

**Crafton Hills College
Curriculum Committee
AGENDA**

Monday, September 23, 2013

2:00 pm – Multipurpose Room, LRC 226

Members: Kim Salt (Chair), Kirsten Colvey, Troy Dial, Gwen Dipinio, Vicky Franco, Jodi Hanley, Raju Hegde, Catherine Hendrickson, Rick Hogrefe, Mark McConnell, Trica Menchaca, Mariana Moreno, Ben Mudgett, Diane Phafler, Bryan Reece, Gary Reese, Daniel Sullivan, June Yamamoto, Margret Yau

1. Approval of Minutes August 26, 2013
2. ACTION ITEMS

COURSE MODIFICATIONS

- a. **CHEM 212 Organic Chemistry I** (to see course outline go to *SEARCH, COURSES in CurricUNET*)*
Rationale for Change: Revised to meet C-ID descriptor requirements
Prerequisite: CHEM 151 or CHEM 151H
currently equated with CHEM 212
- b. **CD 205 Child Growth and Development Laboratory** (to see course outline go to *SEARCH, COURSES in CurricUNET*)*
Rationale for Change: 6 year revision
Prerequisite: CD 105
currently equated with CD 205x2
- c. **CD 295 Child Growth and Development Laboratory** (to see course outline go to *SEARCH, COURSES in CurricUNET*)*
Rationale for Change: Revise for 1440 compliance
Departmental Recommendation: Successful Completion of CD 105
currently equated with CD 293
- d. **SPAN 103 College Spanish III** (to see course outline go to *SEARCH, COURSES in CurricUNET*)*
Rationale for Change: Alignment with C-ID descriptor
Prerequisite: SPAN 102
currently equated with SPAN 103

Discipline Name Change

It has been requested that the Curriculum Committee approve and forward to the Board of Trustees for their approval a change in the discipline name from Physical Education to **Kinesiology** and a change in the discipline name Health Education to **Health Sciences** and a department name change from Physical Education and Health to **Kinesiology and Health Sciences**

The rationale for this request in the Physical Education is due to updating our discipline name to keep up with the generally accepted name across the state particularly at four-year institutions and to be in line with the discipline name as we pursue the Associate Degree for Transfer (AA-T) in the Kinesiology. Therefore we are requesting the past discipline of Physical Education to change to **Kinesiology**. We are requesting the two PE courses, PE 200, Intro to Kinesiology and PE 231, First Aid and CPR to be changed to **KIN 200** and **KIN 231**. Future courses will be **KIN/S**, **KIN/F**, and **KIN/D** (S = Sports, F = Fitness and D = Dance)

In Health Education we are requesting the name change to **Health Sciences**. Health Sciences is the current accepted multi-disciplinary approach to health combining biological and psychosocial aspects of health while focusing on behavioral interventions, nutrition, fitness, health promotion activities behavior change. No change in the course ID's are necessary as it would still be acceptable to use HEALTH as the discipline abbreviation..

3. New Curriculum Bylaws

Have general curriculum questions?

Go to: <http://www.curriculum.cc.ca.us>

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4. Suggestions on how to spread curriculum submissions/approvals more evenly throughout the academic year

****Make sure to also look at comments that have been made about the course outlines. To do this, go to "Track", "All Proposals", for the course you are looking at choose "Check Status". This should show you everyone's comments regarding the proposal.***

To Check that the Prerequisites have matched skills, click on the "RA" icon next to the course outline.

Please also make sure to review the courses based on the Course Rubric which can be found in your Navigator

Next Meeting: October 14, 2013

2:00 pm – Multipurpose Room, LRC 226

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Curriculum Bylaws (partial – see attachment for full document)

VII. Procedures

- A. Any faculty member can initiate a proposal to add, change, or delete courses from the curriculum of Crafton Hills College. All proposals must be submitted through CurricUNET, be fully finished, and be of college level quality. Keep in mind that Course Outlines of Record serve as contracts between the college and all outside agencies, including other colleges, the state Chancellor's office, and all accrediting bodies. They also serve as contracts between the college and the department; the department and the instructor; and the instructor and students.

- B. Before submitting any proposal to the committee, the originator must talk with other faculty in the appropriate discipline(s).
 - 1. If the proposal has discipline wide support, the originator then submits the proposal into the CurricUNET system
- or -
 - 2. If the proposal does not have discipline wide support then the originator can follow one of the following two options:
 - a. The proposal dies for lack of support.
- or -
 - b. The originator, feeling that the proposal has merit, submits it into the CurricUNET system and the faculty who did not support the proposal can indicate their non-support to the Curriculum committee ~~in~~ through the CurricUNET system.

- C. All new courses, certificates, programs or degrees must be submitted to the Academic Senate as a part of their consent agenda of the AS meeting following the initial launch of such a proposal within CurricUNET

- D. Any proposed deletions of courses, certificates, programs or degrees and/or any changes to General Education Requirements must be submitted to the Academic Senate as a part of their consent agenda on the AS meeting following the initial launch the proposed change within CurricUNET

- E. Once in the CurricUNET system, the proposal will follow the appropriate automated approval process which is outlined in the appendices of this document.

- F. If the course outline contains distributed education delivery methods, the outline will also be submitted to the Educational Technology Committee.

- G. When a proposal is approved by the Curriculum committee, the Office of Instruction will prepare the necessary documents for Board of Trustees meeting and also submit copies to the San Bernardino Community College District Conjoint Curriculum Committee for review, regarding possible unnecessary duplication of program(s) and to maintain the California Community College Management Information Systems (MIS) course data elements.

- H. Expedited Course Approval/Imminent Need. Proposals submitted after the deadline will be considered on a case-by-case basis, with priority given to those cases where the timing is due to external agencies.

- F. Curriculum committee meetings shall be conducted according to the most recent edition Roberts' Rules of Order.

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Committee Charge

Curriculum

The Curriculum Committee is authorized by the Academic Senate to make recommendations to the Board of Trustees about the curriculum of the college, including approval of new courses, deletion of existing courses, proposed changes in courses, periodic review of course outlines, approval of proposed programs, deletion of programs, changes in programs, review of degree and certificate requirements, and approval of prerequisites and co-requisites. The Curriculum Committee meets twice per month.

Additionally, The Faculty Members of the Curriculum Committee shall:

- Review and approve curriculum as submitted in a timely manner. (including updating and distributing a list of important dates)
- Develop a procedure for the approval of courses for general education
- Work with the Curriculum Committee at San Bernardino Valley College to ensure appropriate courses are equated
- Work with discipline faculty to evaluate the currency of discipline specific majors
- Provide continued training to faculty in the process of writing curriculum, CurricUNET and Title 5 changes
- Makes recommendation to the senate about general education policies