



Curriculum Committee Meeting

April 29, 2021

Time: 1:00 p.m.

Approved Minutes

Call to Order: The meeting was called to order at 1:06 pm.

Members Present:

Voting Members: Kimberley Stiemke, Daniel Stackhouse, Kenneth Yu, Khanh Ninh, Karen Bautista, Raine Hambly, Cynthia Ramirez, and Alli Stanojkovic, and Janet Cagley.

Non-Voting Members: Amabel Arredondo.

Guests Present:

Names: Marcela Valle.

Reading and Approval of Minutes:

March 9, 2021, minutes reviewed and approved pending minor spelling correction.

Motion to adjourn by Karen Bautista; seconded by Khanh Ninh. Motion carried by unanimous vote.

April 8, 2021, minutes reviewed and approved pending minor spelling correction.

Motioned by Cynthia Ramirez; seconded by Karen Bautista. Motion is carried by unanimous vote.

Report of Curriculum Chair:

Kimberley reported that all pending spring courses made it through the Board and were approved.

Adjournment:

Meeting adjourned at 1:58 pm.

Motion to adjourn by Janet Cagley; seconded by Khanh Ninh. Motion carried.

Discussion	Action/ Outcome	Who/ When
Calendar Review	<ul style="list-style-type: none"> • Fall 2021 calendar dates/deadlines were reviewed. • If recommendations made by the committee are not made by the deadline, the course will not go on the agenda for the next meeting. • Raine suggested adding the last Curriculum Committee Meeting date in which courses can be reviewed and offered in the spring and including the last meeting in which courses will be eligible for the 2021-2022 catalog deadline. • Committee members commended Kimberley for working on the calendar dates and her hard work. • Depending on course volume, Committee Members will work in groups. 	
Course Deletion Form	<ul style="list-style-type: none"> • Kimberley went over the Course Deletion Form and asked for feedback to set more clarity and guidelines. • Karen highly recommended attaching program department meeting notes where courses were discussed for deletion. • Raine had reservations on including program department meeting notes due to multiple programs offered in 	<ul style="list-style-type: none"> • Kimberley to follow up with Shelia regarding Marcela's end date request in Banner. • Add recommendations to Deletion Form.

Discussion	Action/ Outcome	Who/ When
	<p>CTE. She recommended having the representation of program specific adjuncts alongside a full-time faculty member and keeping it more program specific.</p> <ul style="list-style-type: none"> • Janet recommended changing faculty present to faculty in agreement. After discussing the possibilities it was recommended adding another line to reflect the type of communication- electronic/ in person. • Marcela suggested adding an end date in Banner once a deletion request is submitted for tracking purposes. • Kimberley appreciated the feedback and acknowledged the various degrees in which departments work. <p>Committee members agreed to have the following:</p> <ul style="list-style-type: none"> • Must have a meeting/discussion taking place and notes/email string included with document. • Completed by a full-time faculty member. • Everything else can be open ended. 	
General Process Review	<ul style="list-style-type: none"> • It was recommended by both Kenny and Dan to keep addendum in CurriCunet for review. • Kimberley asked the committee to 	

Discussion	Action/ Outcome	Who/ When
	send her an email if they thought of anything else that might work.	
Textbook Discussion/Program Review	<ul style="list-style-type: none"> • Kimberely would like to have policies in place. The recommendations and current consensus are 4-5 years. • Khanh mentioned that program review should be every six years. • Janet mentioned having the process consider whether it is appropriate for face-to-face and for online and having specific guidance on OER and accessibility. • Raine commented that after a program review a rush of curriculum and textbook updates is common due to changing industry standards. • Kimberley and the committee will work on more concrete guidelines in the fall. 	<ul style="list-style-type: none"> • Khanh will share program review outline.
Course Updates	<ul style="list-style-type: none"> • 13 CDCP and 69 courses came through in the spring. • All are waiting to be chaptered. 	