

**CRAFTON HILLS COLLEGE
CURRICULUM COMMITTEE
MINUTES
September 9, 2019**

VOTING MEMBERS:

Note: ✓If Present

Gwen DiPonio (Co-Chair)✓

Kim Salt (Co-Chair)✓

Debbie Bogh✓

Kristin Clements✓

Troy Dial

Kenny George

Laurie Green

Catherine Hendrickson

Rick Hogrefe

Nicholas Morris✓

Shohreh Rahbarnia

Joshua Robles✓

NON-VOTING MEMBERS:

Note: ✓If Present

Kirsten Colvey

Joe Cabrales

Kristin Garcia

Kristina Heilgeist✓

Elizabeth Lopez✓

Van Muse

Reyna Uribe✓

Dan Word

Keith Wurtz✓

1. Approval of Minutes May 13, 2019

Action will be taken at the next meeting.

2. Operational Issues

A. Committee Members and Responsibilities

Everyone introduced themselves. Meetings are scheduled the second and fourth Monday of the month at 2 p.m. Typically the meetings are one hour unless there is a large agenda. Action items require a quorum for approval (half of the voting membership). Voting members are appointment by the Academic Senate. If you can no longer serve on the committee, please notify the Academic Senate.

B. Committee Charge

The Committee Charge was reviewed:

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, approval of changes in degree and certificate requirements, and approval of prerequisites and co-requisites.

The following documents were reviewed. The documents are located on the Curriculum website.

- Curriculum Handbook
- CurricUNET Guide
- Six-Year Revision Criteria
 - What to look for when assessing the course.
 - Review textbooks. The instructor is not required to use these textbooks. It is a sample of the type of textbook that is required for the course.
- Curriculum Check List
- Honors Courses Curriculum Bylaws
 - When updating an Honors Course the standard course will need to be updated as well. This will ensure consistency between the two courses as well as remain on the same six-year revision cycle. The course outlines must be the same except for the information required for Honors Courses.
Note: Recently added to the Curriculum website
- Honors Courses Rubric for CurricUNET – Waiting for update
- Six-Year Review Course Revision Instructions
- Standards for Credit Hours Calculations
 - Recently added to the Curriculum website
- CurricUNET
 - If the email from CurricUNET is in **bold print**, it is requiring action. If the email is not in bold print, it is informational.
 - When approving curriculum, you may have more than one role. This is located under **My Approvals** and then **Select Role**. For example Originator, Curriculum Committee Member, etc. and then hit **Next**. To see the course outline, hit the **WR** icon. This is the best way to review a course outline. If you want to make a comment, hit **Action**. Type the comment in the box and under **Action**, select **Reviewed** and hit **Save**. To prevent duplications, you might review the comments first.
 - After the course has gone through Content Review, the course outline is sent to the entire committee for review.
 - Your password is not tied to the District. Call Kim if you have any problems.
 - SLOs are required on course outlines. We can only recommend changes to an SLO. SLOs must be measurable. The Taxonomy chart is available in CurricUNET for verbs requiring cognitive outcomes.
 - The range of evaluation must equal 100 percent.
 - The Educational Technology Committee (ETC) reviews all Distance Education (DE) courses. Once the DE course has been approved by ETC the course is submitted to Curriculum for final approval.
 - The course outline does not belong to the author it belongs to the department. Anyone within the department can update the course.

C. Miscellaneous

Keith would like to develop a process to review courses in the catalog that have not been offered in years to determine if they should be deleted. This item will be put on the agenda for the next meeting.

Keith would like to develop a process to define course enrollment caps.

The next Curriculum meeting will be held on **Monday, September 23 at 2 p.m. in CCR 233.**