
Curriculum Committee

Sub-Committee of the Academic Senate

Spring 2020 Semester

Meeting Minutes Thursday, January 30th, 2020 in AC 229, 2:15 pm, KTD Campus

Present: Maula Allen, Sheldon Carroll, Paul Cheney, Maria Coulson, Gina Cullen, Luna Finlayson, Rachel Klein, Alisa Klinger, Jeannie Langinger, Rebecca Lipson, Bob McCoy, Sara McKinnon, Lisa Morse, Kevin Muller/Suzanne Lacke, Steve Newton, Heather Rahman, Kathleen Smyth, Cari Torres, Derek Wilson, Nancy Willet, Grace Mengqi Yuan

Absent: Becky Reetz

Standing Items

1. Call to Order at 2:15 pm in AC 229
2. Approval and adoption of the Agenda
 - Motion to Approve: Bob McCoy. Second the motion: Nancy Willet.
 - Vote: approved
3. Approve minutes
 - Motion to Approve amended minutes: Kathleen Smyth. Second the motion: Rachel Klein
 - Vote: approved. Bob, Lisa, Jeannie, and Maria abstained
4. Chair Announcements
 - Welcome back to Lisa Morse and Jeannie Langinger, who were absent from CC meetings due to instruction duties last semester.
 - CC website is up-to-date with meeting & tech review dates and time, past agenda and minutes.
 - Bob recommended to post Tech review checklist and assignment sheet to web
 - Extra Wednesday tech review dates with SLOAC will be sent to CC members.
 - Please encourage faculty to drop in to Tech Review labs if they need help with COR.
 - Gina is reaching out to add tech reviewers; some academic areas only have one reviewer. Jason Dunn will join as a Tech Reviewer for Fine Arts area.
- Review of units
 - Reference: UPM Contract Pg. 93
 - Unit section in eLumen was projected, Gina and Grace went over two sample outlines to illustrate where and how student units and teaching units were entered.
 - Please reach out to Cari and Grace if need help with figuring out units

Discussion Items

1. Drama courses substantive changes – updates from Lisa Morse

Lisa passed around summary of changes to each member. She explained each item with the following highlights:

- DRAM 137 changed from 8 weeks to full semester due to demand
- DRAM 164 starts to bear 2.7 TU to reflect the actual work that instructor puts in.
- DRAM 165 is a new course proposal following the Advisory Committee's recommendation.
- Reactivate DRAM 168 in preparation for the increased interests in stage management and the new Theater Tech Certificate Program
- Most of the curricular changes are results of the new Theater Tech Certificate, which was presented to CC and approved by CC last Spring.

Q: Paul asked who was teaching DRAM 137?

A: Lisa answered that it was contracted with a third party, there was no intention to hire an instructor to teach the course.

Q: Jeannie asked if Lisa got 22 additional units from the District to offer the new Certificate program?

A: Lisa answered that all were existing courses with the exception of DRAM 165.

2. CC Subcommittees

Gina proposed a new subcommittee: Degree Articulation Committee (DAC)

A. Main goals of the proposed subcommittee:

- (1) Review course articulations to CSU/UC, and C-IDs
- (2) Reach out to departments to look at ADTs
- (3) Work on cleaning up ASSIST
- (4) Vet new degrees and faculty-initiated changes to current degrees and make recommendation to CC

B. Volunteers on the subcommittee: Nancy Willet, Rachel Klein, Sheldon Carroll, Grace Yuan, and Gina Cullen.

Gina asked everyone if this subcommittee was a good idea? Lots of people said yes.

Bob recommended the name changing to "Degree and Articulation Review Team (DART)", which was well received.

C. CC members briefly discussed about degree revision.

Sara asked about degree workflow notifications that she received in her eLumen inbox.

Kathleen asked about the process of approving revised/cleaned-up degrees. Derek raised an issue that eLumen didn't have space-holders for new courses that were still in the workflow to be put in a degree.

Action items:

1. Post Tech Review Checklist PDF and reviewer assignment sheet to cc website
2. Cari, Gina and Grace to work out a draft degree workflow process to CC

Meeting adjourned at 3:06pm