

Chabot College Curriculum Committee Minutes March 15, 2016

Co-Chair: Kim Morrison and Dara Greene

Voting Member Present: Aaron Deetz, Mireille Giovanola, Arturo Lopez Yanez, Lynn Klein, Gareth Scott, Shannon Stanley, and Connie Telles
Absent: No Math Representative

EX Officio Members Present: Jane Church, Stacy Thompson

Guests: Deans: Tim Dave, Deonne Kunkel, Kristin Lima, And Dale Wagoner

Minutes by: Catherine Gentiluomo

Agenda Item	Discussion	Action Items
1. Call to order	2:15 by Dara Greene, Co-Chair	
2. Minutes 03/01/2016	Minutes were reviewed and approved as corrected.	<i>Motion to approve minutes as reviewed and corrected. Approved 6/0 J. Church to post to website</i>
3. Presentation	Health, Kinesiology and Athletics	
Connie Telles, Nursing	The program information sheets for the catalog were reviewed; 30 unit option, LVN-RN Program RN Program. The program is accredited by the Board of Registered Nursing and requires the listing of sciences to be 4 to 5 units, we accept 4 unit transfer science courses. This must be reflected in the catalog information per the BRN. The forms were updated and reformatted for consistency.	
	Several other courses were updated to reflect new 9 week courses replacing N59 and N60A in the pre-requisite listing.	
Dale Wagoner	PEAC were submitted for leveling purposes. One course was returned to the author for updates to language.	
4. Voting	The Consent voting for those course with over 5 reviews, minor typos will be corrected before submission PSCN 7, 10, 11, 13, 15, 18, 25 and 28 SOCL 30 Deactivate	<i>Motion to approved updates, modifications, and deactivations as the listed. 7/0</i>
	PHIL 50 and 60 were reviewed. The measurable CLO/PLO are inconsistent with the units offered.	Return to author for updates.
	Bus/Tech course must be presented to the committee.	
	ENGLS 32 must be presented to the committee.	

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	<p>Chemistry AS-T is still above the allowed units of 60. S. Stanley, articulation officer explained and discussed the transfer unit (60) requirements to the committee.</p>	<p><i>Motion to table the course.</i></p>
<p>5. Revisit Dean And CurricUNET approval process</p>	<p>The committee and deans continued the discussion of the dean ‘approval vs. comments’ in course / curriculum development. D. Greene explained the course is at a pre-launched at level one. Should the committee be removed from this stage and allow the dean and division input only? Discussion entailed the following:</p> <ul style="list-style-type: none"> • A 72 hour clock for the dean comments before the division representatives moves the course forward. Concern for a tight timeline, hold the course until the dean makes comments? • An additional checklist form requiring dean and division faculty review and approval. There is a concern these comments would not be part of the report to the committee if attachment is not reviewed. All division faculty are notified by email when division courses enter the system for as new, updated or modified courses. They are asked to review all courses prior to the next level. In the past this was completed prior to committee review. • Leaving the dean at level 1 and division input at the next level. • Update the instructors to clarify the author’s roll/responsibility in moving their course through the approval process. • The overall ‘big’ division and campus picture should be part of the process. How will this course / program new or modified enhance student learning and move towards their degree / certificate? 	<p><i>Motion to vote on the following option to the dean voting level. The ballot will be paper ballot.</i></p> <ol style="list-style-type: none"> 1. <i>Dean will remain at new level as comment only at Level 1. The Division representative will hold the courses until a dean’s comments are input.</i> 2. <i>New Approval process form requiring Dean/Division a review as part of the checklist required attachments.</i> 3. <i>Return to the old process with Dean ‘approval’ required at Level one in prelaunch. Update the training of faculty to include their roll and responsibilities toward course approval. There will be no technical review of a course standards this level.</i> <p>Vote to be counted and reported at next meeting.</p>

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6. SLOAC and CurricUNET	The co-chairs of this committee have not received any response from the SLO chairperson, Julie Coan. There is a concern the committees are working independently and not together in the development of curriculum and/or CLO/SLO standards. The only contact at this time is through J. Church. She is attending the SLO meetings. The SLOAC is working with GOVNET to create a new level on the site, and expand access to the input. This will incorporate the SLO/CLO in the outline instead of an attachment. CurricUNET is a large database, should access be limited?	SLCO committee chairperson will be invited to the next curriculum meeting to discuss the updates.
7. Remove SLOAC Rep	Currently the Curriculum Division Representative is acting as the SLOAC representative in the approval process. This requires duplication of approval for the curriculum representative. Discussion, can we eliminated the SLOAC approval.	<i>Motion to change the SLOAC level to optional. The Division Representation will be responsibility for checking the SLO/CLO attachments for matching parameters to units. Approved 7/0</i>
8. Approval Process for Apprenticeships	The 80+ courses requested through the District Office as a collaboration with San Diego Community College as asking for a separate approval process. J. Church is working with Academic Services to input the courses. The courses at this time do not contain CLO's. The committee needs additional information and will discuss again in April.	
Agenda Items 9(English 149) and 10 (Handbook) were tabled until April 5, 2016 meeting		
11. Good of the Order	L. Klein asked for the agenda to be email to the entire campus prior to the meeting. This is consistent with other committee practice on campus.	The agenda will be emailed on the day of the meeting.
	Faculty is concerned the approved course updates are not in the new Fall Scheduled. J. Church reviewed the process of State Approval for Fall 2016 after the Board approval and the missing step of entering into Banner Board approved new or modified course language updates. The schedulers have been given additional CurricUNET access. The new hire will assist in	At this time faculty should review the new schedule for correct course descriptions and units.

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	closing this loop. J. Church has also updated the course outline to include at the bottom a required Schedule course description as approved by the committee earlier this semester.	
	Meeting Adjourned 4:15 PM.	Minutes were reviewed updated and approved on April 5, 2016
	Next meeting scheduled for Tuesday, April 5, 2016	