CRAFTON HILLS COLLEGE
CURRICULUM COMMITTEE
MINUTES
August 27, 2012

VOTING MEMBERS:
   Note: ✔ If Present

Breanna Andrews ✔	Mariana Moreno
Gwen DiPonio ✔	Snezana Petrovic
Judi Harrington ✔	Gary Reese ✔
Catherine Hendrickson	**Kim Salt** (Chair) ✔
Mark McConnell ✔	Dan Sullivan
Patricia Menchaca ✔	

NON-VOTING MEMBERS:
   Note: ✔ If Present

Joe Cabrales	Ben Mudgett ✔
Kirsten Colvey	June Yamamoto ✔
Vicky Franco ✔	Rebeccah Warren-Marlatt ✔
Raju Hegde	
Rick Hogrefe ✔	

VISITOR:

Dianne Purves

1.   Approval of minutes from April 23, 2012 meeting

   The minutes were approved.

2.   SB 1440 Update

   Kim Salt provided the committee with an update of the Transfer Model
   Curriculum approved by the state and the curriculum currently awaiting approval.
   Also included are the transfer degrees approved by the Curriculum Committee.
   To date, CHC has ten AA-T/AS-T degrees developed and approved.

   Departments will need to be asked if their transfer degree will be replacing the
   current Associate of Arts or Associate of Science Degree in their department. If
   the degree is being replaced, the former degree will need to be deleted.

   Finalized Transfer Model Curriculum
   - Administration of Justice/Criminal Justice
   - Art History

- **Business Administration* (CHC approved 2012)**
- *Communication Studies**
- Early Childhood Education (ECE)
- Elementary Education (revised March 2012)
- **English (revised May 2012)* (CHC approved 2012)**
- **Geology* (CHC approved 2012)**
- Geography (revised May 2012)
- **History* (CHC approved 2012)**
- Journalism
- Kinesiology
- *Mathematics**
- Music (revised June 2012)
- Physics
- **Political Science* (CHC approved 2012)**
- **Psychology* (CHC approved 2012)**
- *Sociology**
- Studio Arts
- **Theatre* (CHC approved 2012)**

Awaiting Approval
- Anthropology
- Biology
- Chemistry
- **Computer Science* (CHC approved 2012)**
- Philosophy
- Spanish

http://www.c-id.net/degreereview.html

3.   Review of Curriculum Committee Responsibilities

The committee reviewed the role and responsibilities of being a member of the Curriculum Committee.

Committee Charge:
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, 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

Kim Salt provided the following tips for using CurricUNET:
- It may take more than one try when logging into CurriCUNET (case sensitive).
- If you forget your password, contact Kim Salt.
- When a course is due for a six-year revision, you must "update" the course NOT "edit" the course. The same is true for deleting a course.
- When searching for a course, the course number must be exact. For example: MATH 943X2 (the system will not recognize MATH 943).
- You cannot "edit" a course that is active. You must make a copy first, then "edit" the course.
- Color Code for Courses:
  1. Red – Course is active
  2. Blue – Course is historical
  3. Black – Course is being modified

- On the CurricUNET Home Page under "Links:"
  1. Go the User's Guide for step-by-step instructions
  2. Go to Governet to access course outlines from colleges that are affiliated with CurricUNET. Note: This is recommended if you are creating a new course and don't want to "reinvent the wheel."
  3. Go to Taxonomy (Verbs Requiring Cognitive Outcomes)

- Go to the "Help Box" for assistance:
  1. To add a prerequisite
  2. To match entrance skills
  3. To determine how many hours of lecture/lab/field equal one unit

- CurricUNET will send you two types of emails.
  1. If the information is in bold, CurricUNET is asking you to take action on something.
  2. If the information is not bolded, it is for information only.

- On the CurricUNET Home Page, under "Track," go to "My Approval."
  You may have more than one role, for example: Committee Member, Content Review Member, Faculty Member, etc. You need to check each one.

- Before taking action on a course, first review the course outline. Also, "Check Status" to review comments from other committee members to prevent duplications. If you have a question, ask the author for clarification. The question will not be taken personally; curriculum belongs to the department not an individual. The author or a representative will be invited to attend the Curriculum meeting the day the course is being reviewed by the Curriculum Committee.

- If you see an upside down question mark (¿), let Kim Salt know and she will make the correction. This is leftover from when the courses were first imported into CurricUNET.

- The committee has five business days to review the course. During that time, the author is locked out of the course and will not be able to make changes to the course outline.

- Kim Salt will check for Student Learning Outcomes and send them out to the committee. The course outline has to align with the outcomes.

- The Education Technology Committee reviews the Distance Education component of the course outline.

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

    Kim Salt provided the training for the approval of Stand-Alone Credit Courses. Since this is a requirement, committee members who were not here today will have to go to the website for training.

    The campus began approving Stand-Alone Credit Courses in August 2007 with an ending date of December 31, 2012. Hopefully this will be addressed soon since December 31st is right around the corner. Prior to August 2007, the state approved all Stand-Alone Credit Courses.

5. Miscellaneous

    Ben Mudget is working with District Computing Services to develop a report to show the impact of courses. For example, if a course is being deleted, what other courses/degrees/certificates are impacted by the deletion.

    The committee is recommending a new course be considered for CHC General Education after the course is approved for CSU GE and/or IGETCI.

    October 1, 2012 is the deadline for submitting new courses and six-year revisions for the Fall 2013 catalog.

The next Curriculum Committee meeting will be on **Monday, September 24, 2012, at 2 p.m. in LRC 226 (Multipurpose Room).**

NOTE: The meeting scheduled for Monday, September 10, 2012 has been cancelled.