
Curriculum Committee Minutes

Sub-Committee of the Academic Senate

Spring 2024 Semester

Meeting Thursday, April 25th, 2024, 2:15 pm

Emergency Zoom link: <https://marin-edu.zoom.us/j/82951617913>

Present in Zoom: Gina Cullen, Jason Dunn, Luna Finlayson, Bob McCoy, Sara McKinnon, Mengqi Yuan, Sara Malmquist-West, Sheldon Carroll, Kathleen Smyth, Beth Sheofsky, Cari Torres

Standing Items

1. Call to Order at 2:17 pm
2. Approval of the agenda
 - Motion to approve the amended agenda: Sara Malmquist-West
 - Second the motion: Kathleen Smyth
 - Approved
3. Approval of the minutes
 - Motion to approve: Sara Malmquist-West
 - Second the motion: Bob McCoy
 - Vote: approved.
 - Abstained: Luna Finlayson, Kathleen Smyth, Beth Sheofsky
4. Public Announcement
 - none
5. Chair's Announcements:
 - none

Discussion

1. Mandatory Revision Review and Analysis – Gina Cullen
 - a. Overdue Courses
 - Gina reported multiple follow-ups with department chairs on overdue courses.
 - Gina proposed reaching out to the relevant department chairs and discipline faculty one final time. If courses do not reach Stage 3 by the next meeting, they will be placed on a deactivation list to be recommended to the Academic Senate for approval.
 - Beth recommended label the notification as "Last Act".
 - b. Fall 2024-2025 Preview
 - Gina provided a sneak peek of the Fall 2024-2025 mandatory revision list.
 - If courses were sent back and would remain at Stage 1, they will be included in the amended Fall 2024-2025 list.

- Sara McKinnon raised the issue on eLumen notification system; sometimes faculty author does not receive a notification when the course is sent back. Grace will follow up with a service ticket to eLumen.
- c. Course Outline Accessibility and Reactivation Process
- Kathleen inquired and got confirmation that deactivated course outlines will remain viewable in eLumen.
 - Gina added that course reactivation follows a process similar to new course proposals. The process will address what circumstances have changed to make the course viable for offering.
 - It was clarified that deactivated courses cannot be offered until approval of reactivation. Sara MW noted that reactivation and transfer attributes will follow the existing UCTCA and GE process timeline.

Actions:

1. Sara McKinnon moved to approve all the items on the consent agenda. Jason Dunn seconded the motion. Motion was approved. No objection. No abstention.
2. Gina will write the Last Act notification to relevant departments with a due deadline of May 9th.

Meeting adjourned at 2:45 pm.