

Chabot College Curriculum Committee Minutes for March 1, 2016

Co-Chair: Kim Morrison and Dara Green

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

EX Officio Members Present: Jane Church, Stacy Thompson

Guests: Dov Hasson, School of the Arts, Deans: Marcia Corcoran, Deonne Kunkel, Kristin Lima and Amy Mattern,

Minutes by: Catherine Gentiluomo

Agenda Item	Discussion	Action Items
1. Call to order	2:20 by Kim Morrison, Chair	
2. Minutes 02/16/2016	Minutes were reviewed and approved as corrected.	J. Church to post to website
3. Presentation		
School of the Arts Aaron Deetz	PHOT 53A and 53B have not been offered recently and has been updated with digital photography emphasis as part of the new request for Certificate of Achievement in Digital Photography.	
	Certificate of Achievement in Digital Photography was presented. The formatting is incomplete and does not reflect the required 18 units. The certificate is missing the narrative and verification/recommendation from an advisory group which is required by the state for approval.	Originator to add required documentation per state requirements
Dov Hassan	THTR 5A/B are a performance based courses and have been updated to level the coursework. Committee asked for updates to the outlines to show progression from one course to the higher course. No pre-requisites were shown. Clarification, the courses will be part an elective listing and not required as part of the degree.	
	THTR 61A/B are new courses introducing social issues as seen through local middle and high school students, performance materials is then developed by the student and produced. Committee would like to see additional leadership verbiage to the THR 61B student learning outcomes.	

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	THTR 21/22 error in catalog.	Instructor to meet with J. Church and S. Stanley to discuss.
History	The originator re-launched several history courses. One of the course HIST 1 was sent to LPC for review in error.	J. Church to research where in the system these courses are listed.
Online course	A discussion on the correct hours for online courses with the 17.5 week in a semester. There has been some confusion with the switch from FTE to CAH. The courses should reflect 52.5 contact hours. There is a 'cheat sheet' available for late start and reduced weeks courses and required contact hours.	The courses should reflect 52.5 contact hours.
4. District Apprenticeships	Lynn Klein – Applied Tech/Business	
	The District has received funding for a large group of apprenticeships in partnership with apprenticeships offered at San Diego City College. This will required 83 courses to have outlines generated (we can copy from SDCC) and proposals submitted. It is noted we can work through these proposals for Spring 2017 offering. There is a request to speed this process up by the District for Fall courses. The committee is looking for a person (Classified or Faculty) to be paid \$30 hour for 50 hours of work. J. Church will train the person for the CurricUNET input. Funding for the position will come from the District Office.	D. Greene will email an announcement for 'help' to the campus noting the immediate need for this work to be completed by mid-April.
5. Dean Comments and Approval 6. Dean Approval Status	D. Greene and K. Morrison met with the deans to discuss their current position in the curriculum approval process. The Deans' and S. Thompson requested a clarification with the committee of this change in standing. Why the change? The Curriculum handbook is being updated as well as updates to the process of updates/changes/new curriculum. The committee reviewed other college review processes and felt the Chabot approval process could be streamlined. The originator should be discussing changes/updates/new courses with the dean prior to entering the system. We have added a Spring to Spring cycle to present courses, worked through the large fall agenda and	

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	<p>approved all courses and taken an individual look at the General Education requests to be sure the course meets the required criteria. The committee felt the Dean’s review was important and continue to list under level 1 of the review process, updating from approval to requiring comments only.</p> <p>Issues: The issues of safeguards for the programs and catalog listing courses which do not contribute to the overall student/college agenda was discussed. History of several courses not meeting this criteria were held by the Dean until the course was updated to meet current standards. <i>The discussion should be held prior to input so the system is not bogged down with pending coursework. There are several levels of review available with the first level with dean and faculty, presentation, curriculum committee review. If approved the dean has ‘right of assignment’ in offering courses to faculty. The committee members review the comments prior to voting on each course. We can also add a check box for DEAN REVIEW as part of the required elements.</i></p> <p>Are the curriculum committee representatives moving the courses through too quickly for a valid evaluation by discipline faculty and/or dean? <i>The committee will discuss if this process should be a standard five business days.</i></p> <p>Dean’s Responsibility: The deans role in curriculum was discussed as they, deans’ and administrators strive to meet the needs of the students, the requirements and fiscal responsibility to the college and the standards set by the state.</p> <p>Training was discussed for new faculty and new administrators. <i>J. Church has met individually with faculty and administrators on CurricUNET. Sessions were offered at both flex days. S. Thompson is working with HR to post the Curriculum specialist position within the next month. This</i></p>	<p>We will continue the discussion of the approval process and review again next meeting.</p> <p>J. Church will discuss with vendor timeframe for adding additional item to checklist.</p>

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	new person can set up additional training session throughout the school year.	
7. Curriculum Handbook	D. Greene will convert the LCP document and add the comments from previous workgroups to the working documents.	
8. Good of the Order	Co-Chairs and J. Church have met with Julie Coan, SLO committee chair. They are working with a coordination of the approval of the SLO/CLO attachments as part of the process. The CLO/SLO statements should now be as part of the outline and syllabus once approved by the SLO committee. This is another update to the current checklist to be requested. There is a concern of 'matching outcomes' for accreditation and consistency for students the CLO/SLO statement throughout the college reporting documents and access to those outcomes by the student.	J. Church needs clear instructions for the vendor prior to requesting an update. She can then request a timeline for implementation.
	Next meeting scheduled for Tuesday, March 15, 2016	Minutes approved on March 15, 2016