

## Chabot College Curriculum Committee Minutes October 30, 2018

**Chair:** Dara Greene

**Voting Member Present:** Michael Colon, Erin Kelly, Shannon Stanley, Juan Pablo Mercado,

**Absent:** Julie Coan, OAC Chair, Aaron Deetz, and Connie Telles, Arturo Lopez Yanez **SACC:** Lorenzo J. Caballero, President

**EX Officio Members Present:** Shannon Stanley, Stacey Thompson

**Student Services:** none **Academic Services:** Angela Castellanos, Megan Parker, and Rick Hassler

**Guests:** Christina Reed, ATB Director

**Minutes by:** Catherine Gentiluomo

Agenda Item	Discussion	Action Items
1. Call to order	2:20 by Dara Greene, Chair	
2. Minutes 10/16/2018	No quorum is reached	Minutes will be reviewed at next meeting.
3. Consent Voting COR's and Programs	No quorum is reached.	Committee asked to review their voting levels. AFTER the Non-Credit presentation the committee will review and vote on consent listing.
4. Non Credit Courses	No presentations. Questions for presenters next Tuesday. How do we create 'Mirror' or 'cross listed' courses without duplicating outlines in CurricUNET? How do we submit one outline with multiple rubrics? Does the same apply for credit/non-credit courses being taught at the same time/instructor? How are these courses listed in schedule? How is the load distributed to faculty? Should non-credit courses have a specific narrative to clarify the course for the student? E. Kelly will have college hour meeting next week to discuss non-credit courses. Guest speaker, Craig Ruan, ASCCCC chair for non-credit courses. November 6 <sup>th</sup> 2:30 – 4:30 Room TBA	E. Kelly will collect and forward questions to C. Ruan for discussion next Tuesday  D. Greene to send out 'CHABOT' email announcing the meeting.
5. Sample Narratives	Committee discussed and reviewed several other college websites for 'training' videos for developing curriculum and programs. The state handbook is posted on the CurricUNET	

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	<p>page but many felt specific links need to be added to the <b>HELP?</b> page already in place. Again, there are several programs approved last year that did not complete the 5 objectives for submission. This process has been moved to the beginning of the proposals and required to be completed by the author not curriculum specialists, chair or articulation officer. This is a new process for faculty. If the process is not clear they will not complete. Training is required if we want quality product. The current submissions are incomplete, poorly written and not at a representative level for the college as a whole. Possible solutions:</p> <ul style="list-style-type: none"> <li>• Training online – work with our online community to develop these videos.</li> <li>• Training through Flex Day – schedule day for ALL faculty to learn how to use CurricUNET.</li> <li>• Individual training as programs are being developed. This is the current process.</li> <li>• Additional input from deans and division faculty</li> <li>• Templates for specific narrative for course/program outlines?</li> </ul>	
<p>6. Curriculum Committee Changes</p>	<p>The curriculum committee process is broken and needs to be updated. Without the curriculum specialist there are many items not being completed and there is not enough time for the Chair or Committee to complete in a timely manner. D. Greene and E. Kelly met and fine-tuned the proposal. Please review your email. The idea of the new position and funding for proposals will allow the committee members to review content and how does the course/program work with the college vision, student’s needs for future employment. We need to present to Faculty Senate and work with the FA to add these new CAH levels and new position to the contract. S. Thompson is ready to test-drive this new position of <i>Technical Chair</i> next semester. We also need to</p>	<p>D. Greene to email new proposal to committee members for review.</p>

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	submit a proposal to District for funding for faculty willing to create non-credit and certificate coursework.	
7. Good of the Order	December meeting dedicated to consent voting and new curriculum proposal.	
	Meeting Adjourned 3:30 PM Next meeting scheduled for Tuesday, November 6 <sup>th</sup> AFTER presentation for consent vote only Next Voting meeting Tuesday December 11, 2018 2:30 PM Room 130, B100.	