



**Curriculum Committee Minutes
Student Services Building, 4th Floor
March 28, 2012
1:00 – 3:30 PM**

**REGULAR MEETING AGENDA
“Translating Learning into Excellence”**

MEMBERS PRESENT

1. Ashok, Patil – Computer Science
2. Bakeer, Kenyatta – Child Development
3. Barragan, Norma – Sociology
4. Chow, Judy – Library
5. Enciso Givhan, Gjenaii – Business
6. Foster, Adrienne – Acting Chair/DSP&S
7. Stone, Kell (for Kathy Walton) – Academic Affairs
8. Lincke-Ivic, Nuala – English
9. Martinez, Adriana – Counseling
10. Narez-Acosta, Alma – Counseling
11. Nee, Martin – Aviation
12. Nunez, Luz – Admissions
13. Olvera, Donna – Articulation Officer

MEMBERS ABSENT

1. Bahta, Abraha – Science
2. Humanities and Fine Arts
3. Kamibayashi, Lisa – Allied Health
4. Matosic, Todd – SLO Coordinator
5. Matsuhara, Colleen – Health, PE, Dance
6. Robertson, Matt – Mathematics
7. Russell, Tim – Library/Learning Resources
8. Walton, Kathy – Dean of Curriculum (sent rep.)

I. ORGANIZATIONAL ITEMS – 5 MIN – ACTION

1. Meeting called to order at 1:00 PM.
2. Confirmation of the agenda
3. Approval of the minutes – Minutes not approved

II. PUBLIC SPEAKERS:

1. No public speakers



III. ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION

1. Personal Development 5 – Course outline approved.
2. Graduation Plans A and B – Approved. Will go to next Academic Senate Meeting on April 24, 2012
3. Form for Course Tracking and Approval Process
 - a. Donna Olvera, Articulation Officer, developed draft of course tracking form to monitor course approval progress. Following is a description of form.

<u>Tracking Form Set-Up</u>	(Agenda Must Accompany Form.)
Course	
Division Chair Approval	
Action	<u>Box For Notes/Attachments</u>
Create/Edit Update	CC: Articulation Officer
Tech Review Date	SLO Coordinator
Action Taken	Curriculum Manager
Date Recorded In Minutes	Office Of Academic Affairs
Curriculum Review Date	
Action Taken	<u>Sign Off</u>
Academic Senate Date	Tech Review Chair
Action Taken	Curriculum Chair
	Academic Senate President

4. ECD Sign-Off
 - a. Motion to Revise ECD sign-off approved. Following is new sign-off order.
 1. Faculty Initiator / Initiator (Faculty Member) –
 2. Division Chair
 3. SLO Coordinator
 4. Articulation Officer
 5. Librarian
 6. Division Dean
 7. Curriculum Chair
 8. Curriculum Dean
 9. Academic Senate President
 10. VP Academic Affairs
 11. President
 12. Administrative Assistant Curriculum (inputting)
5. Incorrect/Incomplete Course Information



- a. Active courses present these problems: (1) lack course outlines, (2) show incomplete course outlines, and/or (3) have outdated course outlines.
 - i. CS/UC information in ECD and Assist is not matching.
 - ii. Course outlines are not being completed in *Section III: Relationship to College Programs* and *Section IV: Articulation Information*

V. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS

1. Create/approve form for course tracking and approval process.
2. Develop workshop for curriculum representatives, division chairs and deans to learn how to ensure course information in ECD and Catalog is complete and accurate.
3. Donna Olvera, Articulation Officer, will inform Division chairs which courses contain outdated course outlines or lack course outlines as soon as she finishes comparison of ECD/ASSIST course information.

V. ADJOURNMENT – 3:30 PM

VI. UPCOMING MEETINGS

CURRICULUM/TECH REVIEW:

April 16, 2012

May 21, 2012

CURRICULUM COMMITTEE:

April 25, 2012

May 23, 2012