

## Chabot College Curriculum Committee Minutes February 16, 2016

**Co-Chairs:** Kim Morrison and Dara Greene

**Voting Member Present:** Aaron Deetz, Mireille Giovanola, Shannon Stanley, Lynn Klein, Arturo Lopez Yanez, Gareth Scott, and Connie Telles  
**Absent:** Bruce Mayer

**EX Officio Members Present:** Jane Church, Deonne Kunkel

**Guests:**

**Minutes by:** Catherine Gentiluomo

Agenda Item	Discussion	Action Items
1. Call to order	2:20 by Dara Greene, Co-Chair	
2. Minutes February 2, 2016	Minutes were reviewed and approved as corrected.	J. Church to post to website
3. Presentation		
Deonne Kunkel	Social Science had no presentation for Spring 2017.	
Dara Greene	Committee reviewed the remaining course form Fall 2015.	
	Bus/Tech Information Technology (AS and COA) were reviewed.	<i>Motion to approve the new AS degree in Information Technology. Approved 7/0</i>
		<i>Motion to approve the new Certificate (COA) in Information Technology. Approved 7/0</i>
	Science / Math	
	MTH 202 and MTH 203 were reviewed as new courses. The state may require units on these courses. The system allows for CR/NCR but not without units. J. Church will attempt to submit as requested. These course are grant funded. We will need the letter stating this on the file.	<i>Motion to approve new courses MTH 202. Approved 6/0/1</i>
		<i>Motion to approve new course MTH 203. Approved 6/0/1</i>
	Psychology – Counseling – These courses are shared with LPC and did not make the level 4 approval as required for voting at the end of Fall and now. All courses listed will be reviewed	Committee will review the individual courses before next meeting.

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	<p>by the committee and voted on at the next meeting in March. PSCN 7, PSCN 10, PSCN 11, PSCN 15, PSCN 18, PSCN 25 and PSCN 28</p>	
<p>Fire Technology</p>	<p>J. Church noted Fire Technology is offering several courses this spring that are not on our State Inventory listing but in our catalog since 1984. When the new CurricUNET system was installed (2010/11) several courses were dropped from our listing. Several courses were not correctly coded and listing incorrectly. She is catching those courses as she works through the listing. The college would need to pay Gov.net for an additional report to list courses which have not been updated in the last six years or longer. She was also unable to locate the original board approval for these courses. Committee discussed if the courses should be submitted again before she adds to the board report. The courses will be added to the Board listing to allow for state approval. The courses will be updated at a later date.</p>	<p>J. Church will discuss with FT director the need to update the course outlines.</p>
<p>State Inventory of Approved Courses List</p>	<p>J. Church reviewed with the committee where to locate the website for the Inventory of Approved Courses listing. The link is available on the Curriculum webpage. You will not be able to access the course outline from this report. The school is reimbursed only for those courses listed on the State inventory. Link, Chancellor, Division (Academic Affairs) Curriculum, Curriculum Inventory, select school</p>	<p><a href="http://www.cccco.edu">www.cccco.edu</a> Then Select Divisions&gt;Academic Affairs&gt;Curriculum&gt;Curriculum Inventory.</p>
<p>CurricUNET Update</p>	<p>J. Church notified the committee the State Chancellors office will be adopting the newer version of CurricUNET which will align the system with banner.</p>	

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Catalog vs. Schedule Descriptions	The committee discussed the missing step from catalog descriptions to the abbreviated course descriptions used in the catalog. There is no direct communication between Banner and updates within CurricUNET. The schedulers have requested access to CurricUNET to assist with this update of approved course descriptions. Should the schedule description should be part of the course outline?	<i>Motion to add to add Schedule descriptions to each course update/submission under Student Materials. Approved 7/0</i>  J. Church to grant assess to M. Thomas and A. Villanueva to CurricUNET.
GE Attribute Listing	D. Greene emailed the faculty and deans from the listing of disapproved courses. She received no response from instructors or deans.	
Dean Approval	D. Greene emailed the Deans of these new approval status. There is a concern about total units and scheduling of approved courses for their individual divisions. They have asked for additional training on their role in the process. VP Thompson has asked to meet with the committee chairs. The committee would prefer to meet with her together.	D. Greene/K. Morrison will check with VP Schedule for her next attendance to curriculum meeting.
4. Faculty Handbook and CurricUNET Handbook	D. Greene discussed with the committee the need to update the written process for curriculum updates, new courses and new programs. The committee broke into working groups and updated pages through Google Docs. This will continue at a later meeting. Updates will be submitted to Senate to update the Faculty Handbook.	
5. Good of the Order		
	Next meeting scheduled for Tuesday, March 1 <sup>st</sup> 2:00 Room 130	