

**CRAFTON HILLS COLLEGE  
CURRICULUM COMMITTEE  
MINUTES  
August 22, 2016**

**VOTING MEMBERS:**

**Note:** ✓ If Present

Troy Dial	Dianne Purves ✓
Gwen DiPonio ✓	Gary Reese ✓
Laurie Green ✓	<b>Kim Salt</b> (Chair) ✓
Catherine Hendrickson ✓	Michael Sheahan
Rick Hogrefe	Sherri Wilson ✓
Robert McAtee ✓	

**NON-VOTING MEMBERS:**

**Note:** ✓ If Present

Kirsten Colvey	Bryan Reece ✓
Joe Cabrales ✓	Mark Snowwhite ✓
Kristin Garcia ✓	Michelle Tinoco ✓
Kristina Heilgeist ✓	June Yamamoto ✓
Sherrie Loewen ✓	

1. Approval of minutes from May 9, 2016 meeting

The minutes were approved.

2. Review of Curriculum Committee Responsibilities and Committee Charge

Kim reviewed the responsibilities of the committee and the committee's charge.

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

3. Items/Issues for Academic Year

- The committee will be reviewing C-ID Descriptor Requirements that need to be done as soon as possible. Bryan has emailed the appropriate departments of the urgency of the request. This could cause many problems at the State level and locally if it is not corrected.

- Correcting Disciplines that are Not State Approved

For example, Anatomy is not State Approved. Kim has worked out the following solution:

Discipline: Biology (Anatomy)  
 Course ID: ANAT 101  
 Department: Physical and Biological Sciences

The only change would be the name of the discipline.

- Replacing CurricUNET

Currently we have multiple data entry of the same information (Example: CurricUNET, Minutes, Board Item, Datatel, Curriculum Inventory) from which errors can occur. We are looking at a new system that will integrate with what we are using on campus as well as with the State. Information should only be keyed in once.

Kristina will be setting up a demonstration of SmartCatalog. This system will also be compatible with the new State system. SBVC is also interested in a new system and may want to attend the demonstration.

- Update degrees based on last year's changes (example: FIRET 085)
- Correction of .25 unit
- Non Credit Courses

Non Credit Courses are being discussed by the Academic Senate. Currently our numbering system is all over the board. This is something we will need to start working on.

- Based on a decision that took place in Chairs Council last year, courses that have not been offered in a few years are being "hidden" in the 2016-2017 SmartCatalog. This has caused a concern because our catalog does not match Crafton's GE and ASSIST. This topic will be discussed at another meeting to get Troy's perspective on the subject.

#### 4. SB 1440

The Biology Degree has been approved. We are up to date.

#### 5. CurricUNET Refresher

Kim reviewed CurricUNET with the committee:

- Only pay attention to directions in **BOLD**, otherwise it is information only
- Kim will send out the User Guide and helpful forms
- Red is the Active Course
- Blue is the Historical Course
- Black is the Pending/Launched or Approved Course (This is the course we are working on)

6. Operational Issues

- The curriculum deadlines will reflect the dates we used last year.
- It was recommended to give the deadlines to Faculty Chairs.

The next Curriculum meeting will be held on **September 12, 2016 at 2 p.m. in CCR (Crafton Center) 233 near the Staff Break Room on the second floor.**