

Meeting Minutes from September 20, 2018

Curriculum Committee

Voting Members: Fernando Agudelo-Silva, Maula Allen, Maria Coulson, Gina Cullen, Luna Finlayson, Dave King, Karen Koenig, Bob McCoy, Sara McKinnon, Lisa Morse, A Joe Ritchie, Becky Reetz, Karen Robinson

Nonvoting Members: Sheldon Carroll, Cari Torres-Benavides

Guests:

Chair: A Joe Ritchie

Agenda for September 20, 2018

- Motioned to approve: Bob McCoy
- Second the motion: Luna Finlayson
- Approval status: Approved

Minutes from September 13, 2018

- Motioned to approve: Luna Finlayson
- Second the motion: Karen Robinson
- Approval status: Approved
- Members voting no:
- Members abstaining: None

Discussion:

1. A Joe has distributed the New Community Education Classes Winter/Spring 2019 to the CC membership and the Chairs today for review
 - a. The CC discussed various scenarios on when and how to raise concerns / issues with the list.
 - i. Department Chairs serve a vital purpose here as they should contact the CC Chair and Community Education with their concerns
 - ii. If the concerns can be resolved between the Department and Community Education, then the proposed courses may go forward
 - iii. If not, then Community Education shall not go forward with the proposed course
 - b. There is a two-week timeframe for this review. All concerns / issues need to be resolved by October 4th.

2. Maria Coulson presented 4 new Math courses that have been created to help with the challenges of AB 705.
 - a. MATH 104c, MATH 105c, MATH 115c, and MATH 121c are being created as companion (Lab only) classes that will pair with the corresponding MATH class.
 - b. The intention is to provide those students who may not quite be ready for the primary class will have the opportunity (counseled) to spend extra time on the material with the Instructor in a lab setting.
3. At 3pm A Joe went to AC 116 to support eLumen activities
4. Gina remained in AC 229 with the CC membership reviewing how to update course objectives, etc that might need to be reformatted.
 - a. The remaining membership agreed that CC members could use the "comments" on the first tab of the workflow to track the three-member review. Only the third reviewer would submit or return the workflow to the faculty.
 - b. The members agreed that the committee could sign up for departments to review. Once they are assigned to the department, only those courses for review would appear in their inboxes and they would only receive emails for those courses. All CC members would see all courses in in the curriculum dashboard.
 - c. There was some discussion on requiring only one review for non-substantive submission.

Interesting Facts

1. None.