
Curriculum Committee

Sub-Committee of the Academic Senate

Spring 2020 Semester

Meeting Minutes Thursday, April 9th, 2020, 2:15 pm, Zoom

Present: Heather Rahman, George Golitzin, Rebecca Lipson, Lisa Morse, Gina Cullen, Luna Finlayson, Rachel Klein, Alisa Klinger, Sara McKinnon, Kevin Muller, Steve Newton, Holley Shafer, Kathleen Smyth, Cari Torres, Derek Wilson, Nancy Willet, Grace Mengqi Yuan

Absent: Sheldon Carroll, Paul Cheney, Jeannie Langinger, Bob McCoy, Becky Reetz

Standing Items

1. Call to Order at 2:20 pm in Zoom meeting room
2. Approval and adoption of the Agenda
 - Motion to Approve: Nancy Willet
 - Second the motion: Lisa Morse
 - Vote: approved
3. Approve minutes
 - **Motion to Approve minutes:**
 - Second the motion: George Golitzin
 - Vote: approved
 - Abstained: Lisa Morse, Heather Rahman, Rebecca Lipson.

Chair Announcements:

- Course workflows – Gina reminded CC members to please check inbox, review workflows, and leave notes in the comments section once reviewed.
- Tech review lab – Gina reported that the last tech review via Zoom worked well. We used Breakout Rooms to group people to work together. Additionally, people can request individual Zoom meetings outside tech review time, if needed.
- Consent agenda – there was an idea to include a consent agenda for CC meetings. The consent agenda will include substantive changes that may not require discussion. Gina is exploring the idea and maybe try it next meeting.
- DART report – the sub-committee met this morning and worked on AST-Business Admin, AAT-Economics, AAT-Political Sciences, and AAT-English.
 - Updated the named ADTs based on the most recent TMCs

- Found expired C-IDs
- Will send updates and/or recommendations to the respective departments for review
- DE course approval and certification
 - Summer 2020 is most likely to be entirely online. Kathleen talked about that the DE committee was prioritizing to get the DE training ready to go. It will be a 12-week course with the last two weeks being capstone.
 - DE addendum was discussed considering CC's role. Traditionally, the DE addendum is filled out by faculty, reviewed by CC, and board reported for approval before a course can go online. With the current special situation, the focus is to get faculty trained so that DE course could be well designed and increase student success. We would like the DE addendum to be filled out properly and thoroughly later, rather than having them in premature.
 - George asked which term we were discussing, summer or fall? Cari clarified that we were discussing summer term training, in anticipation of disruption for Fall 2020.
 - Alisa asked if anyone knew what Santa Rosa Junior College's plan? We didn't know much about SRJC's approach.
 - Nancy and Kevin commented with what they learned from Academic Senate. After a brief discussion, they concluded that there was a need for an over-arching understanding of the process, and clear step-by-step on what to do.
 - Cari summarized the updates – DE addendum is not the first thing faculty need to do. The first step is to get training to faculty, to give them the tools to teach online. There will be cohorts of faculty trainees. The divisions are identifying 50 faculty as the first cohort who will start training in the coming summer. The "blanket" approval from Chancellor's Office for temporarily remote instruction is also to give college time to find a systematic approach in response to the emergency situation.
 - Alisa pointed out the add code issue in conjunction with roster management for summer DE courses, given its fast-paced nature. She suggested Enrollment Services to look into the situation and provide more guidance or support to faculty.
- Catalog production and Degree Workflows – Grace reported that she had been importing information to degree workflows in preparation for the eLumen catalog production. In case of needing discipline review, she would reach out to departments.
 - Derek recommended templates with examples to be developed to assist faculty filling out degree elements. Grace responded that she would work on it.

Meeting adjourned at 3:15 p.m.