



Welcome to the Meeting

Zoom Information and Meeting Etiquette:

- All attendees are muted when joining the meeting.
- Please unmute when you wish to speak, and mute again when you have finished.
- Take turns speaking and be patient! You can also use chat to ask questions, or raise your hand (click “participants” to access this feature).
- Those using phone audio will be unmuted during voting and discussion. If your phone has the manual option to mute, please use that feature when you are not speaking.
- If discussion moderation becomes necessary, the chair will mute all participants and call on speakers in turn, using the raise hand feature.
- The meeting will be recorded, beginning with the call to order.

Curriculum Committee


May 6, 2020

Zoom Link:

<https://cccconfer.zoom.us/s/537737395>

Action Items

- Minutes from April 1, 2020



Curriculum Committee
Sarah Harris, Ph.D., Co-Chair
Jennifer La Serna, Ph.D., Co-Chair
Spring 2020

Committee Members

Present:

- Co-Chair:** Sarah Harris, Jennifer Vega La Serna
- Curriculum Librarian:** Daniel Alvarado
- Faculty Representatives:** Amy Vega-Pritchett, Erik Armstrong, Barbara Laird, Imara Quinonez, Leah Velasquez, Charles Abee, David Heywood, Milena Seyed, James McDonnell, Anne Morris, Andy Hinojosa, Vanessa Bailey
- Academic Deans/Directors:** Brent Davis, Jenny Saechao, Angela Sanchez, Jesse Wilcoxson, Francisco Banuelos, Richard Lubben,
- Distance Ed Coordinator:** Deborah Nolan
- Financial Aid Resources Specialist:** Amanda Cota
- Evaluations Specialist:** Justine Kincade
- Articulation Officer:** Greg Keen

Absent:

- Director of Dual Enrollment:** Brandon Hildreth
- Faculty Representatives:** Eric Hetherington, Scott Williams
- Financial Aid Director:** David Loverin
- Director of Police Academy:** Darrell Smith
- Director of Learning Resources:** Mary-Catherine Oxford
- Academic Deans/Directors:** Jonna Schengel, Kristin Robinson, Louann Waldner, Michele Brock
- Student Rep:** Alyssa Arce

Curriculum Committee
Wednesday, April 1, 2020
3:10 pm – 5:00 pm, Online – Confer Zoom

1. **Call to Order** – Meeting was called to order at 3:10 pm
2. **Comments/Questions**
 - a. **Regarding Items on the Agenda** – None.
 - b. **Regarding Items Not on the Agenda** – None.
3. **Action Items**
 - a. **Review/approval of minutes from December 04, 2019** – MSC Armstrong/ Velasquez. No discussion. All approved. No opposed and no abstentions.
 - b. **Distance Education Addendums** – MSC Armstrong/ Velasquez. No discussion. All approved. No opposed and no abstentions.
4. **Information Items**
 - a. **Currency Report** – Sarah Harris presented the updated Currency Report. She provided information for each department/division and reminded the committee of important dates. Members discussed current curriculum.

Information Items

- Currency Report: 2020 - 2021

Courses (45): 9 courses = 20%								
Department	Division	Course			Date of Last Approval	Last Content Review	Next Review Date	Progress
ACCT	Business	ACCT 210 Computer Accounting			9/15/15	9/14/15	9/14/20	
ACCT	Business	ACCT 282 Individual Income Tax			6/23/16	6/13/16	6/13/21	
BUS	Business	BUS 112 Public Speaking for Business			6/15/15	6/8/15	6/8/20	BUS Dean
BUS	Business	BUS 174 Marketing Principles			6/15/15	6/8/15	6/8/20	BUS Dean
BUS	Business	BUS 181 Intro to Entrepreneurship			6/15/15	6/8/15	6/8/20	
BUS	Business	BUS 297 Personal Finance			6/15/15	6/8/15	6/8/20	
BUS	Business	BUS 268 Electronic Calculating			11/10/15	11/9/15	11/9/20	
COMP	Business	COMP 232 Server-Side Scripting and SQL			5/20/15	5/11/15	5/11/20	BUS Dean
COMP	Business	COMP 006 Programming Fundamentals			6/15/15	6/8/15	6/8/20	BUS Dean
COMP	Business	COMP 009 Advanced Application Software			6/15/15	6/8/15	6/8/20	
COMP	Business	COMP 220 Essential Computer Concepts			6/15/15	6/8/15	6/8/20	BUS Dean
COMP	Business	COMP 230 JAVA Script/XML			6/15/15	6/8/15	6/8/20	BUS Dean
COMP	Business	COMP 005 Computer Concepts			11/10/15	11/9/15	11/9/20	
COMP	Business	COMP 130 Intro to Personal Computers			6/21/16	6/13/16	6/13/21	
COMP	Business	COMP 233 Database Processing			6/25/16	6/13/16	6/13/21	
COMP	Business	COMP 238 Spreadsheet for Business			6/25/16	6/13/16	6/13/21	
COMP	Business	COMP 250 Software Fabrication			12/1/15	7/11/16	7/11/21	BUS Dean

