**Present**: *Louie Giambattista, Chair*; Tawny Beal, Natalie Hannum, Susie Hansen, Erich Holtmann, Christine Kromer, Morgan Lynn, Jancy Rickman, Eileen Valenzuela, Grace Villegas, Penny Wilkins, Lois Yamakoshi, Nancy Ybarra, and Shondra West (Note taker)

**Absent**: Michelle Mack, Kevin Horan, A’kilah Moore, Eileen Valenzuela, and Makayla Scott-Jefferson

**Guest**: Jo Ann Hobbs

Meeting called to order: 1:10pm Location: CO-420

**CURRENT ITEMS**

1. **Announcements & Public Comment:**

Louie thank the committee for being diligent and helping with the curriculum process.

Happy Holidays to everyone!

1. **Approval of the Agenda**

**Action:** Approved (M/S: Holtmann/Kromer); unanimous

**Approval of the Minutes from November 18, 2015**

**Action:** Approved with changes (M/S: Kromer/Holtmann); unanimous

**Changes**: On the Nov. 18 minutes change: *item 2 Approval of the Minutes from Oct. 21 to Nov. 4* and correct Math 027 typos

1. **Consent Agenda - Annual Review of Pre-requisites**

**Action:** Approved (M/S: Beal/Kromer); unanimous

To meet Title V regulations for pre/co-requisite review process CTE courses are every two years and all other courses every five years. The prerequisite approval form was signed by department heads and deans, that prerequisites were reviewed. If something has changed, departments will resubmit for approval.

1. **Existing Course Outlines of Record**
* **MATH-028 - Math Support for Statistics**

**Action:** Approved (M/S: Holtmann/Rickman); unanimous

1. **Prerequisites:**
* **MATH-028 - Math Support for Statistics**

**Action:** Approved (M/S: Holtmann/Rickman); unanimous

Prerequisite form was missing during the last meeting (11/18/15), so the course was approved without the prerequisite. Now the prerequisite form is being submitted as an addition to Math 28. The course unit value is questionable based on the number instructional hours. Committee Chair will research the information and if changes are needed the COOR will be updated.

1. **New Course Outline of Records**

Second Reading:

* **ART-042- Introduction to Watercolor Painting**

**Action:** Approved (M/S: Beal/Kromer); unanimous

This course was tabled last meeting (11/18/15). The department updated the COOR based on the previous recommendations to update the assessment area, final project, and grading criteria.

1. **Online Supplements**
* **SPAN-051 - Elementary Spanish II**

**Action:** Approved with changes (M/S: Beal/Kromer); unanimous

It was questioned whether updated COORs are required when online supplements are submitted? The last time this course was tabled (11/18/15); didn’t have the COOR information which was approved April 2015. This is a topic to be discussed after the meeting and decide if updated COORs are required with online supplements.

**Committee Recommendations:**

* + 90 hour break-down is needed to distinguish 54 online + 36 hours face-to-face.
	+ Change D2L references to LMS learning management system

**SPAN-052 - Intermediate Spanish I**

**Action:** Approved (M/S: Rickman/Lynn); unanimous

Change D2L language to current learning management system (LMS)

