

Curriculum Committee Meeting (Thursday, October 10, 2019)

Generated by Elizabeth E Cockrell on Tuesday, October 15, 2019

1. Opening of Meeting
 - 1.1 Call to Order @ 3:02 PM
 - 1.2 Roll Call

Curriculum Committee Members:	
ASG Representative	A
June Turner, Faculty Co-Chair/Librarian	P
Dr. Scott Bauer, Admin Co-Chair/Interim Vice President of Instruction and Student Services	P
Biju Raman, Dean of Instruction and Student Services	P
Maria Kehl, Instructional Services Manager	P
Derek Copple, Allied Health Division Chair/Instructor	A
Peter Martinez, Business Division Chair/Instructor	P
Hortensia Rivera, Social and Behavioral Sciences Division Chair/DSP&S Coordinator	P
Brian Thieboux, Language Arts and Communications Division Chair/Instructor	A
Paul Shibalovich, Math and Science Division Chair	P
Scott Peterson, Professional Technologies Division Chair/Instructor	P
Ex-Officio Members:	
Shelley Hamilton, Director of Admissions and Records	P
Irma Dagnino, Articulation Officer/Counselor	P

Guest(s): A. Casas, J. Singler (Proxy for B. Thieboux), M. Maxfield, Jorge Martinez, Dr. Cicci
 Recorder: Elizabeth Cockrell, Curriculum and Catalog Specialist

2. Approval of Agenda
 - Motion to approve the agenda by Irma Dagnino
 - Seconded by Hortensia Rivera
 - Motion Carried Unanimously

3. Approval of Minutes from 5/23/2019
 - Motion to approve the minutes from 5/23/2019 by Irma Dagnino
 - Seconded by Hortensia Rivera
 - Motion Carried Unanimously

4. Articulation Report
 - Irma was working with faculty to edit the CORs that were previously submitted for C-ID and did not get approved and resubmitted the CORs.
 - AG courses have been sent to Cal Poly for articulation in January and will hear back by then end of the year.

5. Action Items
 - 5.2 Revised Programs N/A
 - 5.3 New Courses
 - ACC 103 Accounting with QuickBooks 3 units Face to Face and Distance Education P. Martinez
 - Tabled until next meeting as P. Martinez has requested
 - AGR 153 Irrigation and Drainage 4 units Face to Face B. Raman/M. Maxfield
 - Motion to approve Face to Face by Scott Peterson
 - Seconded by Irma Dagnino
 - Motion Carried Unanimously
 - AGR 154 Irrigation Applications 3 units Face to Face B. Raman/M. Maxfield
 - Motion to approve Face to Face by Scott Peterson
 - Seconded by Irma Dagnino
 - Motion Carried Unanimously
 - AGR 155 Irrigation Systems Design 4 units Face to Face B. Raman/M. Maxfield
 - Motion to approve Face to Face by Scott Peterson
 - Seconded by Irma Dagnino
 - Motion Carried Unanimously
 - PHS 100 Personal Health Wellness 3 units Face to Face, Correspondence Education, Distance Education A. Casas
 - Motion to approve Face to Face by Irma Dagnino
 - Seconded by Paul Shibalovich
 - Motion Carried Unanimously
 - Motion Carried Unanimously
 - Motion to approve Distance Education by Irma Dagnino
 - Seconded by Scott Peterson
 - Motion Carried Unanimously
 - 5.5 Courses to be inactivated N/A

6. Discussion and Informational Items

6.1 Discussion Items

- 1. Curriculum Committee tasked by Academic Senate to come up with policies and procedures regarding new CORs and Programs. Input from the committee required. Task force or committee-at-large?
 - Dr. Bauer Stated that we currently have a BP/AP for Curriculum policy 4020.
 - Hortensia stated that we are not looking for polices but more of procedures or guidelines for faculty.
 - The place this should be added is in the curriculum handbook that is currently being revised.
- 2. Curriculum Handbook needs updating. Volunteers from the committee or updated by all members of the committee during curriculum meetings? Input from the committee required.
 - Motion to add 2 documents to the agenda for this guide:
 - Motion to add 2 documents by Hortensia Rivera
 - Seconded by Paul Shibalovich
 - Discussion: Dr. Bauer asked if the procedures will be added later. Hortensia stated this will be an ongoing document that will be updated. Maria Kehl asked what where will this go? Dr. Bauer stated it will go to the ACCJC to let them know we are working on updating it.
 - Motion Carried Unanimously
 - Need to add 3 items to the curriculum handbook
 - TRC meeting Blurb
 - Curriculum Specialist Job Duties
 - eLumen processes
 - Edits to handbook for ACCJC:
 - Page 3 #6 keep Instruction and Student Services Office
 - Page 4 # 7 and 8 keep Instruction and Student Services Office
 - Page 5 # 7 and 8 keep Instruction and Student Services Office
 - Page 6 Check agendas for Members and fix VP title
 - Page 8 keep sentence about CC recommending to board, Fix Director of A&R title
 - Page 9 Keep outline of record housed with Instruction and Student Services office.
 - Page 10 under catalog description keep Instruction and Student Services Office
 - Page 11 pre-reqs- Add statement about complying with ed code.
 - Page 14 Leave program review
 - Motion to Approve Guide Paul Shibalovich
 - Seconded by Irma Dagnino
 - Motion Carried Unanimously

6.2 Informational Items N/A

7. Adjournment of Meeting @ 3:52 PM by June Turner