

**College Curriculum Committee
Meeting Minutes
Tuesday, February 18, 2014
2:11 p.m. - 3:11 p.m.
President's Conference Room**

<u>Item</u>	<u>Discussion</u>
1. Minutes: February 4, 2014	Minutes as written. M/S (Holcroft/Cellilo) Approved.
2. Announcements: a. New Course Proposals b. Notification of Proposed Prerequisites/Corequisites c. Report Out from Divisions d. Curriculum Sheet Information e. Other-Content Review Forms	Speaker: Isaac Escoto a. New Course proposals were introduced. Please distribute to your constituency. b. Notification of Prereq/Coreqs for the 2014-15 Catalog had corrections from the copy sent with the agenda. The new version, with 2 adjustments, was emailed to the committee today. c. Report Outs: BSS: Faculty are discussing removing the American Studies major for the 2014-15 Catalog and are considering creation of a Global Studies major. They are currently looking at the transferability of such a degree. d. Curriculum Sheet info: Please remember to “keep it simple”. The purpose of these sheets is to present the courses that are required for the degree/certificates. The curriculum sheets are not for the purpose of advertising or delivering any information other than required courses. e. Content Review Forms: The Curriculum Team is aware that there are challenges with the forms. Faculty have identified possible changes needed for the forms and the intention is that we will have discussions in CCC to make some modifications soon.
3. Consent Calendar a. Stand Alone Forms	Speaker: Isaac Escoto Hartwell drew the committee's attention to the LINC 68 application as it is missing a division signature. He confirmed that the form has received division approval. Hanning informed the committee that the RSPT Stand Alone forms are missing attachments, but that attachments were sent to Nuñez after the CCC meeting attachments had been sent out. Hanning stated that there is no back up data available, as this is a new program. The application for this program will require such information, so we need to do some further searching for labor market info of some kind. Move to approve as written with the corrections (LINC 68B, RSPT 82, 83, 85, 86, 87A, 87B, 88) M/S (Hartwell/Holcroft) Approved.
4. Distance Ed Addendum	Speaker: Kate Jordahl , Co-Chair Distance Education Advisory Committee and Chair of COOL After discussion with COOL and the Distance Ed committee, they are under the impression that there are some faculty that don't fully understand or are aware of the agreed upon delivery methods for classes that they teach. In addition, it has come to their attention that people are unaware of the importance of the form they are signing and that this should be seen by all faculty that are teaching this course. If a Online/Distance Learning Addendum exists for a course, all faculty teaching that course are bound by the methods identified. Since there is no public warehouse for the completed forms, a lot of faculty have not seen those associated with courses that

	<p>they teach. To make this form more clear, Jordahl and the committees have made suggested modifications to the form. Jordahl highlighted that changes and asked the committee for feedback. She also informed the committee that once the document has been modified and confirmed through us that it's complete, the intention is to make the documentation of the forms public info so that any faculty member may access that info.</p> <p>There seemed to be some concern from the committee over the best practice of "regular and timely contact". Perhaps that topic will be discussed at a later date.</p>
5. Honors Follow-up	<p>Speaker: Isaac Escoto</p> <p>Francisco reported that there has been some interest from the Math department for creation of an Honors Calculus I (MATH 1A) course. There was general interest from the division but the questions were more logistical issues. Perhaps the faculty can speak to those that are currently teaching honors for more information. Chris Ju, our student rep, reported that in his conversations with other students, they would like to see more honors courses offered. Perhaps we should ask Day to perhaps provide more student info on the web page as advertising.</p>
6. GE Course Substitution Refresher	<p>Speaker: Isaac Escoto</p> <p>Escoto reviewed the process by which transferred courses might meet our local GE requirements. We were reminded that a course does not necessarily need to be exactly the same as a pre-existing local GE course, in order to meet the requirements for any given local GE area. Escoto walked the committee through one of the GE Application forms as an example of how we go about determining if a transferred course could satisfy our local GE.</p>
7. Curricular Calendar	<p>Speaker: Isaac Escoto</p> <p>Follow up to our last conversation regarding the curriculum calendar. FA (Fine Arts) is thinking that they like the direction that we are headed with regard to changing our deadline for CORs. The suggestion was made of perhaps splitting the deadlines to substantial vs. non-substantial changes to different times of year. Gomes suggested that moving to a Spring deadline would relieve the pressure in the Fall as there are multiple projects due at the same time. Please discuss this topic with your constituency groups as we would like to hear all suggestions.</p>

Attendees: Shawna Aced (Instr), Micaela Agyare (LIBR), Rachelle Campbell (BH), Bea Cashmore (ALD), Jerry Cellilo (CNSL), Isaac Escoto (Faculty Co-Chair), Marnie Francisco (PSME), Hilary Gomes (FA), Brenda Hanning (BH), Robert Hartwell (FA), Carolyn Holcroft (BH), Kurt Hweg (Dean, BSS), Kay Jones (LIBR), Chris Ju (ASFC Student), Marc Knobel (PSME), Allison Lenkeit Meezan (BSS), Kimberlee Messina (VP, Instruction, Administrator co-chair), Barbara Shewfelt (P E), Kella Svetich (L A)

Minutes Recorded by: C. Nuñez