**Present**: *Louie Giambattista,* ***Chair***; Tawny Beal, Dann Gesink, Cristina Goff, Rikki Hall, Natalie Hannum, Erich Holtmann, Scott Hubbard, Morgan Lynn, Jancy Rickman, Grace Villegas, Eileen Valenzuela, Penny Wilkins, Shondra West (Note taker)

**Absent**: Kevin Horan, Michelle Mack, and A’Kilah Moore,

**Guest**: POLSC Student

Meeting called to order: 1:08pm Location: CO-420

**CURRENT ITEMS**

1. **Announcements & Public Comment:**
* Introductions of current members
* Academic Senate approval is pending for Dann Gesink (CTE) & Christina Goff (Librarian) as the newest members. A LMCAS representative assignment is pending.
* Recommendation to add discussion items:
	+ “Intro Industrial Art” course Q&A
	+ Establishing committee member alternates when the primary person is unavailable
1. **Approval of the Agenda**

**Action:** None; no quorum

**Approval of the Minutes from May 18, 2016**

**Action:** None; no quorum

1. **Discuss & Review Committee Process**

The committee discussed the following:

* **PCAH - Program and Course Approval Handbook** - is pending state approval of the 6th edition. The PCAH is a book of guidelines, Title V translated for colleges to apply the curriculum process when approving courses/programs. The PCAH 6th edition is available online.
* **Coversheet** - to expedite the COOR process based on the PCAH recommendation, not required by Title V. The coversheet will help readers recognize COOR changes, instead of reading the entire document.

Committee Recommendations

* + Remove Curriculum Committee Chair/President’s signature; add author’s signature which can be different than the Dept. Chair.
	+ Add cohort number, assessment date, CID, and online supplement identifier (other).
	+ Substantive items require a vote, Non-substantive items are part of the consent agenda; whereas Informational section doesn’t require a vote by the committee.
	+ Consent agenda items doesn’t require discussion; however, items can be pulled off if discussion is needed.
	+ Method of Instruction could require unit/hour change; this item should be moved to substantive. If the method of instruction doesn’t require unit/hour it can remain as informational. Instructions are needed to explain the differences.
	+ Modality would be considered online/hybrid
	+ Add SLOs/PSLOs (objectives)
	+ Add HBA as an additional option for substantive changes - unit/hour
	+ Add course content; list of topics
	+ Methods of Evaluation is a selection option on the coversheet to inform the committee to review this area within the COOR attached. The committee discussed the possibility of removing methods of evaluation item from Informational section. Content and evaluation should align to the topic and the committee should review method of evaluation changes as substantive changes to the COOR, and not necessary as a Title V change needing state approval. Measurements (assessments) are put in place to determine if the course material is being delivered. The committee signs off on COORs as meeting Title V requirements have been met. The Assessment committee process is governed to oversee that the course material is being conveyed fully.
	+ The coversheet is just an attachment to COOR when revisions are being submitted; not to be used for new. Courses up for five-year review are not considered new, but does require submission as an entire COOR overview by the committee. CTE courses area up for review every two-years; a mechanism is needed to indicate the course has been reviewed by the committee. The committee discussed COORs with substantive changes may change the five-year date; however it was suggested substantive changes should not trigger adjusting the date. Informational changes requiring additional review and discussion by the committee can be moved as an action item for the next meeting.
* Add a check-box to determine if the COOR is up for five-year review; yes or no
* Add explanation box - why are you submitting the COOR followed by check boxes. Relocate the bottom statement “provide a brief explanation of the changes” to the top.
* Reformat the check-boxes to extend across the page in columns

Disciplinary review is completed at the department level; whereas Deans then complete the technical review all before COORs are submitted and reviewed by the committee as meeting the requirements.

* **Minor Change to COOR Form** - combine catalog/course revision form into one form w/coversheet
* **Review Curriculum Web Page** - none
* **Purple Sheet** - known as the “Instruction Sheet” is an incorporation of the purple sheet. The instructional sheet was reviewed by the committee in May and agreed upon to replace the “Purple Sheet”. The committee will review the sheet for discussion at the next meeting; Sept 21, 2016.

Meeting adjourned – 2:40 pm

**Meeting Dates for Fall: October 5, 19; November 2, 16 and December 7**

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