* **SPAN-053 - Intermediate Spanish II**

**Action:** Approved (M/S: Erich/Jancy); unanimous

* **BIOSC-005 - Biology of Health**

**Action:** Approved with changes (M/S: Rickman/Holtmann); unanimous

**Committee Recommendations:**

* + Title correction: BIO to BIOSC
* **COMSC-010 - Introduction to Computer**

**Action:** Approved (M/S: Holtmann/Rickman); unanimous

* **COMSC-012 - Introduction to Network Security**

**Action:** Approved (M/S: Beal/Holtmann); unanimous

* **COMSC-049 - Computer Literacy**

**Action:** Approved (M/S: Wilkins/Holtmann); unanimous

* **COMSC-120 - Introduction to Computer Forensics**

**Action:** Tabled (M/S: Holtmann/Beal); Wilkins abstain; Yamakoshi apposed

54 hours of the 72 total hours will be online

**Committee Recommendations:**

* + The language about dropbox was cancelled; the language should be changed to online submission tool. The committee discussed different variations of online submission tool titles.
	+ Update how the lab hours are split online vs. face-to-face, clarify the difference, and provide the online instructor interaction. It was shared that everything listed on the supplement is substantive online interaction.
	+ The CSLOs do not indicate online focus, even though the notion is that everything listed on the supplement is taught online. The information may be different from class-to-class based on hybrid vs. 100% online with weekly or biweekly discussion, projects, online quizzes, and instructor feedback which justify the online substantive piece. It was noted that the online portion is lab which is disbursed within all the CSLOs listed.
	+ The layout of the form is confusing in which the information doesn’t clearly define the instructional method and what’s happening online. The online supplement is sparse and vague even though non-online components examples are not required. The online components listed for the discussion board should be descriptive. The discussion board are not clearly defined how it will be used online.
	+ Change the checkbox to 50% or more of the instructional hours of the course being taught online. Looking at the break-down of hours, a large portion of it is taught online.
	+ The department will need to provide descriptive information, and it was suggested that they be given a template to module how the form should be used.
	+ Overall consensus was for the department to provide substantive online information; even though this course has a face-to-face interaction in which the instructor can answer questions or deal with student concerns without using an online tool e.g. discussion board for communication. Also the department (Sandi) should come and speak to it.
* **ENGL-090 - Integrated Reading**

**Action:** Approved with changes (M/S: Holtmann/Lynn); unanimous

ENGL 090 is more of a module in regards to being specific and enumerative.

**Committee Recommendations:**

* + There should be a high standard set for online courses that are 50/50.
	+ Online percentage amount should not be the concern whether that the supplement is substantive.
	+ Correct the word “dropbox” it is not one word
* **ENGL-100 - College Composition**

**Action:** Approved with changes (M/S: Lynn/Holtmann); unanimous

**Committee Recommendations:**

* + Remove ENGL/ESL to ENGL; they are separate department
	+ Remove 72 total hour reference on pg1
* **ENGL-132 - Literature of Imagination of Myths**

**Action:** Approved with changes (M/S: Townsend/Beal); unanimous

**Committee Recommendations:**

* CSLO 4 rewrite the statement to include “for example students will read”…
* **ENGL-150 - Lesbian, Gay, Bisexual, Transgender Literature**

**Action:** Approved (M/S: Holtmann/Rickman); unanimous

* **ENGL-230 - Thinking and Writing Critically about Literature**

**Action:** Approved (M/S: Holtmann/Rickman); unanimous

* **POLSC-010 - Introduction to American Government: Institutions and Ideals**

**Action:** Approved (M/S: Holtmann/Rickman); unanimous

**7a. Open Discussion**

The committee discussed changing forms, online requirements, and COOR submission with online supplements. The original thought is to reduce the amount of time when looking at online supplements and COORs together. There are pros/cons to assessment, online supplement, co/pre-requisite Title V requirements for CTE and non-CTE cycle review. The committee is being thrashed for different reasons and the ideal thing to do is reduce the amount of time and avoid confusion.

Updating the online supplement the same time as the COOR is a good idea. At the moment departments know when to update their COOR based on the cohort schedule, but online supplements are not a part of that. The Office of Instruction knows when online forms are outdated and have an internal requirement process that requires them to be updated every 5 years. The state regulation does not require a timeline when to update, instead online supplement form must be on file if a course percentage is offered online.

It was suggested during the assessment review process that online supplements are to be reviewed as well, therefore avoiding being impacted at one time. It’s best to synchronize the online and COOR cohort schedule together, however departments should not wait until the cohort date to update outdated online supplements. It was recommend to schedule a specific start date when online supplements are to be included with the COOR cycle. The process can begin with cohort 3s, and cohort 4 are due next year (2016). The only question is 1 and 2, most outlines were submitted last year. It was suggested to send a notification to cohort 1 and 2 to update online supplements now, and allow departments to submit any new supplements.

1. **Existing Programs** - none
2. **Experimental (900) Course** – None
3. **Changes to the COOR**

The committee reviewed the COOR changes. Approved during a previous meeting that the CSLO percentages be removed from the outline.

**Committee Feedback:**

* Page 1 **Hrs/Mode of Instruction**: - it was questioned why scheduled and HBA lab selections have separate categories? Sometime departments want a flexible lab and HBA schedule. As long as the activity is listed in the COOR, it can be taught either way. It was recommended to have one category, schedule lab and indicate the different categories (scheduled vs. HBA) in the printed schedule. There is no difference in load for scheduled and HBA lab hours.
* Page 3 **Tips and Committee Evaluation Criteria** - Correct the statement regarding the rationale statement.
* Page 4 **Grading** - clarification is needed regarding the repeat exception status. The state allows 3 exceptions for a course to be repeatable, however the state also allows students to repeat a non-repeatable course if they have failed or withdrew up two times.
* Page 6 and 7 - Add “if GE” statements that references GE ISLOs

**Standing Items -** Tabled

* CurricuNet
* SGC
* Articulation
* TLC

Meeting adjourned – 2:58 pm

Meeting Dates: Feb 3, 17; March 2, 16; April 6, 20; and May 4, 18

Location and Time: CO-420 / 1-3pm