Present: **Morgan Lynn**, *Chair*, Josh Bearden (*Distance Education*), Sepideh Daroogheha (*Mathematics*), Christina Goff (*Librarian*), Paula Gunder (*Liberal Arts and Sciences*), Aprill Nogarr (*Non-Departmentalized Faculty Group - Brtwd*), George Olgin (*English*), Tess Shideler (*Liberal Arts & Sciences*), Penny Wilkins (*Computer Science*), Trinidad Zavala (Counseling); Rikki Hall (*Director of A&R*), Nikki Moultrie (*Dean of CTE and Social Sciences*), Ryan Pedersen (*Dean of Math and Sciences*), Eileen Valenzuela (*Articulation Officer*), and Grace Villegas (*Academic Scheduling*), and Shondra West (*Note-taker*)
Absent: Veronica Turrigiano (*CTE*) and Natalie Hannum (*Vice President of* Instruction)
Guest: **Susie** Hansen

Meeting called to order: 2:36 pm   Location: Zoom Meeting

CURRENT ITEMS

1. **Announcements & Public Comment:**
   None

2. **Approval of the Agenda**
   Action: Approved (M/S: Goff/Nogarr); unanimous

   Approval of the Minutes: September 2, 2020
   Action: Approved (M/S: Goff/Zavala); Abstain (1) T. Shideler

3. **Consent Agenda**
   Action: (M/S: Goff/Nogarr) Discussion
   Amended Action: Approved with changes (Goff/Gunder); unanimous
   • Pull items from the consent agenda ART-003, 006, HUMAN 024, and ENGL 245

3a. Pulled Consent Items
   • **ART-003**
      Action: Approved with amendment (Shideler/Bearden); unanimous
      Title is needed on the addendum; use the course title in eLumen

   • **ART-006**
      Action: Tabled - return for clarification concerning the title and CSLOs
      Title and CSLO are different from the COOR. Josh shared the addendum submitted to DE, which the committee noticed a difference with the addendum reviewed by the committee compared to the one submitted to DE.

      Grace confirmed the addendum title is correct but incorrect in eLumen. The change in eLumen will be made. However, clarification is still needed regarding inconsistency with the title and CSLOs.

- **HUMAN-024**
  Action: Approved with amendments (Bearden/Goff); unanimous
  It was noted that a title change is needed. Nonetheless, the COOR content replicates Human 022 but the CSLOs are indeed HUMAN 24. The committee checked eLumen to clarify the addendum title, which should read: Shakespeare English King

- **ENGL-245**
  Action: Tabled Course is being revised

4. **Procedure**
   Morgan shared the reason for dividing the course addendums for curriculum review efficiency. Some members expressed concerns with challenges locating the COOR or an updated version, which it was recommended to use the COORs in eLumen. Nikki asked the committee to share inconsistencies with COORs in eLumen with Grace, Eileen, and herself. Trini asked about accessing Curriculum Committee (CC) review items in the eLumen inbox, which particular items were not there. Rikki asked about the process when a department removed courses from eLumen - inactivation and how other programs using interdisciplinary courses are notified to make adjustments.

   Nikki updated the committee on the status of the eLumen program profile, in which the workflow will capture programs impacted by a course change. Eileen shared the state approval process whenever courses are inactivated, whereby the departments are notified of the changes. Additionally, Eileen shared after state approval; the information is publicized in the catalog addendum.

   To address concerns about accessing course information via the eLumen for the CC to review, Nikki shared members will need to avoid taking action (clicking on the submit button) to preserve the data for other members to review. Once a course is submitted, no else on the CC can access it to view, and then routed to the next step, Curriculum Chair, Morgan. Furthermore, Nikki shared how CC members can review items using eLumen via the inbox or curriculum dashboard.

   Penny asked a technical question about changing the eLumen dashboard task completion status to allow everyone to view the course regardless of whether they submit the information. Nikki shared the parameters can be changed, whereby each member submits the item versus initiated by an individual. As a workflow process, the committee should avoid approving items until after the CC meeting. Christina shared the steps to access deactivation workflow items, which some members noted having challenges viewing items via the inbox and instead access the information from the dashboard. Christina further explained how to access deactivation courses via programs in eLumen to locate the course outline of records. The issue is that when someone submits a course that's being reviewed by CC, the information is unavailable for view by other members; whereas, it was recommended to save items as a draft.

   The timing of the email notification is a potential issue, in which there are several notices received whenever initiators make action to the course; departments, deans, and tech review.

The agenda plus the turnaround time to review the COORs pose a challenge when the CC can review items in eLumen before the CC meeting. The committee agreed to use the agenda as prompting CC committee to take action with reviewing eLumen documents, whereas the agenda will be sent earlier to the committee, Wednesdays the week before the meeting.

The committee continued their discussion about the challenges with the eLumen inbox vs. the dashboard. The difference between inbox and dashboard; courses listed on the dashboard are part of the workflow stages compared to the inbox, which has completed the final step for CC review. The committee discussed potential workarounds to track the review process, e.g., using an excel spreadsheet, which was declined, more so as an extra process outside of eLumen. Notwithstanding, eLumen is a document storage and not a tracking system; therefore, the committee concluded to save courses as a draft so that all members can access the information.

The committee discussed once the agenda process is finalized, then developing a goggle document to track changes, which the committee was not in favor of. Nikki shared DVC's CC workflow review, which Morgan shared the use of a consent process. Notwithstanding, Nikki shared thoughts for future discussion about the volume of college-related tasks that are due during the Fall and overlap with one another; program review, assessment, resource allocation, etc.

5. **eLumen CC Review Training**
   Morgan shared an update of the CC review and approval process. Morgan created and updated the curriculum review PowerPoint for members to learn more about their roles and responsibilities. Morgan explained the purpose of reviewing course descriptions for meeting requirements. To conclude, Morgan demonstrated how to understand the specific eLumen tabs when reviewing COORs. For example, the specifications tab > assignments must have detailed information that links to CSLOs to include reading and writing assignments as fulfilling state requirements.

   Future agenda item: discuss whether faculty should complete the method of evaluations rationale boxes in eLumen.

Governance Committees

1. **Shared Governance**
2. **Articulation**
3. **Teaching and Learning Committee**
4. **Academic Senate**

Adjourned at: 4:28 pm

Meeting dates
Fall 2020 October 7,14, November 4,18, December 2
Spring 2021:February 3,17, March 3,17, April 7,21, May 5