

**College Curriculum Committee  
Meeting Minutes  
Tuesday, May 6, 2014  
2:04 p.m. - 3:25 p.m.  
President's Conference Room**

<u>Item</u>	<u>Discussion</u>
1. Minutes: April 15, 2014	Minutes as written. <b>M/S (Armstrong, Campbell) Approved</b>
2. Announcements: a. Introduction  b. New Course Proposal     c. Justification for Course Changes   d. CCC Rep Transitions  e. Curriculum Handbook    f. Report Out from Divisions	<b>Speaker: Isaac Escoto</b> a. Introduced Andrew LaManque as our new Associate Vice President of Instruction. He will be the administrator co-chair for CCC beginning in the Fall. Welcome Andrew! b. New COR proposals introduced. Messina noted that the new HLTH courses presented today are actually intended to be part of a new program and therefore the New Program Creation process needs to be completed before these courses come through the C3MS system. Hueg mentioned that BSS had some Gerontology courses that are Stand Alone courses that have the possibility of working into this certificate. The BSS part-time faculty are planning on working with an advisory group and local businesses to gather information to support a program application. c. Nuñez informed the committee that the state is now requiring us to write a justification statement any time we make a substantial change to an existing outline. Nuñez will find a logistical way to request these justifications and record them to use for state reapplications. d. Are you returning next year? Please have these discussions in your divisions. Let us know if there's someone else from your division that will be joining us. e. With so many moving parts, we definitely have the need for a curriculum handbook that will provide clear-cut instructions regarding the various processes we have for all aspects of curriculum. The intention is to begin this process this summer and have a draft available for discussion in the Fall. f. Report Out: <b>BSS:</b> Currently working on Apprenticeship curriculum. The Humanities department will move to BSS as of Summer 2014. <b>PSME:</b> Francisco explained to the committee some important information regarding C-ID. We have some Math courses that originally had LDTP approval (the precursor system to C-ID) and with the advent of C-ID, they were moved directly to the C-ID system. These courses were re-reviewed and found that they did not meet the C-ID descriptor and therefore they needed updating to maintain C-ID approval. They had a short window of opportunity to correct and resubmit the outlines. Since the Math outlines are part of some of our ADTs, it was very important that we respond immediately. Francisco wanted to make sure that everyone was aware of the tenuous nature of C-ID.
3. Curriculum Calendar	<b>Speaker: Isaac Escoto, Kimberlee Messina</b> <b>Calendar:</b> Based on the recommendations of the CCC and faculty feedback, we will be moving to a June deadline for all curriculum. This year will be a little different as we transition. We will be working on 2 years of curriculum in the same fiscal year. The deadlines will

	<p>be: December 5, 2014 for Summer 2015 and June 2015 for Summer 2016. If anyone would like to turn things in earlier than the December 5<sup>th</sup> deadline, it would be very welcome.</p> <p><b>Lec/Lab Activity issue:</b> Definitions of the lecture and lab activities are being written and reviewed right now and those will be distributed as soon as possible. In addition, you will be provided a list of courses that currently have lec/lab hours. Day and Nuñez are available to meet with every department to discuss the ramifications of these changes. Any course that is only making the activity/hours/unit changes, will not need to go through the normal submission process in the C3MS and that process will also be outlined soon. Those course that will have more changes than those outlined, will need to follow the normal approval procedures established through your division and in C3MS.</p>
4. Content Review Form Modifications	<p><b>Speaker: Isaac Escoto</b></p> <p>Reviewed the form and suggestions and changes were recommended. Discussed the possibility of the form being electronic that might force portions of the document to be completed, based on the faculty members selection of a “new” or “confirmation of an existing requisite”. We’d like it to be online so it could be updated as needed and readily accessible by anyone. Discussions will continue at future meetings.</p>
5. Course Outline Check Sheet	<p><b>Speaker: Isaac Escoto</b></p> <p>Presented a check sheet for faculty as they review outlines. Please distribute to your constituency groups as soon as possible. Please let us know if you find anything not mentioned so that the sheet can be updated.</p>

**Attendees:** Micaela Agyare (LIBR), Kathy Armstrong (PSME), Rachelle Campbell (BH), Bea Cashmore (ALD), Bernie Day (Articulation Officer), Isaac Escoto (Faculty Co-Chair), Marnie Francisco (PSME), Hilary Gomes (FA), Robert Hartwell (FA), Ken Horowitz (BH), Kurt Hueg (Dean, BSS), Kay Jones (LIBR), Marc Knobel (PSME), Andrew LaManque (AVP Instruction), Allison Lenkeit Meezan (BSS), Kimberlee Messina (VP, Instruction, Administrator co-chair), Peter Murray (Dean, PSME), Kella Svetich (L A)

**Minutes Recorded by:** C Nuñez