Meeting Minutes from October 4, 2018

Curriculum Committee

Voting Members: Fernando Agudelo-Silva, Maula Allen, Maria Coulson, Karen Koenig, Bob McCoy, Lisa Morse, Joanna Pinckney, A Joe Ritchie, Karen Robinson, Nancy Willet

Nonvoting Members: Sheldon Carroll, Cari Torres-Benavides

Guests:

Chair: A Joe Ritchie

Agenda for October 4, 2018

- Motioned to approve: Lisa Morse
- Second the motion: Karen Robinson
- Approval status: Approved

Minutes from September 27, 2018

- Motioned to approve: Karen Robinson
- Second the motion: Joanna Pinckney
- Approval status: Approved
- Members voting no: none
- Members abstaining: Lisa Morse, Karen Koenig, Maria Coulson

Discussion:

1. Bob McCoy has been awarded the envious task of documenting our eLumen. Congratulations to Bob!

2. A Joe began a review of COMP 130 as a CC member. He shared his initial findings with the group. This list is not complete and is meant to help build the CC's guidelines for reviewing courses. A Joe requested that other CC members share what they find during their course review activities.

    a. eLumen edits were necessary for:

        i. Assignments (formatting)

        ii. Methods of Evaluation (separating as they were in paragraph form)

        iii. Course Objectives (separating as they were in paragraph form)

        iv. Outline (formatting)

        v. Lab Outline (formatting)

b. eLumen must adds (missing from the outline)

        i. Pre reqs (appear to have not been imported)

        ii. Student Units and Teaching Units are not accurate with eLumen performing autocalcs. (suggested to uncheck this and manually enter the Units data)

3. At 3pm A Joe went to AC 116 to support eLumen activities

4. Bob McCoy agreed to contribute to these minutes for the time from 3-4pm.

    a. Several members agreed that it would be helpful for the Committee as a whole to go through the complete review of one course in eLumen in AC 229. That would give people a chance to ask questions, take notes, etc.

    b. Cari is going to have eLumen notification emails changed, so that CC members only get workflow notices in their Inbox for courses in disciplines for which they have signed up to be reviewers.

    c. Reviewers will learn who else is on their team for particular disciplines. When one reviewer has finished their review of a course, they will note it, along with any issues, in the Comments field on the Cover Info tab. They will also email the other team-members that they have finished their review.

    d. Each team will designate a single reviewer to act as the final sign-off reviewer (preferably an instructor in that team's discipline area - e.g., Bob McCoy for Psychology courses). This will be the only member on the team who will click Submit after the course has been reviewed by all team members.

    e. Nancy Willett and I discussed where in the COR the SLOAC members could add their notes about their course SLO reviews. We thought the notes could go in the Comments field on the Cover Info tab, along with the CC reviewer notes, but that might get too confusing, so we're still considering how to handle this. I suggested that maybe SLOAC should wait until we have finalized CC workflow and review procedures before deciding where to include SLOAC comments.

    f. Cari said it's okay for me to talk to Shook about how to get our (my) constantly updated eLumen Documentation up on the CC website for everyone to see. I'll do that asap.

Interesting Facts

1. None.