AGENDA
Wednesday, September 3, 2014
3:10-5:00 p.m. – HR 133

1. Call to Order

2. Comments/Questions
   A. Regarding Items on the Agenda
   B. Regarding Items Not on the Agenda

3. Approval of Minutes
   Review/approval of minutes from May 7, 2014

4. Curriculum - Action Items
   A. Courses:
   B. Programs: Consent Items
      1. Associate in Arts in Philosophy for Transfer (AA-T) – remove honors courses
      2. Associate in Arts in Psychology for Transfer (AA-T) – remove honors courses
   C. Other:
      1. Approval dates listed on WR for programs?

5. Unfinished Business
   A. New Course Management System update (Jordan)
   B. Program deadlines for 2015-16 catalog (Jordan)
   C. AP/BP 4020/4021/4022 (Jordan/LaSerna/Hobson)
   D. Not-For-Transfer Degrees in Academic Areas—CTE or Not? (Jordan/La Serna)
   E. AD-T/C-ID update (Jordan)

6. New Business
   A. End of year summary 2013-14 (La Serna)
   B. Discuss Governance and Planning Manuals re: Curriculum Committee (La Serna)
   C. Review Institutional Objectives (La Serna)
   D. New Initiatives (Jordan)
      i. Create bylaws for CC
      ii. Brown Act training
      iii. Other
   E. Course and Program Currency Report

7. Workshop

8. Adjournment
Committee Members

Present:
Co-Chairs: Joni Jordan and Jennifer La Serna
Faculty Representatives: Erik Armstrong, Lisa Brandis, John Boragno, Michael Chicconi, Vineta Harper, Gina Haycock, Andy Hinojosa, Beckee Hobson, Terri Paden, Amy Pritchett, Marla Prochnow, Allyson Sullivan
Academic Deans and Directors: Cindy DeLain, Kevin Mizner, Mary-Catherine Oxford, Karen Roberts, Robert Urtecho, Louann Waldner
Articulation Officer: Greg Keen
Student Representative: Alex Bony
Guest: Deborah Nolan

Absent:
Faculty Representatives: Kim Pitigliano
Academic Deans: Stephanie Collier
Financial Aid Representative: Lois Norman

Curriculum Committee Summary
Wednesday, September 3, 2014
3:10-5:00 pm, Hospital Rock, Room 133

1. Call to Order
The meeting was called to order at 3:10 p.m.

2. Comments/Questions
   A. Regarding Items on the Agenda - None
   B. Regarding Items Not on the Agenda
      - Marla Prochnow shared that the Science Division would like to know how other divisions manage curriculum: does one person oversee every step in the CurricUNET process? Or do divisions share the work by discipline or department? Joni requested that each curriculum committee faculty member send her an email of how their divisions process curriculum; she will compile that information and send it to everyone.
      - Deborah Nolan announced that the TLC (Teaching and Learning Center) is open; it can be used for meetings. Deborah teaches Blackboard and other computer applications in the TLC.

3. Minutes:
Minutes of the May 7, 2014 meeting were approved. M/S/C Hobson/Chicconi

4. Curriculum – Action Items
   A. Courses: None
   B. Program: Consent Items
      Remove honors courses from Philosophy AA-T and Psychology AA-T degrees since the honors program no longer exists at COS; modify language in Psychology AA-T: since these
are miniscule changes, the committee only need consent.

C. **Other: Approval Dates Listed on WR**
Renee Marinelli suggested that the WR for programs contain the same information as each of our courses: curriculum approval date, senate and board approval dates; State approval date; and the program number. The consensus was that this is a good idea; Joni will get that information added.

5. **Unfinished Business**

A. **New Course Management System Update (Jordan)**
A work group is looking at new course management systems. It doesn’t appear that there is anything out there except Course Leaf and CurricUNET.
A representative from Course Leaf will be on campus September 22 and 23 to meet with faculty, non-faculty, and IT people in separate meetings to focus on each area’s needs.
Joni has asked for a representative from CurricUNET to visit on September 29, but hasn’t yet had a response.
Joni recommended that committee members keep those dates in mind if they want to learn more about the two options. Dates, times and places will be announced and emailed.

