**CURRICULUM COMMITTEE**

Minutes

September 23, 2016

Present: Matthew Altman, Dustin Bare, Dave Bradley, Lars Campbell, Carol Dodson, Megan Feagles, Sue Goff, Terry Mackey (Chair), Brenda Marks, Mike Mattson, Jeff McAlpine, Gwenda Richards Oshiro, Cynthia Risan, Laurette Scott, Tara Sprehe, Dru Urbassik (recorder), Bill Waters, and Ryan West

Not Present: Elizabeth Carney, Barry Kop, Carrie Kyser, Tracy Nelson, April Smith, and Shelly Tracy

Guests: Donna Larson

1. **Welcome & Introductions**—Terry Mackey
2. **Minutes**

June 3, 2016 meeting minutes will be approved at the October 7, 2016 meeting.

*No minutes to approve****.***

1. **Consent Agenda**

Pending consent agenda items will be reviewed and approved at the October 7, 2016 meeting.

*No consent agenda items to approve.*

1. **Informational items**

*No informational items.*

1. **Old Business**

***ISPs, Checklists, Process Documents, and Flowcharts***

*Terry Mackey*

*ISP 161: Course Creation, Edits, Inactivation, & Reactivation*

* ISP needs to include reactivation process
  + Is there a time limit to for course reactivation
* Checklists and process documents look thorough and complete
* Brenda Marks motioned to move to approve all of the Course Creation, Edits, Inactivation, & Reactivation documents, recommending updates for ISP
* David Bradley second the motion
* The Committee voted to approve the Course Creation, Edits, Inactivation, & Reactivation checklists, ISP, process documents, and flowcharts

*ISP 162: Program Creation and Approval*

* Standard D- change to CCWD CTE program
* Does every department have advisory committee
  + Every CTE program has one
* Suggested changes for the AS degree checklist
  + Remove Advisory Committee review
  + Change Associate of Science Degree to Associate of Science Area Of Emphasis
* We will eventually need a checklist for the state wide programs that hosted by other community colleges, such as First-line Supervisor Fundamentals
* Suggested changes for the Process Document
  + Process Boundaries- do we need this
    - It was determined that we do
* Cynthia Risan motioned to move to approve all of the Program Creation and Approval documents, recommending updates for ISP
* Brenda Marks second the motion
* The Committee voted to approve the Program Creation and Approval checklists, ISP, process documents, and flowcharts

*ISP 165: Program Suspension & Reinstatement*

* Suggested changes to the ISP
  + Add “or other reasons as determined by the college” into the summary
  + Note that suspensions and reinstatements are informational items
* Suggested changes for all documents
  + Use the terminology Division Dean instead of Dean
  + “Any program with an exterior accrediting body” should be added into the next version of the document, can be modified for a later date.
* Suggested change for the checklist
  + Update “new program” to “suspended or reinstated program”
* Motion to approve Brenda, second Carol, approved.
* Brenda Marks motioned to move to approve all of the Program Suspension & Reinstatement documents
* Carol Dodson second the motion
* The Committee voted to approve the Program Suspension & Reinstatement checklists, ISP, process documents, and flowcharts

*ISP 166: Program Amendment*

* Suggested changes to the ISP
  + Remove “series of” from the summary
* Suggested changes to checklist
  + Checklist needs to mirror ISP
  + update “the state” to “CCWD” in checklist and all other documents
  + Update “new program” to “program amendment”
* Suggested changes to flowchart
  + Make ending statement for denial clearer “ amendment will not be offered in current form” is not clear enough
* Brenda Marks motioned to move to approve all of the Program Amendment documents
* Sue Goff second the motion
* The Committee voted to approve the Program Amendment checklists, ISP, process documents, and flowcharts

*ISP 180: Continuing Education Units (CEUs)*

* This ISP is for review and is not part of the project for NWCCU
* Credit was removed from the ISP since it did not belong
* Approval not needed, informational

1. **New Business**

*No new business.*

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| **Next Meeting for 2015-16: October 07, 2016 CC127 8-9:30am** |