**CURRICULUM COMMITTEE [DRAFT]**

Minutes

November 6, 2015

Present: Dave Bradley, Lars Campbell, Jackie Curry, Sue Goff, Phillip King, Carrie Kyser, Terry Mackey, Mike Mattson, Lilly Mayer, Tracy Nelson, Gwenda Oshiro Richards, Polly Schultz (Chair), April Smith, Dru Urbassik (Recorder), Jaime Wood, Jeannine Lancey (ASG), Kellie O’Grady (ASG)

Not Present: Matthew Altman, Dustin Bare, Sue Caldera, Carol Dodson, Jackie Flowers, Bev Forney, Barry Kop, Brenda Marks, Andy Mingo, Nicole Rosevear, Cynthia Risan, Laurette Scott, Tara Sprehe, Shelley Tracy

1. **Welcome & Introductions**—Polly Shultz
2. **Minutes**

The October meeting minutes were reviewed.

Remove Lupe from not present

**Action: Committee members voted to approve meeting minutes.**

1. **Consent Agenda**

Item #1: Course Number Changes

Item #2: Course Credit/Hours Change

Item #3: Course Title Change

Item #4: Outlines Reviewed for Approval

**Action: Committee voted to approve Consent Agenda**

1. **Informational items**

None

1. **Old Business**
2. **New Review Teams, Timelines, and Tracking**
   1. **Tracking spreadsheet**
      1. Timing-2 weeks?
         1. Not to resolve issues, but just to contact author about the outline
         2. Approval won’t be completed in 2 weeks
         3. Dru will follow-up outside the meeting to those who are not present
         4. Motion for a 2 week turn around, approved
      2. Depends on how many outlines are submitted
         1. Currently there are a few, but there will be less once we are caught up on the new outlines
      3. Determining Status
         1. Color coloring
         2. Perhaps a living document
            1. Google docs
            2. College does not back up google docs

If it is lost it is lost

* + - 1. Dru will post document on website
      2. Dru will look into google docs, excel edits, and other resources
         1. Add notes column
         2. Add drop down status list
  1. **Submission system**

1. **New Business**
2. **Pre-requisites, co-requisites, and recommendations**
   1. **Student planning**
      1. Students will be able to create a schedule for their program of study
      2. Pilot in the Spring
      3. Need to review requisites and recommended
      4. Dru will meet with chairs to gather this information
      5. Student Planning tool will inforce the requisites, so they must be accurate
      6. Dru will send out information about the current requisites
         1. Set up appointments
      7. Process
         1. Option 1: Go through consent agenda
         2. Option 2: Allow Dru and Bill approve
            1. Still add to consent agenda
            2. Will be live once student planning is implemented
      8. Approval and next steps
         1. CC approved for the teams to not review all the outlines where requisites were updated
         2. Dru will send out a tracking sheet of current requisites by course
         3. Dru will meet with the chairs to review the information and make updates as needed.
         4. Once all requisites are reviewed Dru will submit a batch document to CC for Consent Agenda
      9. After Updates
         1. Requisites can be updated after the initial sweep of data
         2. These changes must follow the standard process

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| **Next Meeting for 2015-16: November 20, 2015 CC127 8-9:30am** |