

Minutes

Campus Center Conference Room
September 3, 2013

VOTING MEMBERS PRESENT: P. Sezzi, G. Arevalo, D. Newcomb, H. Dalton, G. Arquilevich, M. Bowen, R. Koerner, N. Fredrickson, A. Bittl, D. Farris, A. Gaines, T. Dalton, S. Lall, A. Kolesnik

NON-VOTING MEMBERS PRESENT: G. Gillespie, S. Bricker, I. Maymes, A. Yang, O. Long, N. Duangpun

GUESTS: Gwen Huddleston, Sandy Melton, Marian Carrasco Nungaray

APPROVAL OF MINUTES: April 30, 2013

P. Sezzi called for a motion to approve the minutes. A. Bittl moved to accept, G. Arquilevich seconded, and the motion carried unanimously.

POLICY AND PROCESS DISCUSSION:

1. Curriculum Committee Survey Results

Greg addressed the survey results with the committee. Peter also pointed out further on the positive feedbacks. Since results were addressing members wanting to learn more, we can train or educate members on these topics, such as PCAH, CurricUNET and Distance Education. The members should be looking at more involvement with the committee as current technical review process is not sustainable. Gabe questioned other colleges' tech review process. Michael and Peter responded by describing that our sister colleges are reviewing curriculum collectively at the meetings.

2. Technical Review Process

Greg addressed that until the Interim EVP is hired for the Spring semester, he would like the group to input ideas for the process of this Fall. Raeann proposed that the process of Curriculum Committee be included in program review document. Gwen commented on OC's Curriculum Committee process, by using the expertise of faculty to help review courses. Gloria also added the process at OC in detail.

Michael mentioned that currently we do not have large amount of backlog courses to review, compared to last year. Peter summarized that for this Fall semester, we asked the group to review the courses until the new measure is in place. The new process will be decided by the Interim EVP. The training by Michael and Gloria will be provided to members prior to dispersing of the courses.

3. Expectations and responsibilities of Curriculum Committee members

Peter asked the group to write down their expectations and goals. The results will be discussed at the next meeting.

**SECTION ONE:
REQUIRING COMMITTEE ACTION**

I. Curricular Proposals for Approval

A. Credit Courses: Second Reading

1. New

2. Revise

T=Title (substantial); U=Units, H=Hours (increased); P=Prereq, C=Coreq (substantial);
D=Description (substantial); F=Fees (required); R=Repeat (added or increased)

3. Prerequisite(s)/Corequisite(s)/Recommended Preparation

4. 88s and 89s

5. Distance Education (new)

6. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions)

7. Noncredit Courses

8. Study Abroad/International Education

B. Credit Courses: First Reading

1. New

<ul style="list-style-type: none">• NS V84C Success Strategies for NS V30 2 units• NS V84D Success Strategies for NS V40 1.5 units <p>Requested first and second reading to be effective Spring 2014</p> <p><i>-Approved for Spring 2014</i> A motion to approve was made by H. Dalton and seconded by G. Arevalo.</p>

2. Revise

T=Title (substantial); U=Units, H=Hours (increased); P=Prereq, C=Coreq (substantial);
D=Description (substantial); F=Fees (required); R=Repeat (added or increased)

3. Prerequisite(s)/Corequisite(s)/Recommended Preparation

- **NS V84C (C: NS V30-New)**
- **NS V84D (C: NS V40-New)**

Requested first and second reading to be effective Spring 2014

-Approved for Spring 2014
A motion to approve was made by A. Bittl and seconded by M. Bowen.

4. 88s and 89s

5. Distance Education (new)

- **BUS V45 (90% online)**
- **HED V87 (100% online)**
- **SPAN V03 (60% online)**
- **SPAN V04 (60% online)**

Requested first and second reading to be effective Spring 2014

-Approved for Spring 2014
A motion to approve was made by M. Bowen and seconded by G. Arquilevich.

6. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions): First Reading

7. Noncredit Courses

8. Study Abroad/International Education

SECTION TWO:

COURSE AND PROGRAM INFORMATION ONLY—CONSENT AGENDA

II. Curricular Activity: Technical Action

A. Delete (Remove from catalog)

B. Technical Revisions (Nonsubstantial Changes in Catalog)

ID=Course Number; T=Title; U=Units; H=Hours; P=Prereq; C=Coreq; RP=Rec Prep; D=Description; F=Fees; FT=Field Trips; R=Repeat; Was=Formerly; Same as; RS=Record Symbol; Non-degree; TR=Transfer

- **HED V87 (D)**
- **MUS V31A, V31B, V31C, V31D, V31E, V31F, V31G, V31H (D)**
- **SPAN V04 (D)**

-Approved for Spring 2014
A motion to approve was made by A. Bittl and seconded by D. Newcomb.

- **MICR V01 (D)**
-Approved for Fall 2014
A motion to approve was made by A. Bittl and seconded by D. Newcomb.

C. Technical Revision (Articulation Purposes) – Does not require DTRW-I or Board approval.

CC=Course Content (substantial); LC=Lab Content (substantial); CO=Course Objectives (substantial)

- **HED V87 (CO; CC)**
- **SPAN V03, V04 (CO; CC)**
-Approved for Spring 2014
A motion to approve was made by A. Bittl and seconded by D. Newcomb.

- **MICR V01 (CO; CC; LC)**
-Approved for Fall 2014
A motion to approve was made by A. Bittl and seconded by D. Newcomb.

D. Course Review/Update (No catalog changes)

- **BUS V45**
- **SPAN V03**

-Approved for Spring 2014
A motion to approve was made by A. Bittl and seconded by D. Newcomb.

E. Prerequisite(s)/Corequisite(s)/Recommended Preparation Review

- **BUS V45 (P-review)**
- **SPAN V03, V04 (P-review)**
-Approved for Spring 2014
A motion to approve was made by A. Bittl and seconded by D. Newcomb.

- **MICR V01 (P-review; RP- review)**
-Approved for Fall 2014
A motion to approve was made by A. Bittl and seconded by D. Newcomb.

F. Distance Education (Revision/Update – No catalog changes.)

G. Degrees, Certificates and Awards (Nonsubstantial)

- **PA - Medical Insurance Billing**

-Approved for Fall 2014
A motion to approve was made by A. Bittl and seconded by D. Newcomb.

H. VC GE Approvals (Curriculum GE Sub Committee)

**SECTION THREE:
DISCUSSION (CONSENT and/or ACTION)**

III. Action/Information/Discussion

A. DTRW-I Report (Information) – P. Sezzi/G. Arevalo

-None-

B. Curriculum Committee meeting dates (Information) – P. Sezzi

Peter informed the committee on the meeting dates.

C. Credit Stand Alone Courses Training (Information) – P. Sezzi

<http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/StandAloneCreditCourseApproval.aspx>

Peter addressed the committee on the importance of the credit stand alone courses training. Members would review the training and email Olivia Long for confirmation, by the due date of September 13, 2013.

D. Distance Education proposed form (Action) – P. Sezzi

Tabled until the next meeting

E. Music Family Proposal - Requesting to be effective Spring 2014 (Action)

-Approved for Spring 2014

A motion to approve was made by R. Koerner and seconded by G. Arquilevich.

MEETING ADJOURNED 4:20 P.M.

NEXT MEETING

**September 17, 2013 - 3:00 p.m.
Campus Center Conference Room**