Meeting Minutes from November 1, 2018

Curriculum Committee

Voting Members: Fernando Agudelo-Silva, Maula Allen, Maria Coulson, Gina Cullen, David King, Jeannie Langinger, Bob McCoy, Sara McKinnon, Joanna Pinckney, A Joe Ritchie, Karen Robinson, Nancy Willet

Nonvoting Members: Sheldon Carroll, Cari Torres-Benavides

Chair: A Joe Ritchie

Agenda for November 1, 2018

- Motioned to approve: Karen Robinson
- Second the motion: Fernando Agudelo-Silva
- Approval status: Approved

Minutes from October 25, 2018

- Motioned to approve: Fernando Agudelo-Silva
- Second the motion: Bob McCoy
- Approval status: Approved with one edit
- Members voting no: none
- Members abstaining: Maula Allen

Discussion:

1. A Joe announced the Friday meetings for review activities (11/2/2018 and 11/9/2018) from 10am – Noon in LC 35 (BIS / CIS computer Lab). CC members are encouraged to participate on either or both days.

2. A Joe requested input on what to share at the next Chairs meeting on November 6th. The CC discussion will have him share the Workflow Stages document and the 2018 Course Revision list. He will include comments stressing the importance of the Department/Division chairs role at Stage 2.

3. The CC discussed specific data elements from the Workflow Step for Additional Course Information tab. It was determined that some of them should be left blank, others may have specific text, and others may be one of several possible entries. Bob McCoy was able to document this discussion and it will be used for support / training purposes. Other data elements from other tabs were discussed as well.

4. Gina Cullen kept track of the questions / issues raised in our eLumen discussion. I am inserting them and Cari's responses.

I wanted to update you on the elumen questions/wish list from today's meeting while it is still fresh in my mind:

1. Board approval date: where is that on the COR and workflow? It would be good if it was visible it's there on the curriculum technician tab – I don't know if you can see that as a faculty member but you can see it as the curriculum specialist (I attached a screen shot). Tom just updated all the Board Dates in eLumen. They are all accurate now!

2. Some discussion about faculty being able to see where there courses are in the workflow (kind of like a "track your package" feature). I think they can see it in workflow status "view status"

3. Can you prepopulate a response in some of the text boxes? I have to ask Stephanie about that

4. We found out that the comments option appears when you click request change for almost every tab except the last 3. We were wondering if it was because those were custom tabs for us or something? Another Stephanie question

5. Can we suppress a tab all together? The CC would like to reword the questions on the library tab but I believe we have asked this question before and we cannot do this. Therefore, we are wondering if we could suppress that tab all together? We might have asked this question before too but I wasn't sure. I don't think so but will ask Stephanie.

On another note, there was a discussion about the critical thinking question. Is this something that is necessary for UC for articulation? We were discussing whether to make the question optional or have them not answer it at all but I wasn't sure if it was helpful for UC articulation. I attached what is necessary for ASSIST and critical thinking is not required for that purpose but I think it is part of our own policy. I also want to check the PCAH.

Bottom line was that we would like to reword the questions on the last 3 tabs but don't think we can so we are thinking to instruct that they can leave some of them blank.

Interesting Facts

1. None.