

SBVC CURRICULUM COMMITTEE MINUTES

DATE 02-09-09	TIME 2:00 p.m. – 4:00 p.m.	LOCATION HLS 231	MEMBERS Kay Ragan <input checked="" type="checkbox"/> Rebecca Whitfield <input checked="" type="checkbox"/> Achala Chatterjee <input checked="" type="checkbox"/> Haragewen Kinde <input checked="" type="checkbox"/> Scott Rippe <input type="checkbox"/> Diane Hunter <input type="checkbox"/> Corrina Aleman (<i>excused</i>) <input type="checkbox"/> Cindy Parish <input checked="" type="checkbox"/> Patti Wall <input checked="" type="checkbox"/> Nicole Williams <input checked="" type="checkbox"/> Queen Hamilton <input checked="" type="checkbox"/> Reginald Metu <input checked="" type="checkbox"/> Kathy Adams <input checked="" type="checkbox"/> Mandy Batalo <input checked="" type="checkbox"/> Don Claus <input type="checkbox"/> Glenn Drewes <input checked="" type="checkbox"/> J D Dulgeroff <input type="checkbox"/> Jesse Galaviz <input type="checkbox"/> Leticia Hector <input type="checkbox"/> Dennis Jackson <input checked="" type="checkbox"/> Pat Meach <input type="checkbox"/> Allen Moore <input checked="" type="checkbox"/> Denise Knight <input checked="" type="checkbox"/> Abier Kasouha <input type="checkbox"/> Mary Lou Vasquez <input checked="" type="checkbox"/> STUDENT: Brandy Fouch <input checked="" type="checkbox"/> GUESTS: Cory Schwartz (PE REP) <input checked="" type="checkbox"/> Denise Benton <input checked="" type="checkbox"/> Lydia Zapata <input checked="" type="checkbox"/> Joseph Notarangelo <input checked="" type="checkbox"/>
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DISCUSSION TOPICS

1. Call to order: 2:00 PM
2. Approval of Minutes: 1/26/09
3. New Business:
 - a. Catalog Deadlines for Credit and Noncredit Classes
 - i. A dialogue about the timeline for implementing new classes occurred at the January 21st meeting of the Academic Senate. Dr. Daniels spoke about the current deadlines and addressed the issue of when curriculum must be submitted to the committee for it to be included in the Catalog, **which is printed only in the Fall**. Discussion about the deadlines followed with several Senators offering suggestions. The following motion was made and seconded.
“A recommendation be made to the Office of Instruction that faculty be informed of the catalog deadline and that new classes could be added to a Fall Addendum schedule or offered on the Spring schedule.”
 We must discuss and decide how, or if, we can operationalize this charge from the Senate.
Dr. Ragan advised the committee that she would be willing to have three deadlines for submission of curriculum based on the type of course (Associate Degree, transfer, etc.) She also has volunteered to write a memo about the reason the deadlines are necessary. The committee agreed with this proposal. The memo will be reviewed by the committee and then presented to the Senate. (Open, Dr. Ragan/Rebecca, March 09)
4. Old Business: 2:10 –2:30 PM
 - a. Submission of Degree/Certificate/Course
 - i. Do we want curriculum from one department, e.g. Spanish, all submitted at the same time? Do we want degrees/certificates and courses submitted together? Should this be added to the Curriculum handbook? **The committee discussed this issue again and there was little change. The committee still feels that courses should be submitted together when they follow in a sequence and one course is a pre-requisite for another. In terms of degrees/certificates it is the responsibility of the department submitting the degree/certificate to verify that all the courses in the submission are current and in the CurricUNET format prior to submitting the degree/certificate. The committee felt that wording to that effect should be included in the handbook. It was agreed that members of the committee would bring suggestions for the wording back to the committee and this would be discussed at the time we talk about the Curriculum Handbook.** (open) Postponed until March 09
 - b. Curriculum Handbook
 - i. Committee members were asked to look at portions of the current handbook and make suggestions for changes as needed. These suggestions should be completed by the end of March. Discussion of the proposed changes will follow and the new handbook will then be ready for publication at the end of the Spring 2009 semester. (Rebecca/Achala; open) Postponed until March 09

