

Curriculum Committee Meeting
December 13, 2022
3:00-4:30 p.m.
Virtual Meeting
Official Minutes

- I. Call to Order: The meeting was called to order by the Curriculum Chair, Dr. Kimberley H. Stiemke at 3:09 p.m.
- II. Roll Call: Janet Williams, Alli Stanojkovic, Dr. Karen Bautista, Kenny Yu, Raine Hambly, and Megan Reeves.
- III. Non-voting Members Present: Shelia Moore-Farmer, Svetlana Soske, and Amabel Arredondo.
- IV. Absentee: Dr. Alice Niyondagara and Maricela Moran.
- V. Guests Present: Carlos Diaz, Marcela Valle, and Jennifer Oo,
- VI. Reading and Approval of Minutes:

It was moved by Janet Williams and seconded by Megan Reeves to approve the November 8, 2022, meeting minutes with the noted correction to page 4 regarding the change from Janet Cagley to Janet Williams. Motion carried by unanimous vote.

It was moved by Janet Williams and seconded by Megan Reeves to approve the December 5, 2022 meeting minutes. Motion carried by unanimous vote.
- VII. Public Comment (2 minute max): None
- VIII. Report of Curriculum Chair: Dr. Stiemke reported an excellent turnout for the special curriculum committee meeting held on December 5, 2022. During the meeting, concerns regarding the Attendance Accounting Project timeline were discussed. She also encouraged the committee to inform their colleagues to bring any curriculum concerns to the committee and voice them during public comments.
- IX. Report of Distance Education Coordinator: Janet Williams reported that she has had a few faculty members reach out to her for support and to provide input on instructional design for the Attendance Account Project. She asked the committee to please refer anyone who has questions to her.
- X. Old Business
 - a. Attendance Accounting Project: The Chair reported that she has received courses from several departments, which in turn has allowed her to begin her work. She informed the committee they will review the courses via spreadsheets once they have been inputted into CurriCUNET. Dr. Bautista will also address departmental concerns regarding the Attendance Accounting Project, such as funding, support, and collaboration between full-time and adjunct faculty.
 - b. DEIAA Implementation Rubric: Dr. Harris will be presenting at Flex Day and will be sharing the rubric with the rest of the NOCE faculty. The Committee was asked to email Dr. Stiemke with any additional feedback. She also shared that she added an accessibility goal rubric since she has been communicating with Dr. Adam Gottdank from the Disability Support Services Program.

XI. New Business

- a. COR Revision: A copy of the proposed COR was reviewed. The proposed changes are to align with Title 5 verbiage and implementations of Distance Education.

The committee agreed to the following changes:

- List Total Student Learning Hours on the bottom after In-class and Outside-of-class hours
- Add a definition of Total Student Learning Hours and other listings to be defined in the catalog/schedule
- List In-class (contact) hours on COR
- Change Course Description to Catalog Description
- Change Instructional Objectives to Objectives
- Instructor-Student Contact Hours will be added to the DE (Distance Education) Addenda.

The committee agreed to consider the following changes at a later time:

- Having a separate schedule and a catalog description
- Including a disclaimer on the COR for assignments that demonstrate critical thinking

- XII. Spring 2023 Calendar: Dr. Stiemke asked the committee to submit feedback in the next couple of days before the break.

XIII. Announcements

- a. Infusing Diversity, Equity & Inclusion in the Curriculum Seminar:
January 9-13, 2023, 8:30AM - 2:30 PM

- XIV. Adjournment: The meeting adjourned at 4:23 p.m.