
Curriculum Committee

Sub-Committee of the Academic Senate

Spring 2020 Semester

Meeting Minutes Thursday, April 23rd, 2020, 2:15 pm, Zoom

Present: Lucas Drisdell, 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 2:16 pm in Zoom meeting room
2. Approval and adoption of the Agenda
 - Motion to Approve: Lisa Morse
 - Second the motion: Heather Rahman
 - Vote: approved
3. Approve minutes
 - Motion to Approve minutes: Alisa Klinger
 - Second the motion: Kathleen Smyth
 - Vote: approved
 - Abstained: Rebecca Lipson

Discussions:

- Gina played 15 minutes of the "Navigating Distance Education - Chancellor's Office Webinar" video for CC members, which informed on the directions from the State and on how to move forward in this DE environment.
- Gina provided a slide to summarize COM's effort:

Certification Pathway

Phase 1: Faculty completes 6 or 12-week training course

- DE addendum for the most current COR is either completed if not already done or revised and updated if necessary

Phase 2: Faculty completes entire Canvas course and aligns to OEI rubric

Phase 3: POCR peer review for the course is completed

- Kathleen talked about the expedited training course that is going to start on April 27th. About 30 faculty will take part in it.
- Gina talked about DE addendum
 - When faculty is building the Canvas course, it will be the good moment to fill out the DE addendum. Questions on the DE addendum are related to the design of DE course. While DE addendum and the DE course are connected, the addendum lives with the COR, each individual faculty still has the academic freedom on how they teach their courses.
 - Old DE addendum
 1. We will send out a list of courses already have DE approved by the Board
 2. Some old DE addendum may need more information
 - Kathleen mentioned to add a checkbox to the DE addendum to indicate the course is approved to deliver online in emergency situation, following the State's recommendation. Although all the DE addendums are needed to be filled out, the checkbox helps identify courses that normally would deliver face-to-face. Gina said eLumen implementation is probably in late May.
- Q & A:
 - There was a question from Lucas, "I've been looking at the online 'get trained for DE' courses, and none are finished by the start of fall 2020 (they are all full)." Kathleen answered that's another reason why COM created the expedited training course in-house. We hope to have more in the summer and into the Fall, eventually all faculty will have done training.
 - Lisa asked when a faculty is certified? Kathleen answered as much as she doesn't like the word "certified", when you get to phase 3, your course is certified DE.
 - Gina said CC would ask DEC to review the DE addendum. Kathleen answered that DEC would have couple drafts to present to CC by May 7th.
- The next CC will have a Consent Agenda to include substantive changes that are straight-forward and discussion may not be necessary, so that CC can proceed to voting.
- Gina concluded the meeting by mentioning that we do not know what's happening for the Fall semester, hopefully the decision will be soon. Stay tuned. COM will proceed with registration on Monday.

Meeting adjourned at 3:00pm.