**Curriculum Committee Minutes**

**August 22, 2013**

**Present:** Chair Dylan Eret, VP Lilia Celhay, Dean Carlos Cortez, Dean Antonio Barreiro, Fabian Banga, Joseph Bielanski, Katherine Bergman, Barbara Des Rochers, Heather Dodge, Tom Kies, Jenny Lowood, Sabrina Nelson, Thays Da Costa (Student Representative)

**Guest:** Jayne Matthews

1. Announcements
2. Welcome and introductions- new members: Cortez, Barreiro, Bergman, Dodge, Kies, Acosta.
3. History of Curriculum Committee

A. Provided brief history of curriculum commitee, with the past two chairs (Bielanski and Matthews), who also provided mentorship to the incoming curriculum chair. Get to know who’s involved, and share the process. CurricUNET is the database we use to house curriculum. Amy Bohorquez and Matthews have been asked to manage the CurricUNET side of Sheryl Queen’s job, and CIPD, until things can be worked out.

III. Meaning and Role of Curriculum Committee

A. First time in many years where BCC has a fully staffed administration, so good to have the deans and VP here at curriculum committee.

B. If offering new course, what are you taking out? That is a question that needs to be asked more. We are to be looking at transfer, basic skills, CTE. not just because a faculty wants to offer something. How things are approved through the channels is much more complicated, also micromanaged a lot more from the State than in the past, so can’t offer new classes right away. Anything reviewed this semester won’t be effective next semester (earliest is Summer ’14)? Will encourage faculty to act faster. Eret said get to chairs in habit of looking at one-two year blocks. Goal is to nurture process along the path. Talk about reviewing curriculum every two years (how to get whole departments to review on a three year cycle. See as a whole, not in pieces.)

C. Mission, ground rules (handout)- design courses that matter, have meaning

D. CID (Course Identification). Tech Review on alternate Thursdays, from 10-11am; CurricUNET help 11-12pm, first one next Thurs.

E. Colored handout- how do you create a course/program- do you have the resources? How does it flow in from what you’re doing? Consultation- are there similar courses/programs you are trying to develop? Go forward from there. Universal course #/title. Where does course fit within a program? Goal of consultation is to negotiate process, come to an agreement. If don’t hear back in two weeks, can go forward. But keep communication open.

F. Assist database- BCCFAC, password Tumbleweed. What is value of course/goals? How do you know if course in demand? Experimental courses option.

IV. How it Works/New Curriculum Workflows

A. Touched on CurricUNET, make comments when it goes through workflow (see handout).

B. See who has requested it, and where it’s going through workflow. Explain why asking for it.

C. Purpose of course. Used example of BUS 19. Who did she ask? Was 201, now 19. Part of AA-T. consulted with dept chair and other full time Bus instr, consultation process. Based it on CID descriptor. Helps to transfer courses to CSU. Know who to consult and talk to, spread your message to. She also e-mailed to all Bus dept chairs in other colleges. Will both be in catalog, can’t deactivate old course until new course is in. Heather gonna take over for Josh, comment on what resources library has/doesn/t have. Library in consultation with originator. She can see the books and materials. SLO coordinator also reviews, courses must include SLOs and program outcomes, they need to be measurable, should reflect the course outlines. Link with assessment. Ask originator to show how outcomes will be met.

D. VP Celhay asked for CurricUNET and TaskStream training from Eret and Lowood, for the deans/administrators.

V. Ground rules/Curriculum Review Process

A. Bielanski said about courses in 1-199 makes it transferable to 4 year school, for 200+ are non-transferable. Mentioned articulation- UC makes us submit courses to UC Office of the President for review. They check that the outlines provide enough depth of information. Some courses returned, they do a very rigorous review. Artic about trying to get courses to transfer, and at highest level, where if transfer, won’t have to repeat it when students transfer to CSUs or UCs. Not really articulation with private universities. Make as detailed as possible.

B. See handout. Know how process occurs to meeting, and how we come to a consensus. When approved, get it in minutes, and then look at pieces, most of the review is outside

C. Look at it, but only doing the last pass. And if have objection, talk about it until come to consensus, and if no consensus, come to a vote (rare though). If really want to look at course in detail and comment on them, can do so before the meeting. When at curriculum committee, we’re seeing it for the last time. Change in procedure, Eret might assign a few outlines for review before it comes here (and he will still see all of them, as the chair). Won’t accept any courses unless it’s at least gone through the tech review process. Make department chairs more aware of the process. If originator and dept chair agree on a course, doesn’t mean it’ll go through.

3 major changes: new course, catalog change both have to go through the whole process, non catalog changes (only changes in lecture content, textbooks, SLOs) don’t have to change anything in Passport, only goes to CIPD as an informational item. Mention it to chair, still goes through workflow, and Dylan makes the change. Make sure textbooks not older than 5 years (unless a classic). Have to show a representative textbook, of will be kicked back.

VI. Sample Course Outline, How to Creat a New Course or Program

A. Using BUS 19 as an example. Do all the pieces cohere? Notice justification, description. Is it part of a program, etc., Do the performance objectives map on to the lecture content?

B. Matthews will be submitting more curriculum, adding hybrid piece, so withdrawing for now, and will bring back later. If a new course might be offered as hybrid or online sometime in the future, fill out the Distance Ed form now. Matthews will do an online addendum and bring it back, as a package with other courses.

C. Deactivations: streamlined procedure, only the department chair needs to approve them.

VII. Other

 A. Next meeting: **Thursday, September 5, 2013, 10:00-12:00PM in TLC.**