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- c. Work Experience
 - i. A brief discussion about Work Experience Courses and their numbering...098/198 came up during the review of the Child Development courses. Queen Hamilton said that some of the CTE certificates transfer to four-year colleges, although individual courses within the certificate do not transfer. For that transfer to occur, the work experience courses should be numbered 198. Most of the career tech programs do not have certificates that transfer, so the question was how to number these work experience courses. This issue will need further discussion by the committee.
Discussion about the Work Experience Courses and their numbering took place. The committee felt that if a work experience course was numbered 198 the department submitting this course should investigate and verify that the course would articulate as major preparation. Dr. Hamilton was not able to attend the meeting thus action on this item was postponed until she could discuss her perspective and concerns.
 - ii. **Dr. Hamilton presented her concerns about CTE Work Experience Courses being numbered for Associate Degree only. She felt that CTE students should have the opportunity to take Work Experience course that would transfer for elective credit if they so desired. She has contacted many community colleges across the state to verify that they are offering such courses as transfer level courses. (See attached documentation) Several committee members debated the issue with opposing viewpoints. It was pointed out that many CTE programs were very high unit degrees/certificates and that if the student transferred they would not need the additional units from the work experience course. Several members argued in favor of adhering to the direction given in our Curriculum Handbook that all transfer level courses should articulate with a least two universities. A motion was made to adhere to the articulation policy/guidelines in the handbook and voted upon. Nine in favor, five opposed, and one abstention. (Closed)**
 - d. Approval of Non-Credit Courses in CurricUNET –
 - i. We must develop and agree on the approval process for non-credit courses ASAP. Several faculty members would like to submit and offer these courses. **A presentation about Non-credit courses and the necessary criteria for these courses and there COR took place. The committee discussed the COR and it was decided that our current COR outline in CurricUNET would work for these courses. Members also talked about having a checklist for these courses similar to the checklist we use for credit course that would outline what is needed and what is not needed for non-credit courses. Governet has been contacted about some minor additions we would need for these submissions and they will be able to make those changes for us. This item will also be reviewed when the Handbook is prepared. (Achala/Rebecca open) Postponed until March 09**
 - e. Other items: Items in the Curriculum Approval Queue
 - 1. FSC and WST courses will be reviewed after all the courses have been moved from Tech Review.
5. Next Meeting: **2/23/09**
- a. It was pointed out that we would have very few courses in the full committee queue at the next meeting. The committee agreed that we would move up the work on the Curriculum Handbook to the next meeting. Members were advised to prepare and bring their suggestions to the meeting.
6. Adjournment: 4:00pm

NEW COURSE

COURSE ID	RESULT	NOTES	EFF DATE	INFO ONLY
ARAB 101	APPROVED	NORI TO DETERMINE WHICH SLO ATTACHED IS APPLICABLE BASED ON MULTIPLE ATTACHMENTS.	FA10	
ARAB 102	APPROVED	NORI TO DETERMINE WHICH SLO ATTACHED IS APPLICABLE BASED ON MULTIPLE ATTACHMENTS.	FA10	
SDEV 910X3	APPROVED		FA10	
SDEV 011X3	APPROVED		FA10	

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MODIFY COURSE

COURSE ID	RESULT	NOTES	EFF DATE	INFO ONLY
BIOL 250	APPROVED		FA10	
BIOL 251	APPROVED		FA10	
CS 120	HOLD	Committee requests catalog documentation/email from CSU. Department to discuss prereq/equate with CHC. Update from Rebecca: The department was reminded verbally on 9/29/08 and 11/14/08 that the committee is awaiting documentation.		
ENGL 015	APPROVED		FA10	
FCS 060	POSTPONED	FCS 060 (FCS 260)		
WST 061	POSTPONED	WST 061 (WST 140)		
WST 062	POSTPONED	WST 062 (WST 141)		
WST 071	POSTPONED	WST 071 (WST 142)		

DISTRIBUTED EDUCATION

COURSE ID	RESULT	NOTES	EFF DATE	INFO ONLY
WST 061	POSTPONED	WST 061 (WST 140)		
WST 062	POSTPONED	WST 062 (WST 141)		
WST 071	POSTPONED	WST 071 (WST 142)		

MODIFY CERTIFICATE

CERTIFICATE	RESULT	NOTES	EFF DATE	INFO ONLY
CISCO CERTIFIED NETWORK ASSOCIATE	APPROVED		FA10	