

**CRAFTON HILLS COLLEGE
CURRICULUM COMMITTEE
MINUTES
August 23, 2010**

VOTING MEMBERS:

Note: ✓ If Present

Chris Biffle

Gwen DiPonio ✓

Brad Franklin ✓

Judi Harrington ✓

JoAnn Jones ✓

Mark McConnell ✓

Marina Kozanova ✓

Steve Ramirez ✓

Gary Reese ✓

Kim Salt (Chair) ✓

Dan Sullivan ✓

Laura Winningham

NON-VOTING MEMBERS:

Note: ✓ If Present

Joe Cabrales

Kirsten Colvey

Vicky Franco ✓

Rick Hogrefe ✓

Ben Mudgett ✓

Cheryl Marshall ✓

June Yamamoto ✓

1. Approval of minutes from April 26, 2010 meeting

The minutes were approved.

2. Recap of Summer Events

The "Submit Button" to add a new course in CurricUNET has been fixed.

Kim activated the courses that were approved last year as well as manually updated the Curriculum Dates and Board Approval Dates.

3. Training for Local Approval of Stand-Alone Credit Courses

Kim conducted the training for the approval of Stand-Alone Credit Courses.

4. Miscellaneous

Kim reviewed the following in CurricUNET:

- If you receive an email from CurricUNET, pay attention to what is in **Bold Print and the Role for which you are approving the course.**

When approving courses, each instructor has multiple roles. For example:

1. Originator
2. Faculty
3. Faculty Chair
4. Committee
5. Etc.

If you are not sure, go to “My Approvals” under “Track” and select role and click next.

- You don't need a login to search for a course outline in CurricUNET.
- SLOs are required when submitting a new course.
- When searching for course outlines, courses are coded as follows:
Blue – Historical
Red – Active
Black – Pending

NOTE: Only an Active (Red) course may be modified.

- If you have problems logging in, contact Kim Salt.

NOTE: You may have to lower your privacy setting to medium.

To assist the committee in the reviewing courses, the following items will be emailed to the committee:

- Curriculum Bylaws (Policies and Procedures)
- Six-Year Review Course Revision Proposal Instructions
- Six-Year Review Criteria
- Curriculum Review Check Sheet
- Honors Courses
- Honors Courses Rubric

To assist the new members of the Curriculum Committee on what to look for when reviewing a course outline, Kim Salt will submit a “Mock Course” through CurricUNET. This will also serve as a review for other committee members.

The next Curriculum Committee meeting will be on **Monday, September 13 in the Teaching and Learning Center (1st Floor of LRC).**