New Business/Discussion

- Temporary DE Blanket Addendum
 - Full addendum draft is included in meeting packet, with rationale, curriculum approval plan, and professional development plan.
 - Committee feedback and approval requested for curriculum approval plan section.
 - Other sections are information items, though feedback is encouraged; full draft will go to Senate for approval on May 13.
 - Course list revisions should be shared prior to Friday, May 8.

New Business/Discussion

- Temporary DE Blanket Addendum
 - Updated DLA Form approved by DECOS May 5; will go to ETC on Friday May 8.
 - Adds scheduling section allowing requests for ongoing DE approval OR approval in declared emergencies only.
 - Updated DLA Form will need to be completed for all courses in emergency addendum course list by December 2020.
 - Recommend completion for all courses (with a few exceptions) as part of standard curriculum updates moving forward.

New Business/Discussion

- Temporary DE Blanket Addendum
 - Curriculum Approval Plan
 - ~385 courses without approved DLA's are scheduled for summer and/or fall. Of these, 44 are currently in-process and 71 are scheduled for currency in 2020-21.
 - Prioritize form completion in this order: in-progress courses, courses due for currency, all other courses scheduled for summer/fall.
 - Courses in process and due for currency should follow the standard update process and the standard workflow.

New Business/Discussion

- Curriculum Approval Plan
 - The remaining ~270 courses should select the appropriate field in “Method of Instruction” (either “DE” or “DE (Emergency Addendum)”) and attach the DLA form. In justification state “DE Emergency Update” and *make no other changes*.

Method of Instruction: ⓘ

<input type="checkbox"/> Activity	<input type="checkbox"/> Clock Hours
<input type="checkbox"/> Directed Study (Independent Study)	<input type="checkbox"/> Distance Education
<input type="checkbox"/> Distance Education (Emergency Addendum)	<input type="checkbox"/> Field Experience
<input type="checkbox"/> Lecture and/or Discussion	<input type="checkbox"/> Laboratory
<input type="checkbox"/> Work Experience	<input type="checkbox"/> Tutoring

New Business/Discussion

- Curriculum Approval Plan
 - Course modifications for DE only will then undergo an expedited review process, consisting of: Curriculum Coordinator, Division Chair, Division Dean, DE Coordinator, Curriculum Committee Vote, Academic Senate, Board of Trustees.
 - Coordinator role will temporarily move from 3rd to 1st in standard workflow to appropriately route proposals.
 - Recommended deadline for all submissions is October 1, with possibility of extension to November 1 but no later.



New Business/Discussion

- Grading Information
 - P/NP info sent to students and faculty.
 - Students enrolled in any SP 2020 course may petition to change grading option to P/NP until noon, May 13, by making an appointment with counselling.
 - Student may drop any course with an EW in Banner until noon, May 26. Students will be able to see grades in Banner as soon as they are submitted by faculty.
 - Students may petition for an EW for up to one year from the SP 2020 semester.
 - Updated final exam guidance allowing some scheduling flexibility was drafted by IC, approved by Academic Senate, and shared with faculty.



New Business/Discussion

- Catalog Publication Date
 - 2020 – 2021 Catalog has been published:
<https://catalog.cos.edu>
 - PDF will be available in June.
 - Contact Daniel Alvarado with any errors/corrections.
 - Prior year's catalog is now available in catalog archive here: <https://www.cos.edu/en-us/academics/catalog-archive>