Curriculum Committee



**October 5, 2018** (8-9:30am, CC127)

**Curriculum Committee Minutes**

May 20, 2016

**Meeting Agenda**

**Present**: Karen Ash, Dave Bradley, Nora Brodnicki, Rick Carino, Frank Corona (Chair), Jeff Ennenga, Megan Feagles (Recorder), Ida Flippo, Sharron Furno, Darlene Geiger, Sue Goff, Jason Kovac, Kara Leonard, Jim Martineau, Lupe Martinez, Lilly Mayer, Jeff McAlpine (Alternate Chair), Suzanne Munro, Scot Pruyn, Tara Sprehe, Dru Urbassik, Helen Wand, MaryJean Williams (Alternate Chair), Ariane Mabano (ASG), Edwin Mendoza-Zurita (ASG), Jinyoung Park (ASG)

**Guests:** April Smith

**Absent**: Dustin Bare, Elizabeth Carney, Mike Mattson, David Plotkin, Lisa Reynolds, Cynthia Risan, Sarah Steidl

1. **Welcome & Introductions**

Welcome Frank Corona, new Chair of the Curriculum Committee

1. **Approval of Minutes**
   1. Approval of the June 1, 2018 minutes

**Motion to approve, approved**

1. **Consent Agenda**
   1. Course Number Changes
   2. Course Credits/Hours Change
   3. Course Title Change
   4. Reviewed Outlines for Approval

**Motion to approve, approved**

1. **Informational Items**
   1. Program Amendment and Catalog Workshops
      1. Dru Urbassik presented
      2. The Curriculum Office will be offering a workshop to cover how to fill out the Program Amendment forms, and another covering how to reflect approved changes in the catalog edit
      3. Multiple sessions of each workshop.
         1. October 16th between 10 and noon, OC campus
         2. October 17th between 1-3pm, OC campus
         3. October 24th between 1-3pm, OC campus
         4. Back-to-back Amendment/Catalog workshops on October 19th, 1-3pm at Harmony campus
      4. Finalized info later today. Dru will send invites to Admins, Chairs, Directors, and Curriculum Committee
   2. Catalog Deadline
      1. Dru Urbassik presented
      2. Reminder that January 10th is the last day for Review Teams to submit courses for Curriculum Committee approval at the January 18th meeting

The Outline Submission System is currently down. Please refrain from using it until IT gives us the OK

The issue seems to have started on 10/4/18. It is ok to view outlines. Do not edit outlines.

* 1. Curriculum Management Software Demos
     1. Dru Urbassik presented
     2. The Curriculum Office is in the process of choosing a Curriculum Management software (curriculum management, online catalog, scheduling) and would like input from the Committee
     3. The Curriculum Office will host one demo from each vendor (SmartCatalog IQ, CourseLeaf, DIGARC)
        1. October 23rd, 2-3:30pm
        2. 1st week of November
        3. 2nd week of November
     4. Jason will check to see who makes the final decision
     5. Dru will send invites once dates are finalized

1. **Old Business**
   1. Review Membership Vacancies
      1. Frank Corona reviewed the vacancies for 18-19 year
      2. IEP: Open faculty position for Library. Expected in about 2 terms
      3. Arts & Sciences: Lilly Mayer will represent Science and Engineering until 2019/SP, Faculty-At-Large is TBD, Barry Kop is no longer a member
      4. TAPS
         1. Correction: Mike Mattson is Manufacturing; Dave Bradley is Automotive
         2. Shalee Hodgson, Associate Dean of TAPS
      5. Deans are responsible for filling vacancies in their Division
2. **New Business**
   1. New Member Resources
      1. Dru Urbassik presented
      2. The Curriculum Committee site has lots of resources and tools for members; the Handbook is especially useful.
      3. Review Team leads are a good resource. Curriculum Office is available for any and all questions
      4. Dru will reach out to new members, team leads, teams to schedule an orientation covering resources and basic functions/expectations of a Committee member.
   2. Call for Review Teams and Sub-Committees to being work
      1. Frank Corona presented
      2. Curriculum Committee doesn’t meet over the summer, but outlines are still coming in.
      3. Review Teams and Sub-Committees should begin reviewing outlines once the Outline Submission System is back up.
   3. Course Inactivations
      1. ESL/PIE-040, ESL/PIE-041
         1. Suzanne Munro presented
         2. Courses were in a series of grammar courses. The series has been consolidated by distributing components of these courses into the other courses in the series.

**Motion to approve, approved**

* 1. Mission Statement
     1. MaryJean Williams presented
     2. 10 minute small-group discussion/reflection on what the Committee does and why they do it.
     3. MaryJean will do a theme analysis and present findings at the October 19th meeting.

*-Meeting Adjourned-*

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| **Next Meeting: October 19, 2018 CC127 8-9:30am** |



**October 5, 2018** (8-9:30am, CC127)

**CONSENT AGENDA**

**1. Course Title Change**

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| --- | --- | --- |
| **Course Number** | **Former Title** | **New Title** |
|  |  |  |

**2. Course Hours Change**

|  |  |  |
| --- | --- | --- |
| **Course Number** | **Title** | **Change** |
|  |  |  |

**3. Course Number Change**

|  |  |  |
| --- | --- | --- |
| **Course Number** | **Title** | **New Course Number** |
|  |  |  |

**4. Outlines Reviewed for Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Number** | **Title** | |  | | --- | | **Implementation** | |
| AB-105 | Street Rod Construction Techniques | 2019/WI |
| AM-133 | Engine Systems | 2019/WI |
| BA-211 | Financial Accounting I | 2019/WI |
| CJA-134 | Correctional Institutions | 2019/WI |
| COMM-140 | Introduction to Intercultural Communication | 2019/WI |
| COMM-218 | Interpersonal Communication | 2019/WI |
| FN-110 | Personal Nutrition | 2019/WI |
| FN-225 | Nutrition | 2019/WI |
| MFG-100 | Adventures in Technology | 2019/WI |
| MFG-111 | Machine Tool Fundamentals I | 2019/WI |
| MFG-273 | Mastercam, Lathe, Mill, Multi-Axis | 2019/WI |
| SM-136 | Photolithography | 2019/WI |
| WET-130L | Wastewater Operations III Lab | 2019/WI |