
Curriculum Committee

Sub-Committee of the Academic Senate

Spring 2021 Semester

Meeting Thursday, February 4, 2021 2:15 pm via Zoom

<https://cccconfer.zoom.us/j/98469399331>

Present: Gina Cullen, Luna Finlayson, Rachel Klein, Bob McCoy, Sara McKinnon, Lisa Morse, Lori Michelangelo; Steve Newton, Heather Rahman, Ingrid Kelly, Kathleen Smyth, Cari Torres, Derek Wilson, Grace Mengqi Yuan

Absent: Sheldon Carroll, Paul Cheney, George Golitzin, Kevin Muller, Becky Reetz, Nancy Willet, Holly Shafer

Standing Items

1. Call to Order at 2:17 pm via zoom
2. Approval of the agenda
Motion to approve: Heather Rahman
Second the motion: Derek Wilson
Vote: approved
3. Approval of the minutes
Motion to approval: Sara McKinnon
Second the motion: Kathleen Smyth
Vote: approved
Abstained: Bob McCoy, Lisa Morse
4. Chair Announcements
 - (1) New member: Ingrid Kelly, English Department Chair.
 - (2) Tech review sessions are at the same time on Thursdays when there is no Curriculum Committee meeting. By appointment also available.
 - (3) DART updates: CC's ad hoc committee. It mostly worked on transfer degrees for the past two semesters. Next step is to invite CIS and Computer Science departments to discuss the plans about their curricula. DART will bring recommendation and suggestions to CC if applicable.
Sara suggested to include DART and its description on the CC website.
 - (4) Area F: it is a newly approved CSU GE Breath area. COM submitted five ETST courses for review to count for Area F, effective Fall 2021.
 - (5) DE addendum: emergency DE workflows for Spring 2021 are all approved. Summer and Fall

2021 courses that do not have an emergency DE addendum will still need to do it. If courses that are adding the regular DE addendum, Gina and Grace will PDF the workflow and send it to DE committee for review.

Discussion Items

1. Tech Review Training – Gina

(1) eLumen workflow

- Comment on any question or concerns
- Send it back to the faculty if sections are missing or incomplete
- Note that you have reviewed it (you can just say "looks good")
- The lead can send it to the next level once two reviewers (lead included) have looked at it
- Units can often be a problem in e-Lumen. If the units have not changed but don't look right, make a note and we will adjust at our level.
- Migration issues: Department faculty should do this clean up if it is not done. The tech reviewer does not have to do this.

Substantive changes

- Units change
- Prerequisites addition, removal or revision
- Corequisites addition, removal or revision
- Significant content change
- Significant changes in course objectives

Non-substantive changes

- For example: changes in title, MOE, MOI, SLO, assignment, textbook, etc.

(2) Spring CC presentations (proposals and substantive changes)

Questions to ask when approving new or substantively-changed courses and programs

- Is the course or program designed to be taught to lower division students for credit towards the degree, and/or for purposes of transfer, occupational preparation, or career supplementation or upgrade, skill building, and lifelong learning (mission of College of Marin)?
- Is there a demonstrable need for a course or program that meets the stated goals and objectives, at this time, and in the region the college proposes to serve with the program?
- The proposed new program should not cause undo competition with any existing program at another college. How is the program distinguished from other local community colleges?

Action Items

1. Consent agenda: None

Meeting was adjourned at 3:04pm.