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# Curriculum Committee Minutes

Sub-Committee of the Academic Senate

Fall 2025 Semester

**Meeting Thursday, December 11th 2025 2:15 pm**

**AC 303**

Present Voting Membership: Gina Cullen, Wende Bohlke, Shaylah Anderson, Rebecca Beal, Ingrid Kelly, Alex Jones, Sara Malmquist-West, Jeff Yates, Lisa Morse, Patty France.

Present Non-Voting Membership: Maria Coulson, Cari Torres, Grace Mengqi Yuan, Sheldon Carroll.

## Standing Items

1. Call to Order at 2:19 pm via zoom
  - Approval of the amended agenda
  - Motion: Lisa Morse
  - Second: Ingrid Kelly
  - Vote: Approved
  
2. Approval of the minutes
  - Motion: Sara MW
  - Second: Luna Finlayson
  - Vote: Approved
  - Abstained: Lisa Morse, Ingrid Kelly, Alex Jones
  
3. Public requests:
  - None
  
4. Chair Announcement:
  - Title 5 changes for Course Outline of Records – call for volunteer
  - March 31<sup>st</sup> is the hard deadline for departments to finish their mandatory revisions. Emails reminders have been sent to department chairs.

## Discussion Items

1. **Program Review Template – Sara and Alex**
  - Sara and Alex provided a copy of the template based on the feedback from the last discussion
  - The committee provided input to finalize the order of sections
  - Sara asked for volunteers for wordsmithing of individual section
    - Section 5 and 5.A. volunteers – Lisa
    - Section 5.B. Curriculum checklist volunteers – Gina and Grace

- Section 5.C Enrollment and Course Offering volunteers – Ingrid
  - Section 5.E Transfer – Sara MW
  - Section 5.F. CTE labor market connection volunteers – Alex and Wende
  - Section 5.G. Noncredit/Skills building (if applicable) – Lisa and Rebecca
- There was a discussion about the facilitator’s role, training, previous experience or current committee service (Curriculum, SLO, PRAC, etc.), and service term. Section 5.D requires data from PRIE as well as discussions led by the facilitator.

### **Action Items**

- Motion to approve: Luna Finlayson moved to approve all items on the consent agenda.
- Second: Rebecca Beal seconded the motion.
- Vote: approved with consensus.

Meeting adjourned at 3:10 pm.