B. **Program Deadlines for 2015-2016 Catalog (Jordan)**
New degrees and certificates of achievement:
August 11, 2014: Board approval
December 14, 2014: Chancellor’s Office approval

Skill certificates – new and modified:
December 8, 2014: Board approval

Programs – current but being input to CNET for the first time:
December 8, 2014: Board approval

As a reminder, CTE programs have to be reviewed and updated every two years. Joni is working with CNET to flag those programs every two years.

C. **AP/BP 4020/4021/4022 (Jordan/La Serna/Hobson)**
Jennifer La Serna and academic deans are reviewing all academic services administrative procedures and board policies: the 4000s. Jennifer, Joni and Beckee have developed a good draft of AP 4020. They will continue to work on APs 4020, 4021, and 4022 and will bring complete drafts to the Curriculum Committee hopefully by October 2014.

D. **Not-for-Transfer Degree in Academic Areas – CTE or Not?**
This discussion began last spring: how do we designate degrees that are not for transfer, but are also not CTE? CTE programs (identified by TOP code) need advisory groups and meeting minutes; labor information, etc. That information doesn’t apply to Art, Music, Dance, etc., or other traditionally academic non-transfer degrees. The Chancellor’s Office has a category labeled “Other.” Requirements include information on how the degree meets community needs, risks for low salaries, etc. If these programs are not approved by the Chancellor’s Office, we will have a lot of stand-alone courses.

It’s apparent that more research is needed; Jennifer will contact the Chancellor’s Office and get back to the group for resolution.

Our Liberal Arts with Area of Emphasis degrees are not for transfer and not CTE. But counselors say that many students graduate with these degrees (a few could be categorized as CTE: AG and Business, for example).
E. **AD-T/C-ID Update (Jordan)**
   Joni reviewed the list of AD-Ts that she’d prepared for the meeting and reminded members that we have AD-Ts that have to be finished by December; the courses for those AD-Ts have to be C-ID approved by June in order for the program to be viable. Greg added that we don’t have courses to support some of the upcoming AD-Ts, so Joni took them off list – Computer Science for one.
   Jennifer reported that we are currently +100% of our goal for 2013-2014.

6. **New Business**
   A. **End of Year Summary (La Serna)**
      Since the most recent accreditation review, we have a new way of doing committee work. Jennifer reviewed the Year-end Evaluation Summary that she and Joni had assembled.
   
   B. **Governance and Planning Manuals (La Serna)**
      Jennifer reviewed the Governance and Planning Manual as it applies to Curriculum Committee. It provides a comprehensive review of what we are to do at all meetings.
   
   C. **Review Institutional Objectives (La Serna)**
      We have to align our bylaws with the Governance and Planning manual and review our institutional objectives to align our annual work. Since we don’t have bylaws, we’ll have to create them this year.
   
   D. **New Initiatives**
      After some discussion, the following were approved as Curriculum Committee initiatives for 2014-2015:
      - Create bylaws for CC
      - Brown Act training
      - Obtain and implement new course management system
      - 100% C-ID approval of all 189 courses currently proposed
      - Complete all AD-Ts by December 2014
      - AA degrees that are non-transfer and not CTE: what to do with them
      - Program currency
      - Distance Learning Addendum (DLA) revision
      
      M/S/C Waldner/Keen
      Opposed: Marla Prochnow

7. **Course and Program Currency Report**
   Joni prepared a course currency report; there isn’t a program currency report in CurricUNET, but she’s working on that. She urged members to review their courses, paying particular attention to the courses in red. All the courses on the list have to be updated this year.
   
   Joni is offering Curriculum Committee training for new members on Wednesday, 9/10/14, at 3:00 pm. Place to be determined.

8. **Adjournment**
   Meeting adjourned at 4:23 pm.