

# SBVC CURRICULUM COMMITTEE MINUTES

<b>DATE</b> 03-23-09	<b>TIME</b> 2:00 p.m. – 4:00 p.m.	<b>LOCATION</b> <b>HLS 231</b>	<b>MEMBERS</b> Kay Ragan <input checked="" type="checkbox"/> Rebecca Whitfield <input checked="" type="checkbox"/> Achala Chatterjee <input checked="" type="checkbox"/> Haragewen Kinde <input checked="" type="checkbox"/> <del>Scott Rippy</del> <input type="checkbox"/> Diane Hunter <input checked="" 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"/> <del>Queen Hamilton</del> <input type="checkbox"/> Reginald Metu <input checked="" type="checkbox"/> Kathy Adams <input checked="" type="checkbox"/> Mandy Batalo <input type="checkbox"/> <del>Don Claus</del> <input type="checkbox"/> Glenn Drewes <input checked="" type="checkbox"/> J D Dulgeroff <input checked="" type="checkbox"/> Jesse Galaviz <input type="checkbox"/> Leticia Hector <input checked="" type="checkbox"/> Dennis Jackson <input checked="" type="checkbox"/> Pat Meech <input type="checkbox"/> Allen Moore <input checked="" type="checkbox"/> Denise Knight <input checked="" type="checkbox"/> Gary Kelly <input type="checkbox"/> Abier Kasouha <input type="checkbox"/> Mary Lou Vasquez <input type="checkbox"/> <b>STUDENT:</b> Brandy Foutch <input checked="" type="checkbox"/> <b>GUESTS:</b> Carlos Busselle <input checked="" type="checkbox"/> Juliann Martin <input checked="" type="checkbox"/> Jeremiah Gilbert <input checked="" type="checkbox"/>
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## DISCUSSION TOPICS

1. Call to order: 2:05pm
2. Approval of minutes: 1/26/09 & 2/23/09 **APPROVED**
3. Old Business:
  - a. 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. **Members presented suggested changes for the handbook. A discussion about removing instructions about how to use CurricUNET from the handbook occurred. Members of the committee felt that the format of the handbook should be developed by the Co-chairs and the Curriculum secretary and then presented to the full committee.**
    - ii. **The Co-Chairs, Patti Wall, Jack Jackson (DE) and Cindy Parish have reviewed the handbook and suggested changes have been made. The handbook will be posted on-line in CurricUNET.**  
(Closed)
  - b. 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.**
    - ii. **As above.** (Closed)
  - c. 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.**
    - ii. **We are still working with CurricUNET(Achala/Rebecca open) April 09**
  - d. Catalog Deadlines for Credit and Noncredit Classes
    - i. A dialogue about the timeline for implementing new classes occurred at the January 21<sup>st</sup> 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.

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**"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)

1. A timeline has been prepared and was reviewed by the Curriculum Committee. The following recommendation was approved by the committee and will be presented to the Senate for their approval.

All courses must be launched in CurricUNET by **October 1<sup>st</sup>**  
 Course must be in Tech Review committee by **OCTOBER 30**

The Curriculum Committee and the Board of Trustees must approve the courses before the fall Schedule and the Course Catalog publication deadlines. **Please submit the courses early** as the October 30th deadline is **not** a guarantee that the courses will be approved in time to offer them in the following fall schedule. (CLOSED)

4. New Business:
  - a. A motion was made and approved to change the name of the Speech department to **Communications Studies** to bring it into alignment with CSU. (CLOSED)
5. Next Meeting: 4/13/09
6. Adjournment: 3:50

### NEW COURSE

COURSE ID	RESULT	NOTES	EFF DATE	INFO ONLY
FCS 066	APPROVED		FA10	
FCS 067	APPROVED		FA10	
WST 052	APPROVED		FA10	
WST 052A	APPROVED		FA10	
WST 052B	APPROVED		FA10	
WST 052C	APPROVED		FA10	
WST 063	APPROVED		FA10	
WST 072	APPROVED		FA10	
WST 073	APPROVED		FA10	

### MODIFY COURSE

COURSE ID	RESULT	NOTES	EFF DATE	INFO ONLY
ENGL 055	APPROVED		FA10	
ENGL 155	APPROVED		FA10	
FCS 060	APPROVED	FCS 060 (FCS 260)	FA10	

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<b>FCS 064</b>	<b>APPROVED</b>		FA10	
<b>MATH 115</b>	<b>APPROVED</b>		FA10	
<b>WST 061</b>	<b>APPROVED</b>	WST 061 (WST 140)	FA10	
<b>WST 062</b>	<b>APPROVED</b>	WST 062 (WST 141)	FA10	
<b>WST 071</b>	<b>APPROVED</b>	WST 071 (WST 142)	FA10	

### DELETE COURSE

COURSE ID	RESULT	NOTES	EFF DATE	INFO ONLY
<b>ELECTR 158</b>	<b>APPROVED</b>		FA10	
<b>FCS 262</b>	<b>APPROVED</b>		FA10	

### DISTRIBUTED EDUCATION

COURSE ID	RESULT	NOTES	EFF DATE	INFO ONLY
<b>WST 052</b>	<b>APPROVED</b>		FA10	
<b>WST 052A</b>	<b>APPROVED</b>		FA10	
<b>WST 052B</b>	<b>APPROVED</b>		FA10	
<b>WST 052C</b>	<b>APPROVED</b>		FA10	
<b>WST 061</b>	<b>APPROVED</b>	WST 061 (WST 140)	FA10	
<b>WST 062</b>	<b>APPROVED</b>	WST 062 (WST 141)	FA10	
<b>WST 063</b>	<b>APPROVED</b>		FA10	
<b>WST 071</b>	<b>APPROVED</b>	WST 071 (WST 142)	FA10	
<b>WST 072</b>	<b>APPROVED</b>		FA10	
<b>WST 073</b>	<b>APPROVED</b>		FA10	

### MODIFY DEGREE

DEGREE	RESULT	NOTES	EFF DATE	INFO ONLY
<b>COMPUTER ENGINEERING TECHNOLOGY</b>	<b>APPROVED</b>	3/23 REMOVE CS120 & MATH 103 PER CARLOS BUSSELLE DENISE KNIGHT – OPPOSED GLENN DREWES/AHALA CHATTERJEE – ABSTAIN	FA10	

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### NEW CERTIFICATE

CERTIFICATE	RESULT	NOTES	EFF DATE	INFO ONLY
<b>WATER TREATMENT</b>	<b>APPROVED</b>		FA10	
<b>WATER DISTRIBUTION</b>	<b>APPROVED</b>		FA10	

### MODIFY CERTIFICATE

CERTIFICATE	RESULT	NOTES	EFF DATE	INFO ONLY
<b>COMPUTER ENGINEERING TECHNOLOGY</b>	<b>APPROVED</b>	3/23 REMOVE CS120 & MATH 103 PER CARLOS BUSSELLE DENISE KNIGHT – OPPOSED GLENN DREWES/AHALA CHATTERJEE – ABSTAIN	FA10	
<b>FOOD PREPARATION</b>	<b>APPROVED</b>		FA10	
<b>FOOD SERVICE</b>	<b>APPROVED</b>		FA10	