Curriculum Committee

Sub-Committee of the Academic Senate
Fall 2019 Semester

Meeting Thursday, August 29, 2019 in AC 229, 2:00 pm, KTD Campus

Present: Sheldon Carroll, Maria Coulson, Gina Cullen, Luna Finlayson, Rachel Klein, Alisa Klinger, Jeannie Langinger, Bob McCoy, Sara McKinnon, Kevin Muller, Steven Newton, Kathleen Smyth, Cari Torres, Derek Wilson, Nancy Willet

Absent: Rebecca Lipson, Paul Cheney, Lisa Morse

Call to Order at 2:13 pm in AC 229

Approval and adoption of the Agenda
- Motion to approve: Maria Coulson
- Second the motion: Bob McCoy

Approve minutes from May 19th 2019
- Motion to Approve: Nancy Willett
- Second to motion: Sara McKinnon

Chair Announcements
1. **Roundtable introductions**

2. **Update on Technical Review**
Tech Review sessions of course outline will be held in AC 116 on every other Friday. They are hands-on lab sessions where members of CC and SLOAC will be present and anyone can stop by.

Gina talked to the Academic Senate about recruiting extra faculty to be on Tech Review, and that Tech Review could become a sub-committee of the Curriculum Committee. The idea received positive feedback.

"Fall 2019 Course Revision Cycle" list was passed around to each member. It is also available on the Curriculum Committee's website.

Discussion Items
1. **GE Committee report:**
   Sara reported that three new courses were approved for COM GE from the past Spring semester.
   FREN 228A & 228B for Area C
   SOC 130 for Area G

GE committee will be chaired by Dave King in Fall 2019. Currently the GE Committee directly reports to the Academic Senate and it provides updates to the Curriculum Committee. Gina proposed to consolidate the reporting line by having the GE Committee as a sub-committee. She will talk to the Academic Senate about it.

Sara confirmed that courses with CSU or UC GE articulation will automatically get COM GE attributes.

2. **Curriculum committee basics**
Gina provided an overview of Curriculum Committee Charge; the importance of this committee as it is in charge of the curricular; and keep in mind that the Committee operates on how to best support our students at COM.

2019-2020 GE sheets were passed around to have committee members vet them. Please send edits to Grace Yuan.

3. **Course Outline Report (COR) Substantive vs. Non-substantive Change**
Substantive changes
  Units change
  Prerequisites addition, removal, or revision
  Co-requisites addition, removal, or revision
  Significant content change
  Significant changes in Course Objectives

Non-substantive changes
Changes that are not listed above. For example, changes in title, Methods of Evaluation, Methods of Instruction, SLO, assignment, textbook, etc.

4. **Key elements of the COR**
Cari went through the key elements of the COR following "The Basics" presentation. Different masters look at different parts of COR, therefore, each element of the COR is essential.

She shared advice on how to write a good course outline – although judging a course outline is largely subjective to the faculty who reviews it, one could pretend that you are the course reviewer at UC or CSU, and evaluate the course outline, would it be sufficient to you?

5. **Presentation Required for Substantive Change**
Gina presented the approved process for presentations to the Curriculum Committee if one wants to make substantive changes to a course. For example, Biology department is changing prerequisites to several BIOL courses. BIOL faculty representatives will be invited to give a presentation to the Committee to share the reasons to change prerequisites, and discuss how it would better serve our students.

Kathleen mentioned that some Kinesiology courses will have SLO changes in the near future. The

SLO update/modification project had been successful in Spring 2019. The changes were fast-tracked to be reflected on course outline. From Fall 2019 and on, SLO changes will be submitted to the Curriculum Committee for review, and go for Board approval.

6. Timeline of Articulation

College of Marin's UCTCA submission is once a year in August. The results are out in October. No appeal process is available after Fall 2019. All courses want to articulate to the UC GE requirement must first be accepted by UCTCA to be a UC transferable course. Again, different Masters look for different elements on the course outline. For UC reviewers, objectives are substantial. 5 to 10 objective items are recommended. They prefer course outline to be the more detailed the better.

CSU and UC GE course submission is once a year in December. Decisions are out in the following April/May for the effective term of Fall of that year.

7. Curriculum Review Assignment Structure

One Curriculum Committee member will review non-substantive changes on the course outline, and recommend either to move forward with the change(s) or send it back to faculty for revision.

Three Curriculum Committee members will review substantive changes on the course outline. The first reviewer could send back the outline to faculty if issues arise. Reviewers may put their initial and/or feedback in the Comment Section in eLumen. The lead of the three reviewers will eventually move the outline forward for the approval process, or send it back for revision.

Department Chairs are expected to assist faculty members in distinguishing and identifying substantive vs non-substantive changes before submitting to Curriculum Committee.

8. COM's eLumen public site

Tentative release date to the public is October 1st, 2019. In the meantime, all members please review the content from your discipline following the link, marin.elumenapp.com/public. Things to look for are content that is obviously wrong, a sentence that is dropped or cut off, etc.

The current online course search displays elements of course outline from the old database. eLumen's Course Search and the online Catalog will pull data directly from the curriculum management database and publish curriculum changes as they come. Thus, the Catalog will be more interactive and functional for users.

COM is to customize what elements of the course outline are displayed in the course search result.

9. Materials to share with members
- [The Course Outline of Record – The Basics,](#) 2019 Curriculum Institute
- [Articulation and Transfer – What's the Difference and How are they Used in Curriculum Review?](#) 2019 Curriculum Institute

Action Items

1. Gina confirmed membership for Fall 2019 Curriculum Committee
2. CC member assignments to academic departments done
3. Cari assigned members "Curriculum Committee Member" role on eLumen
4. Read and review - Process for New Course Proposal, written by Spring 2019 committee members

Adjourned 3:30 p.m.