CRAFTON HILLS COLLEGE
CURRICULUM COMMITTEE
MINUTES
August 28, 2017

VOTING MEMBERS:
   Note: ✓If Present

Brandi Bailes✓	Shohreh Rahbarnia✓
Troy Dial	**Kim Salt** (Chair)✓
Kenneth George✓	Michael Sheahan
Laurie Green✓	Sherri Wilson✓
Rick Hogrefe✓	

NON-VOTING MEMBERS:
   Note: ✓If Present

Kathy Bakhit✓	Miriam Saadeh
Robert Brown✓	Mark Snowhite✓
Kirsten Colvey✓	Michelle Tinoco✓
Joe Cabrales✓	Dan Word
Kristina Heilgeist✓	

VISITORS:
Melissa Huynh
Rebeccah Warren-Marlatt

1.   Approval of minutes from May 8, 2017 meeting

   The minutes were approved with corrections.

2.   Review of Curriculum Committee Responsibilities and Committee Charge

   - Introductions were made
   - Meetings are typically one hour unless we have a large agenda. All action items require a quorum for approval. Please feel free to ask questions. This is a friendly committee, no hidden agendas.
   - The Roman numeral I or II beside your name on the agenda indicates the subcommittee you are assigned for the Content Review Committee.
   - Reviewed the Charge of the Committee
   - Reviewed the Curriculum Committee Policies and Procedures
   - Reviewed the Six-year Review Criteria
     - This is a modification to the course outline.
     - Review textbooks. The instructor is not required to use these textbooks; this is a sample of the type of textbook that is required for the course.
     - If SLOs are not on the course outline, they will need to be added.
   - Reviewed Curriculum Check Sheet
     - All course outlines are required to have SLOs on the course outline of record. The SLO should be tied to the objective. The Curriculum Committee cannot recommend changes to the SLO per an agreement with the Academic Senate.
   - Reviewed Honors Courses and Honors Rubric

- Since Honors courses are taught in the same classroom as a regular class, the course outline should be identical except for the honors verbiage.
- Reviewed Title 5
  - Title 5 is our governing law.
  - The template we use for course outlines is one of the best in the state. We can thank Arnie Kosmatka, a retired Respiratory Care professor, for all of his hard work.
- Non-Credit Courses
  - A Non-Credit Committee is scheduled to meet this week. Hopefully, it will function like the Educational Technology Committee (ETC). Once a course with a Distance Education (DE) component is approved by ETC, the course is sent to the Curriculum Committee for approval. Since the course has been thoroughly reviewed, the Curriculum Committee approval is a formality.
  - The non-credit courses approved last year were approved as a pilot through Academic Senate with the condition that the courses would need to be reviewed in the fall.
  - There is conversation with Economic Development and Corporate Training (EDCT) at the District to offer non-credit courses. SBVC is already offering non-credit courses through EDCT. Members of Administration asked if the non-credit courses could be fast tracked through the Curriculum process. It was suggested that this conversation take place with Academic Senate.

3. Items/Issues for Academic Year
- We will be going over the new Program and Course Approval Handbook 6th Edition (PCAH).
- Kim will work with CurricUNET to add Activities as an instructional method.
- There is a new requirement for CTE Course Outlines:
  - Notes from Advisory Committee
  - Labor Market Data

4. SB 1440

   Nothing to report

5. CurricUNET Refresher
- 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. 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, it goes to the entire committee for review.
- When searching for a course, the courses are color coded as follows:
  - Black – In process or approved
  - Red – Active
  - Blue – Historical

- You cannot edit an active course; you need to make a copy and then edit.
- You do not need to be the originator to edit the course. The course does not belong to the individual. Anyone in the department can update a course.
- The Taxonomy Guide for the following are located in CurricUNET
    a. Verbs Requiring Cognitive Outcomes
    b. Verbs Requiring Affective Outcomes
    c. Verbs Requiring Psychomotor Outcomes
- After every box on the course outline is checked, hit the **Submit** button to launch course.
- Changes can be made during the prelaunch period.
- Your password is not tied to the District; call Kim if you have any problems.

6.   Operational Issues

- SBVC was awarded a two-year contract with Course Leaf on an experimental basis.

The next Curriculum meeting will be held on **September 11th at 2 p.m. in CCR 233.**