Curriculum Committee

Sub-Committee of the Academic Senate
Fall 2019 Semester

Meeting Minutes Thursday, September 12, 2019 in AC 229, 2:15 pm, KTD Campus

Present: Maula Allen, Sheldon Carroll, Paul Cheney, Maria Coulson, Gina Cullen, Rachel Klein, Alisa Klinger, Jeannie Langinger, Rebecca Lipson, Bob McCoy, Sara McKinnon, Suzanne Lacke, Steve Newton, Becky Reetz, Kathleen Smyth, Cari Torres, Derek Wilson, Nancy Willet, Grace Yuan

Guest: Holley Shafer

Absent: Luna Finlayson, 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: Paul Cheney

Approve minutes from August 29th 2019
- Motion to Approve: Kathleen Smyth
- Second to motion: Maria Coulson

Chair Announcements
Roundtable introductions
- Introduce new members
  - Suzanne Lacke – Arts/alternating with Kevin Muller
  - Maula Allen – BIS (STAT)
  - Rebecca Lipson – CHEM
  - Becky Reetz – non-voting member/representing Management
- Introduce guest
  - Holley Shafer – Sr. Research Specialist (Institutional Research)

Update on Technical Review
1. Members reviewed "COR Technical Review Checklist Draft 9.11.2019" document and made suggestions.
   - It is a work-in-progress document and please send edits or suggestions to Grace via meyuan@marin.edu
   - The Checklist is a short-version of the Course Outline Guide for reviewers to use. For the comprehensive COM Course Outline Guide, please visit the CC website or click http://www.marin.edu/WORD-PPT/COMCourseOutineGuide9-2014.pdf

2. Members reviewed the Members Assignment Sheet. Alisa made a few changes. If more changes are desired, please send request to Gina Cullen.

3. Additional Tech Review Members
   - Maria Coulson motioned to vote on "Bringing in faculty outside of the Curriculum Committee to be Technical Reviewers but not voting members of the Curriculum Committee."
   - Second the motion: Nancy Willet
   - Vote:
     - All-in-favor: 15
     - Abstain: 1
     - Against: 0
   - Motion passed 9/12/2019

4. The deadlines for e-lumen submissions this fall.
   - October 15: All course revisions
   - November 1: New course and program proposals

Note that new course and program proposals must be presented to the Curriculum Committee for approval. Also, course revisions with substantive changes may also be requested to present rationale to the committee. Typically, we would like all new course and program proposals to be presented to the CC in the spring so that the curriculum can be formally approved in the fall but we are accepting proposals this fall since the process is still very new.

Discussion Items
1. Overview of COM majors and programs
COM Majors, Degrees, and Certificates List 2019-2020 passed around

Gina, Holley, Rachel: COM has 13,000 students head-count as of the 2-018-2019 academic year. In comparison, Santa Rosa Junior College has 25,000 students. COM student body has an average of age younger than 26 years old, which is a new trend in the recent years compared to the historical demographics data.

Gina asked a few questions to the committee for discussion.
How many things can we do and do them well to sustain our College of its relatively small size?
How does the change of having younger student population drive the changes in curricula?
A number of degrees have not been issued or awarded for many years. What do we do about them?

Rachel commented that some students are confused and overwhelmed when looking at the long list of courses on the GE pattern. At some other times, students wanted to take a particular course that is on the GE pattern but only to find out it has not been offered for many semesters.

Members' recommendation: Deactivate courses that have not been offered for a long time. Each department could do a "Clean House". It should be a department's decision to deactivate, not an individual's. Each Department is recommended to look at its courses holistically, and decide together what to keep in the Catalog and what else to deactivate.

Paul raised the concern that a deactivated course is hard to bring back.
- Response: reactivate is an option. Courses can come back as a revision. It approximately takes a year to bring back a course.

Jeannie asked if all course in the Catalog are offered in the current term?
- Response: all courses on the Catalog are active, but not all courses are offered. In fact, some active courses have not been offered for many years.

Kathleen shared her experience in Kinesiology Department. KIN deactivated a number of courses recently in order to add new courses to pursue the new direction the discipline is taking.

Alisa asked about how to find out courses that have not been offered over a period of time?
- Response: Cari and Gina to provide Argos report on that

2. Interest Cluster exercise

Based on Sierra College, which puts its degrees and majors in the Interest Clusters, in addition to the alphabetical order, to help students find and look into their field of interest.
- Applied Technologies
- Business and Innovation
- Earth and Environment
- Language and Literature
- People, Culture and Society
- Science, Technology, Engineering and Math
- Public Safety, Health and Wellness
- Visual and Performing Arts

CC members grouped by four and sorted COM Majors into Interest Clusters.

Meeting adjourned at 3:20 pm.