
Curriculum Committee

Sub-Committee of the Academic Senate

Fall 2020 Semester

Meeting Thursday, September 10, 2020 2:00 pm via

Zoom <https://cccconfer.zoom.us/j/97741498790>

Present: Sheldon Carroll, Gina Cullen, Luna Finlayson, Bob McCoy, Sara McKinnon, Lisa Morse, Kevin Muller, Kathleen Smyth, Cari Torres, Derek Wilson, Nancy Willet, Grace Mengqi Yuan, Holly Shafer, Beth Sheofsky, Logan Wood, Alisa Klinger.

Guests: Carol Hildebrand & Valerie Markwordt

Standing Items

1. Call to Order at 2:08 pm via zoom
2. Approval and adoption of the ~~adjusted~~ agenda
Motion to approve: Lisa Morse
Second the motion: Bob McCoy
Vote: all in favor
3. Approve the amended minutes
Motion to approve: Kevin Muller
Second the motion: Nancy Willet
Vote: all in favor other than those who abstained
Abstained: Bob McCoy, Lisa Morse, Luna Finlayson

Discussion Items

1. Community Education update and introductions- Carol Hildebrand & Valerie Markwordt
Carol and Valerie introduced their roles and functions relating to community education curriculum.

Carol, Director of Community Education, Life-long learning and International Education, oversees the process, interviews community education faculty, and strategize the offerings.

Valerie, Program Specialist, specializes in new content and complies course proposals for Community Education programs.

The process:

Twice a year, Valeri compiles the list of community education proposals and sends it to the Curriculum Committee Chair. CC Chair sends the list to all department Chairs. There is a window of two weeks of time for departments to raise questions and comments. Questions can be sent directly

to Carol and Valerie. They will work out the solutions then the final list of proposals will be sent to Board of Trustees for approval.

A few more comments on the process:

- There is great flexibility in offering community education courses
- Community education courses are supplements to the credit courses and they do not intend to compete with credit courses or draw students away from credit courses
- With collaboration, there are creative ways to resolve issues
- Before the Community courses get on the books for advertising, it is possible to discuss and adjust things even when the proposals are Board approved.

Q&A:

Nancy asked about if she can shift demand for short-term business courses to Community Ed? Carol responded that it was a good example for collaboration and she and Nancy would connect offline.

2. Change Workflow to start with Department Chair

Gina shared a suggestion from DART: could course and program workflows start with Department Chair instead of Faculty? Precisely, faculty are responsible to initiate substantive revision and/or new proposals with their respective departments, and to get support and reach agreement within the department, then Department Chair will create the workflow for faculty to develop such revision or proposal in eLumen.

There was a robust discussion about the suggestion. Many acknowledged that Department Chair is the logical start of workflow since it would ensure the proposals are discussed in the department. Main concerns are (1) the role of Department Chair, (2) what to do with disciplines that do not have a Chair, and the technicalities of eLumen workflow. In sum, a flow chart is needed to better understand the implement of the potential change.

3. Training from the 2020 Curriculum Institute- Grace Yuan, Gina Cullen, Cari Torres, Nancy Willet *See attached PowerPoint Slides*

Curriculum Institute 2020 – Program Submission Requirements

<https://www.asccc.org/content/program-submission-requirements-0>

4. Update on DE addendum and Tech Review

- Emergency DE addenda were added to over 400 courses over the summer
- Course Revision Workflow is open; please notify Gina if faculty needs to work on a course that is currently in the DE workflow.
- Tech Review virtual sessions are on Thursdays when Curriculum Committee does not meet; please ask Gina for a Zoom link to meet
- Tech Review assignments are due for updates and new recruitments

Action Items

1. Consent agenda: See e-Lumen (library unpublished and program workflows) for more detail.

New additions:

- A.A in Graphic Design
- Certificate of Achievement in Graphic Design

Revisions:

- A.A. in Drama (general clean up: remove deactivated courses and add in new courses)
- A.A. in Kinesiology and Health (general clean up: remove deactivated courses and add in new courses)
- A.S. in Nursing (BRN approved change: NE 283B decreases 0.5 unit, NE 285 adds 0.5 unit)
- A.S. in Multimedia Studies, Graphic Design Specialty (previously Design Specialty; general clean up: remove deactivated courses and add in new courses)
- Certificate of Achievement in Multimedia Studies, Graphic Design Specialty
- A.S. in Multimedia Studies, Entertainment Specialty (general clean up: remove deactivated courses and add in new courses)
- Certificate of Achievement in Multimedia Studies, Entertainment Specialty

Motion to approve: Derek Wilson

Second the motion: Katheryn Smyth

Vote: Yes (8), No (0); abstain (0).

The items on the consent agenda were approved.

Meeting adjourned at 3:30pm.