

**CRAFTON HILLS COLLEGE
CURRICULUM COMMITTEE
MINUTES
September 23, 2013**

VOTING MEMBERS:

Note: ✓ If Present

Troy Dial ✓
Gwen Di Ponio ✓
Diane Pfahler
Jodi Hanley ✓
Gary Reese ✓
Catherine Hendrickson ✓

Mariana Moreno
Kim Salt (Chair) ✓
Mark McConnell ✓
Dan Sullivan
Patricia Menchaca ✓
Margaret Yau ✓

NON-VOTING MEMBERS:

Note: ✓ If Present

Kirsten Colvey
Vicky Franco ✓
Raju Hegde
Rick Hogrefe

Ben Mudgett ✓
Bryan Reece ✓
June Yamamoto ✓

1. Approval of minutes from August 26, 2013 meeting

The minutes were approved.

2. Action Items

COURSE MODIFICATIONS:

A. CHEM 212 Organic Chemistry I

The committee agreed to approve CHEM 212 revised to meet C-ID descriptor requirements. The committee agreed to approve CHEM 151 or CHEM 151H as the pre-requisite.

B. CD 205 Child Growth and Development Laboratory

The committee agreed to approve CD 205 as a six-year revision. The committee agreed to approve CD 105 as the pre-requisite.

C. CD 295 Child Growth and Elementary Laboratory

The committee agreed to approve CD 295 revised to meet C-ID descriptor requirements.

D. SPAN 103 College Spanish III

The committee agreed to approve SPAN 103 revised to meet C-ID descriptor requirements. The committee agreed to approve SPAN 102 as the pre-requisite.

3. **Discipline Name Change**

The committee agreed to approve the request to a change in the discipline name from Physical Education to **Kinesiology**.

The request to change the discipline name of Health Education to **Health Sciences** was tabled as the committee needs more clarification and will invite someone from the PE department to the next meeting.

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

The committee discussed using separate deadlines for a group of disciplines. A suggestion of “staggered” deadlines for submissions was discussed, this will make the curriculum process more smoother and less chance for MIS submission delay and errors.

This suggestion will be brought to the academic senate for approval.

5. **CURRICULUM BYLAWS**

Letters C and D have major changes and procedures. The committee discussed the first sentence of letter A; *Any faculty member can initiate a proposal to add, change, or delete courses from the curriculum of Crafton Hills College.*

The committee agreed that the author (contributor) needs to be a full-time tenured faculty member. Part-time faculty (adjunct) can write curriculum but it needs to be submitted by a full-time tenured faculty member. Managers cannot write curriculum, they can be co-contributors, but cannot submit the curriculum.

This will be brought to the academic senate as a suggestion.

The next Curriculum meeting will be held on **October 14th at 2p.m. in the Multipurpose Room (LRC 226).**