

Present: *Louie Giambattista, Chair*; Christina Goff, Rikki Hall, Morgan Lynn, Michelle Mack, April Nogarr, Jancy Rickman, Tue Rust, Penny Wilkins, Kevin Horan, Nikki Moultrie, Ryan Pedersen, Nancy Ybarra, Eileen Valenzuela, Grace Villegas

Absent: Shondra West (Note taker)

Guest: Scott Hubbard

Meeting called to order: 2:30-4:30 pm Location: CO-420

CURRENT ITEMS

1. Announcements & Public Comment:

None

2. Approval of the Agenda

Action: Approved (M/S: Rickman/Wilkins); unanimous

Approval of the Minutes from May 16, 2018

Action: Approved (M/S: Lynn/Rust); majority; Abstain C. Goff

3. Feedback on Committee Process

Louie asked the members to share what works and does not, things that require research, and any changes needed to enhance the curriculum process. Previous committee discussions resulted in changing the coversheet to streamline the process, Louie asked the committee should the form be revamped.

- The coversheet is helpful in knowing what the actual changes are.
- Complete a technical review process prior to outlines being received/reviewed by the curriculum.
Deans currently hold the responsibility. At some college, faculty based teams complete the technical review process. This will help reduce the amount of discussion spent on technical components at a curriculum meeting, e.g. SLOs, the method of instructions, books, etc.

The process in which Deans were assigned technical review transpired from a decision made some time ago when faculty completed content review. Over time when content review process ended, the tech review process remained with the Deans.

The previous content review process looked at the entire COOR for alignment of assessments, assignments, grades, etc. in which changes needed by the author were completed prior to the COOR being submitted to the curriculum. The goal of content review was to look at the requirements of a COOR whereas content/pedagogy remained under the faculty preference. The curriculum committee would be responsible for receiving a copy of the final COOR in which committee members consisting of multiple disciplinary groups would look at the following: Title 5, bachelorette level requirements, aligning with the mission of the college, fitting programmatically, determining if standalone class, assessing department units vs completion, etc. instead of looking at the rewording of SLOs for example. Eileen's part in the process has been making edits, vetting information to departments/author, and reformatting. A concern that some departments barely meets curriculum deadlines, and meeting a tech review deadline will delay the overall process. It was shared the department holds the responsibility of understanding the instructions for meeting the PCAH and Assessments requirements. A future automated process is in the works to help streamline the curriculum process. Vendors are being assessed to determine how to meet the college curriculum needs. At the close of the discussion, it was validated that a process is needed to complete technical review that helps authors modify technical components of the COORs that don't impede the curriculum process.

- Curriculum refresher training on Title V and PCAH requirements for the members. Spend the first half hour completing refresher components of the PCAH at each meeting.
- Determine if the deans or departments should be responsible for addressing whether potential courses meet institutional curriculum (standalone) completion/program standards. Some departments are proactive in the discussion whereas deans have been asked by faculty. It was suggested to determine standard questions for authors to answer if the course fulfills institutional curriculum standards. In the past content reviewers were coaches that helped faculty with curriculum.
- Create a curriculum triage process.
- Change 16.0 unit skill certificates to certificate of achievements

To conclude: capture the suggestions from today’s discussion and present what’s needed to move forward.

4. Committee Training/Refresher

- Discussed in item 3

5. Online Supplement - Title V - Tabled

- A new online supplement is needed when changing hybrid online hours. Joanna recommends developing an up to maximum hour solution which reduces the number of submission for new online supplements forms when hours change. Determining how online hours impacts scheduling and classroom space is required to develop parameters for hybrid. The District Distant Ed taskforce is working on the issue; one solution would be one form with different hybrid options. More discussions will continue at the next meeting 9/19/18.
- Louie asked the committee how to fulfill meeting in/out class hour Title V requirement when COORs are submitted. Discussion regarding the implementation and format at the next meeting, 9/19/18.

6. Substantive Changes to Existing Course Outlines of Record and Prerequisites/Co-requisites

COUNS-045

Action: Tabled

7. Programs

American Sign Language College Skills Certificate

Action: Tabled

8. Curriculum Committee Forms

<u>Standing Items</u>	
<p>1. <u>Shared Governance Committee</u></p> <p>2. <u>Articulation</u></p>	<p>3. <u>Teaching & Learning Committee</u></p> <p>4. <u>Academic Senate</u></p>

1. Shared Governance Committee

3. Teaching & Learning Committee

2. Articulation

4. Academic Senate

Meeting Time & Dates: Fall 2018: Sept 19, October, 3, 17 November 7, 21 December 5

Spring 2019: February 6, 20 March 6, 20, April 17, May 1, 15

CO-420 2:30-4:30pm