

**Curriculum Committee Meeting**  
**December 5, 2022**  
**8:30 – 9:00**  
**Virtual Meeting**  
**Official Minutes**

- I. **Call to Order:** The meeting was called to order by the Curriculum Chair, Dr. Kimberley Stiemke at 8:31 a.m.
- II. **Roll Call:** Janet Williams, Alli Stanojkovic, Dr. Karen Bautista, Kenny Yu, Maricela Moran, Raine Hambly, Megan Reeves.
- III. **Non-voting Members Present:** Shelia Moore-Farmer, Svetlana Soske, and Amabel Arredondo.
- IV. **Absentee:** Dr. Alice Niyondagara.
- V. **Guests Present:** Dr. Adam Gottdank, Corinna Lopez, David Soto.
- VI. Public Comments (2 minute max): None
- VII. **Attendance Accounting Project Update:** Dr. Stiemke reviewed the Attendance Accounting Tasks and Timeline document with the Committee. The timeline breaks down the workload and processes needed to move the necessary courses through the curriculum approval process if no interruptions happen along the way. She went over how critical these changes are for the fiscal liability of NOCE and the impact it will have on programs and resources. Accreditation, compliance, and auditing concerns were also raised if out-of-class hours are not captured. Dr. Stiemke presented to the Committee two proposals submitted by stakeholders:

**PROPOSAL #1**

Submit 70% of the work or 248/354 prior to winter break and the remaining 30% or 106 courses before February 14th. Completion of entire programs by December 12th. Winter break begins for faculty on December 19.

**PROPOSAL #2**

A project manager role has been suggested to work on the curriculum from now until 1/10, including throughout the break. Someone has put forth their name as the project manager to work to keep departments on track of 40% complete by 12/12, 70% by 12/23, 100% by 1/10.

Discussions occurred regarding the two proposals. For proposal one, concerns were discussed due to the curriculum team being set back a week in productivity. Additionally, without all the courses submitted, certificates cannot be revised, for the courses must be updated first, so programs cannot be completed before December 12th. There were questions regarding the project manager's role since all the work is to be completed within the departments and submitted to the curriculum team.

**Location:** CCC Confer Zoom, [Meeting Link](#)

**Dial via cell or landline:** (669) 900-9128

**Meeting ID:** 964 3450 2085

Janet Williams read clause 17.4.1.3 of the Full-time Faculty contract. The clause states that "Faculty have within their professional responsibilities and as part of their professional obligation the responsibility to participate in program and curriculum, development, and evaluation, which includes the appropriate participation in the formulation of student learning outcomes, SLOs, and student learning outcomes assessment cycle" and shared her disappointment on the opposition that some faculty members have expressed.

Dr. Karen Bautista empathized with the Committee regarding the complex work ahead and shared that she was available to meet with individuals to discuss concerns and/or receive assistance completing the work. She reported that she had attended two departmental meetings and was happy to report that those departments seemed to be heading in the right direction.

Raine Hambly reported that her department had begun the work and had made some progress. She also shared the challenges she has faced due to having over 70 percent of her courses overseen by adjunct faculty who are not being compensated for this additional work.

Janet Williams shared she would like to see adjunct faculty get compensated for the courses they teach that need updating.

Dr. Stiemke asked the Committee to provide their feedback on the two proposals.

Alli Stanojkovic shared that she had begun working with her department to update the hours. Every faculty member was asked to share what is being done regarding required reading and writing and outside-of-class assignments and feels her department is moving forward. As a member of the Curriculum Committee, she shared some of the challenges the team endured during the approvals for the Distance Education Addendum. With so many courses coming in and other work that faculty face aside from curriculum, she finds it will be a daunting task ahead.

Kenny Yu reported that it has been a challenging task and agreed with Janet Cagley on getting adjunct faculty compensated for their work. He shared he has found it hard to get enough staff to attend meetings due to a lack of incentives, schedule conflicts, and commitments.

Dr. Karen Bautista was asked about the challenges shared by the faculty and departments regarding resources and compensation for adjunct faculty. She noted that President Purtell has sent out emails offering support and shared some ideas on how the work can be triaged but clarified that the departments need to reach out to her to discuss their unique situations.

After the discussion, it was noted that the two proposals were not feasible due to the unique challenges of the Committee. Dr. Stiemke confirmed that the December 12, 2022, deadline would continue and that it should be in each department's best interest to get as much work to the Committee by this day to make it into the February agenda. Course updates will be completed on a first-come, first-served basis. She also confirmed that the work on the back end will continue until time runs out. Dr. Stiemke concluded by informing the group that each department can create its own timeline but with the understanding that they risk not having their courses reviewed and ready for the February curriculum meeting.

There were no objections from the Curriculum Committee regarding the outcomes of the proposals.

VIII. Adjournment: The meeting adjourned at 9:08 a.m.