time in an alternative method so those that would not normally participate may get involved. We need to create a cultural change regarding due dates. Work on curriculum all year. Something to consider is to create deadlines for each stage in the approval process that way no one office is overwhelmed or hung up due to the numbers of courses needed review. Hartwell sees a frustration from the faculty as they perceive writing curriculum as a painful necessity and not really part of what they do. They are not happy about the use of cumbersome software that's not user friendly to do their curriculum.</p>
<p>5. Curriculum Structure &amp; Brown Act</p>	<p><b>Speaker: Julie Bruno</b> Escoto introduced Julie Bruno, representative to the System Advisory Committee on Curriculum (SACC). Bruno recognized our unusual structure but acknowledged that our challenges are not different from other colleges. Similar to FH, all faculty love to teach and maybe not so much the writing and compliance part. After listening to the committee describe some of the frustrations, she suggested perhaps setting due dates for the different stages might be helpful. In reference to the Brown Act responsibilities, since we are approving curriculum at the division level, we must post agendas and minutes in a public place where they are accessible 24-7. Posting online only, is not enough. Curriculum website might be a place for division agendas too.</p> <p>We should be concerned and aware of the curriculum as a whole. CCC is responsible to see the overall picture. New courses are not really discussed at CCC, they are discussed mostly between departments that it directly impacts. Murray would love to have a relational database so if you removed a course, you would be able to see all the programs that would be affected. How do we handle conflicting courses as they are built and before the course is fully approved?</p> <p><b>State-Wide Curriculum Discussions:</b> They are working on model curriculum in the high-unit majors such as Engineering. SACC is also producing a handbook. Baccalaureate project is being developed.</p>

**Attendees:** Shawna Aced (Instr), Micaela Agyare (LIBR), Kathy Armstrong (PSME), Bea Cashmore (ALD), Jerry Cellilo (CNSL), Bernie Day (Articulation Officer), Isaac Escoto (Faculty Co-Chair), Brian Evans (BSS), Marnie Francisco (PSME), Hilary Gomes (FA), Susan Gutkind (Dean, KA), Robert Hartwell (FA), Carolyn Holcroft (BH), Kay Jones (LIBR), Marc Knobel (PSME), Allison Lenkeit Meezan (BSS), Don MacNeil (KA), Kimberlee Messina (VP, Instruction, Administrator co-chair), Peter Murray (Dean, PSME), Kella Svetich (L A)

**Guests:** Julie Bruno (SACC), Kurt Hueg (Dean, BSS), Nanette Solvasen (Dean, BH)

**Minutes Recorded by:** C. Nuñez