
Curriculum Committee

Sub-Committee of the Academic Senate

Spring 2020 Semester

Meeting Minutes Thursday, March 12th, 2020 in AC 229, 2:15 pm, KTD Campus

Present: Sheldon Carroll, Paul Cheney, Gina Cullen, Luna Finlayson, Rachel Klein, Alisa Klinger, Bob McCoy, Sara McKinnon, Kevin Muller, Steve Newton, Kathleen Smyth, Cari Torres, Derek Wilson, Nancy Willet, Grace Mengqi Yuan

Absent: George Golitzin, Jeannie Langinger, Rebecca Lipson, Lisa Morse, Heather Rahman, Becky Reetz

Standing Items

1. Call to Order at 2:20 pm in AC 229
2. Approval and adoption of the adjusted Agenda
 - Motion to Approve: Steve Newton
 - Second the motion: Nancy Willet
 - Vote: approved
3. Approve minutes
 - One correction: add "Kathleen Smyth also proposed to create a new off-season water-polo course along with KIN 184. "
 - Motion to Approve minutes: Kevin Muller
 - Second the motion: Kathleen Smyth
 - Vote: approved; Abstained: Paul Cheney

Chair Announcements:

- Cari and Gina told the group that Jonathan Eldridge just sent an email to all faculty that asked everyone to continue to get ready for online instruction in case we needed to go remotely starting March 23rd. More information would come out by March 18th. The campuses would remain open. The Chancellor's Office temporarily approved all faculty to teach online to accommodate the current situation.
 - Kathleen commented that faculty should keep stress off as they were not expected to build the course at the DE level, just deliver as much as they can remotely. Stacey would be in Monday through Thursday during Spring break to support faculty. Kathleen said herself also would be available to provide support via email.
 - Kevin asked whether there would be measures to take to keep distance for crowded

courses when we come back to campus? Members acknowledged it was a good question but there was no answer to it yet.

- Alisa asked if the online learning center and library would be open? Cari answered yes and more information was to come.
- Paul suggested the testing center to be open as some of our students cannot take exams online.
- Gina passed "Fall 2020 Course Revision Cycle List" around.
 - There are more than 500 courses on the list possibly due to 2015 was a big curriculum year.
 - The list contains courses with an active revision workflow.
 - Please deactivate courses in eLumen if courses are not intended to be offered
 - Kathleen commented the list seemed to contain deactivated courses. Grace answered that they all had an "active" status. (After the meeting, it was proven that the list contained 18 deactivated courses, hence, corrected list was sent to members via email.)
 - Paul asked about "cleaning up" workflows and fast-track. Gina answered clean-ups can be fast-tracked. Please indicate in the workflow and contact Cari and Grace to advance the workflows.
- Gina asked the group to spread the word that new courses need to come to CC and present this semester.
- DART met again this morning. The group went over four ADT templates and identified C-ID clean-ups.
- The next Tech Review would be Zoom only.

Meeting adjourned at 2:49 p.m.