

**CRAFTON HILLS COLLEGE
CURRICULUM COMMITTEE
MINUTES
August 27, 2018**

VOTING MEMBERS:
Note: ✓If Present

Debbie Bogh✓
Troy Dial✓
Gwen DiPonio (Co-Chair)✓
Kenneth George✓
Laurie Green✓

Catherine Hendrickson✓
Rick Hogrefe✓
Shohreh Rahbarnia✓
Kim Salt (Co-Chair)✓
Sherri Wilson✓

NON-VOTING MEMBERS:
Note: ✓If Present

Kelli Dower
Kirsten Colvey
Joe Cabrales
Kristin Garcia✓
Kristina Heilgeist✓

Van Muse✓
Miriam Saadeh
Reyna Uribe✓
Dan Word✓
Keith Wurtz

VISITORS:

Danielle McCoy
Sam Truong

1. Introductions

Introductions were made. Kim Salt and Gwen DiPonio will be Faculty Co-Chairs this year.

- Meetings are typically one hour unless we have a large agenda. All action items require a quorum for approval. The meetings are informal and friendly, and opinions are respected.

2. Approval of Minutes from May 14, 2018 meeting

The minutes were approved with corrections.

3. Review of Curriculum Committee Responsibility and Committee 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.

The committee reviewed the following documents. The documents are also posted on the Curriculum Committee website.

- Policies and Procedures

- Six-Year Review 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.
 - If Student Learning Outcomes (SLO) are not on the course outline, they will need to be added.
- Six-Year Review Course Revision Proposal Instructions
- Curriculum Review
 - What to look for when reviewing a new course
 - All course outlines are required to have SLOs on the course outline of record. The SLO needs to be tied to the objective and be measurable. The instructor is not required to make the changes recommended by the Curriculum Committee per an agreement with the Academic Senate.
- Honors Courses (Note: This document was recently updated. The latest version will be posted on the Curriculum website)
 - When updating an Honors Course the standard course will need to be updated as well to remain on the same six-year review cycle. The course outlines will be the same except for the information regarding “honors.”
- Steps Before a Course/Modification can be offered on Campus
- Standards for Credit Hour Calculations
 - Kim updated the out-of-class hours on all the course outlines in CurricUNET.
- List of Courses Due for Six-Year Review
 - The list also includes if the course is equated with SBVC.
 - If you plan to offer the course in the future, the course needs to be updated.

4. Curriculum Institute Report

Crafton had the opportunity to send six faculty/staff to the Curriculum Institute this year in Riverside, July 12-14, 2018. It was a great experience for everyone.

5. Items/Issues for Academic Year

- Kim asked for volunteers to serve on the Lecture, Lab, and Clinical Committee.

Charge: The committee shall conduct an initial analysis of all the disciplines with laboratory and clinical components. Analysis will include curriculum, teaching pedagogy, cost comparisons (including, but not limited to, the seven (7) comparison Districts listed in the Collective Bargaining Agreement in Appendix A-1), productively as defined by the state, and work load. The committee will also evaluate and report the potential impacts on the faculty obligation number (FON).

If you are interested, contact Kim or Meridyth McLaren, CTA President.

- Just a few more C-ID approvals required.

- Denise Allen will be overseeing Noncredit courses. Hopefully, we will receive a checklist to help with evaluating the courses.
6. 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. 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, 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.
7. Operational Issues

SBVC is in the process of transitioning to Courseleaf. Courseleaf will replace CurricUNET and will be used for their online catalog.

The next Curriculum meeting will be held on **September 10 at 2 p.m. in CCR 233.**