

Curriculum Committee Summary
Monday, August 26, 2019
3:00-4:30 p.m., BU 119

In attendance:

Kimberly England, Scott Sandler, Eric Lopez, Carina Cisneros, Rosalinda Sharboneau, Ellen Venable, Carla Velarde-Barros, Nicholas Park, Partrick Yuh, Jennifer Nari, Gilbert Ramirez, Nikki Dequin, Randy Brown, Doug Achterman, Alberto Marques, Sherrean Carr, Veronica Martinez, Denee Pescarmona, Nicole Cisneros, Eduardo Cervantes, Leslie Tenney, James Ghorzi

Item	Responsible Parties	Discussion	Approvals
Introductions and updates	Tenney	<ul style="list-style-type: none"> • Introductions of all returning and new members. Jeopardy icebreaker. 	N/A
Role of the Curriculum Committee	Tenney	<ul style="list-style-type: none"> • Brief discussion on why the role of the committee (Academic Senate 10+1, Title 5 requirements). The committee is here to ensure quality on behalf of our students. We need to also look at the overall offerings to ensure quality instruction on campus as well as provide an opportunity to confer and collaborate. 	N/A
Processes and timelines	Pescarmona, Tenney, Ghorzi	See below	
Course Outline Checklist Review		<ul style="list-style-type: none"> • Curriculum checklist can be printed and used as you go through as you build or revise a course. • Make sure that the weeks are 18 and not 16 or 16.7. • Given issues that are happening with the current catalog production, please scrutinize all elements of the course you are reviewing before you approve. 	N/A
Proposal Overview		<ul style="list-style-type: none"> • James and Leslie walked through all of the curriculum blocks to ensure everyone understands the importance of all the blocks and how to review. • Justification needs to be very clear and say exactly what was changed, etc. 	N/A
Fall Schedule for Technical Review and Curriculum Committee Meetings		<ul style="list-style-type: none"> • Leslie made sure that faculty on the committee had the calendar of committee and technical review committee meetings and times. 	N/A
Local Approval process		<ul style="list-style-type: none"> • Local approval process overview and approval chain discussion. Leslie also reviewed what happens when there are shared courses. • Only one department chair needs to approve the course. • When there are cross-listed courses, both departments need to update 	N/A

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Courses to be modified list, Suspended courses, and Curriculum Committee Website	their shared course. <ul style="list-style-type: none">• James has updated the list of classes that need to be updated on the five year list. Department chairs need to review and make sure to see what classes need to be deactivated, as well as those courses that are still sitting in the curriculum queue for more than one year.• Deans and department chairs need to know which classes in your area are suspended or on the list to make sure those courses are updated.• Unless courses are updated they cannot be offered until they are updated and approved by the curriculum committee.• We need to make sure that classes are deactivated if we don't plan on offering them again. Make sure to be deliberate about which courses are deactivated as they also lose articulation when we deactivate courses.	N/A
Articulation: Courses and Degrees	Sharboneau <ul style="list-style-type: none">• Rosa reviewed a PPT on articulation.• Articulation ensures that our courses transfer seamlessly for our students.• Several different types of articulation.• Understand the difference between what is transferable and what is articulated.• Articulation can be found on ASSIST.org• Sometimes students need to complete a whole sequence to just articulate to a single course.• System offices decide which courses will be articulated for GE and for CSU and UC major prep.• The timeline for the articulation and transferability process (both UC and CSU). Rosa reminded the committee that courses that are offered before articulation is approved, those courses can only be offered as elective only.• When does articulation get denied? Old textbooks, lack of depth, no comparable course at a four-year, etc.• For questions or concern, contact Rosa for help	N/A
Adjournment	At 4:32	