Curriculum Technical Review Meeting

AGENDA – 08/10/2021

3:30 p.m. via Zoom/LRC 125:

Join from PC, Mac, Linux, iOS or Android: https://cccconfer.zoom.us/j/2390480463

Items	Discussion/Action
1. **Review/Revise Curriculum Committee Agenda – 8/17/21** **Courses:** SPAN V01 **Programs:** None **Administrative Corrections:** • (due to late C-ID approvals): *I know the timing is not good, but we just received...* <table><tr><td>C-ID Designation</td><td>VC Course</td></tr><tr><td>AG-EH 108L</td><td>AG V42</td></tr><tr><td>AG-EH 112L</td><td>AG V43</td></tr><tr><td>AG-EH 116L</td><td>AG V30</td></tr><tr><td>AG-PS 128L</td><td>AG V04</td></tr></table>ARTH 145 ART V09A COMP 142 CS V19 • TOP Code for SJS Ethnic Studies ADT	*Spanish V01 to be for first and second reading on the agenda.* *Course Objectives for Foreign Language courses should have parallel structure. Peter to speak with Tania DeClerk to address language courses as a whole for later discussion. (Mid-Sept Tech Review discussion)* *Admin Changes OK for CC agenda*
2. **Additional items for Curriculum Committee Meeting Agenda** A. Training to be held at the first Curriculum Committee meeting/ Pop Quiz? B. Announcement/Training: Requirement for Faculty to attend Tech Review meetings when they revise and create programs C. Announcement/Training: All courses and programs to have simultaneous first and second reading unless further discussion is required. D. Reminder that updating a course in any way in CIM erases approval dates and the start term	*Peter and Maline to discuss training for first Curriculum Committee meeting.* *"Curriculum Committee Annual Training" item for CC agenda.* *Items to highlight:* *Active and regular participation and attendance.* *Reminder to have a substitute if you aren't able to attend/requirements if you can't make it, who to notify, etc.* *Items 2B and 2C announced as Operating Procedures/Resolution (action items under Policy and Procedures* 　*1. Requirement to have Faculty or Dean as the alternate to attend Tech Review meeting (via zoom) if presenting a new or revised course or program. Exceptions would be Administrative Corrections.* 　**2.** All courses and programs shall have simultaneous first and second reading unless further discussion is requested by a Curriculum Committee Member 　Discussion Item – Student Representative on Curriculum Committee – change to a voting member 　2D can be an announcement *CC meeting changed to 3:30-5pm. Need to be changed in Governance Document and Master Calendar*

Items	Discussion/Action
3. **Extended Tech Review Process – How to start up again?**	*Extended Tech Review was created at the request of Kim Hoffmans for <u>new programs</u>. Attendees included ADS/TDS, Tech Review group, VPs, Registrars, IT, Financial Aid, College Fiscal, Counseling, and ASP. (Finance/Budget, A&R, Financial Aid, M&O, IT, Counseling)* *Last meeting was Dec 2019 and was derailed by the pandemic. CP-3 and CP-4 forms to be completed before meeting is scheduled.* Extended Technical Review (ETR) GOAL: The goal is to ensure that our support services across the campus have had a chance to weigh in on matters that are relevant to offering new programs on campus. I am sure each of you at some point has been told "we have to do X now because we have a new program that was approved." And when that happened, you probably wondered why no one told you or asked you what it would take from your area to make it happen. This new process has been created to prevent that from happening in the future. *Check for communication from Mark Pauly on this process.* *Should this be ad hoc or just schedule 2 a year?* *Could set up a procedure to where Faculty has to submit CP3 form to ETR before program is placed in CIM.* *Operating Procedure – Prior to submitting your new program, you must submit your CP3 form a month before it is placed in CIM. – this is going to be for the September CC meeting.* *First Late October, Second in First week of December.* *Thursdays 9-9:30 (Monday) good time to schedule.* *Schedule for Oct 7 and Dec 2- 90 minutes* *please also include Grant, Orlando, Alma, Gaby, Cathy B, Leticia and Gema (chair). And this group.*
4. **Credit for Prior Learning (see attachment) – M. Callahan**	*Item postponed until next meeting.*
5. **AA-T Studio Arts** (approved at CC on 11/6/18, State needs updated articulation information to process)	*This program was submitted to the state in 2019, but was stalled due to requested corrections and delay from the AO. Michael B. and Michael C to look at it now to get it submitted. Should this go back to CC, or be submitted without going back for additional approval? AO recommends re-starting the process due to multiple course changes that have occurred since the last CC approval.* *Co-Chairs agreed to send this through automatically to the State for approval.*
6. **CIM fix for CAT implementation progress– S. Ayala**	*Courses need to be updated prior to migration to CAT. Spreadsheet to be added to share drive before meeting* *Continue discussion at next tech review meeting*
7. **Topics for CC discussion from Curriculum Institute (see attachment) – S. Ayala**	*Under Reports – Curriculum Institute Reports*
OLD BUSINESS	
8. **None**	
STANDING ITEMS/FUTURE AGENDAS	

Items	Discussion/Action
9. Anti-racism and curriculum – J. Kalfsbeek-Goetz https://www.glendale.edu/about-gcc/faculty-and-staff/c-i-curriculum-and-instruction/creating-equitable-curriculum-guide • **C-ID Update/AO Report – M. Bowen** • **CAT update – S. Ayala** • **Course/Program approvals Update – S. Ayala** • **Noncredit discussion regarding ACT N102 and ICAN-JOB Program – M. Bowen, O. Long** • **Conditional C-ID course fixes and others with time sensitive issues. To be first in CourseLeaf (all sent emails)** **Future Agenda Items:** • **DM V10, DM V40L** • **Theatre Arts: Technical Theatre COA (New)** Initial Review Needs Regional Consortia minutes Needs CTE Advisory Council Approval Meeting Minutes	• *MATH V05: Conditionally approved for CID MATH 851* • *CT V70: pending articulation agreement with SDSU and CSU Chico* • *ENGR V16: conditionally approved for CID ENGR 260* • *These courses he courses are inactivations which need to be coordinated with a new course (DM V11, not yet submitted to workflow) and revisions to three programs*

Attendees: Michael Callahan (Technical Review Chair), Michael Bowen (Interim Articulation Officer), Peter Sezzi (Faculty Curriculum Committee Co-Chair), Maline Werness-Rude (Faculty Curriculum Committee Co-Chair), Jennifer Kalfsbeek-Goetz (VP Academic Affairs), Dorothy Farias (AG), Gabi Wood (BIOL), Sarah Ayala (Curriculum Technician/Recorder)