**Date:** December 06, 2012 **Room:** L246

**Co-Chairs:** Patricia Flores-Charter **Time:** 1:30–3:30 p.m.

Kathy Tyner **Recorder:** Michele Fenlon for TLC

**Faculty Representatives (Voting):**

Susan Brenner, Cecilia Cabico, Karen Cliffe, Diane Gustafson, Brad Platt, Mark Samuels, Veronica Burton, Laura Ryan, Vivien Vaughan, Linda McDonald, David Caspi, Eric Maag, Diane Edwards-LiPera

**Faculty and Staff Resource Members (Non-Voting):**

Mink Stavenga, Brian Ebalo, Susan Soy, Jeffrey Fischer, Victoria Lopez, *ASO Representative/Vacant*

**Guests:**

Chris Hayashi

**Special Notification:**

NONE

**CALL TO ORDER:** Meeting called to order at 1:41 p.m. by Patricia Flores-Charter

**APPROVAL OF THE AGENDA/MINUTES:**

* **Approval of the Agenda:** M/S/CDecember 06, 2012
* **Approval of Minutes:** M/S/C November 15, 2012 with no changes

**ACTION ITEMS: NONE**

* **Consent Calendar:** NONE
* **Discussion Agenda:** NONE

**INFORMATION ITEMS:**

* **Updates:**
  + **Title 5:** NONE
  + **Matriculation:** NONE
  + **Other:**

The following programs have been automatically updated to reflect the course title change of BUS 174 that was approved by the Curriculum Committee Oct 25, 2012:

**Floral Design Emphasis 02823 Certificate**  
*Effective Date/Catalog Year: Fall 2013/2013-2014*

**Floral Design Emphasis 02821 Associate in Science***Effective Date/Catalog Year: Fall 2013/2013-2014*

**Leadership and Supervision---Intermediate 01154 Intermediate Certificate***Effective Date/Catalog Year: Fall 2013/2013-2014*

**Marketing 01160 Associate in Art***Effective Date/Catalog Year: Fall 2013/2013-2014*

**Music---Commercial 02540 Associate in Science***Effective Date/Catalog Year: Fall 2013/2013-2014*

**Professional Baking and Pastry 01820 Certificate***Effective Date/Catalog Year: Fall 2013/2013-2014*

**Social Marketing Emphasis A2113 Certificate of Achievement***Effective Date/Catalog Year: Fall 2013/2013-2014*

**Telemedia Production Specialist 02530 Associate in Science***Effective Date/Catalog Year: Fall 2013/2013-2014*

Department Chairs have been informed of this change.

* **Emergency Approvals:** NONE

* **295 Approvals:** NONE
* **Course Inactivations:** NONE

Instructional Support Services (ISS) prepared and presented a list of possible course inactivations for review and discussion. This topic is covered in more depth under six semester deletion.

* **Program Inactivations:** NONE
* **Technical Corrections:** The following courses have had DE component removed per moratorium:

**ESL 55: Grammar Verbs I—Simple and Progressive**

*Effective Date/Catalog Year: Fall 2013/2013-2014*

**ESL 56: Grammar Verbs II—Perfect and Future**

*Effective Date/Catalog Year: Fall 2013/2013-2014*

**ESL 57: Grammar Verbs III—Modals and Conditionals**

*Effective Date/Catalog Year: Fall 2013/2013-2014*

**ESL 58: Grammar Verbs IV—Gerunds, Infinitives and Passive Voice**

*Effective Date/Catalog Year: Fall 2013/2013-2014*

**SPECIAL TOPICS/DISCUSSION ITEMS:**

* **Review of the Curriculum Flowchart—timeline, deadlines, budget impact, Chancellor’s Office required documentation and responsibilities:**

**Responsibilities/Budget Impact/Documentation/Faculty Needs:** Faculty originators are responsible for tracking courses in CurricUNET. Currently there are several courses that are stagnant in the queue making it difficult for ISS to sort through. ISS staff will notify School Reps who will help to remind department colleagues to keep CurricUNET courses/programs current. To further combat this, Staff Development could offer some training sessions in SP/13 so that faculty originators understand the CurricUNET process and how to assist staff with moving curriculum through the queue.

Two new additional components will be added to CurricUNET in the spring semester, 1) a Budget Impact Form, and 2) the curriculum flow chart. The flowchart will include a link to the Chancellor’s Office showing the required documentation for each type of course/program submission. Each of these components will require additional faculty training. After faculty have received training, a budget impact form will become part of the standard submission for all new courses or programs.

This topic will be agendized for further discussion at the February curriculum meeting. The process and the forms will be discussed thoroughly so that School representatives will be ready to communicate this addition at their March school meeting. The curriculum committee anticipates a middle of the spring 2013 semester roll-out. Once this is ready to give “live” Deans will be responsible for verifying that this step has been completed.

The Budget Impact form is not currently an active link in CurricUNET but can easily be taken live once we give the “go” sign to CurricUNET. ISS will include a link to the budget impact forms on the agenda so that committee members can access the information easily.

**Timelines/Deadlines:**

After much discussion regarding timelines and soft language regarding deadlines, it was decided by a unanimous vote to change the launch timeline to 10 days. The approval process has been updated to reflect the vote which now reads, “Launch by originator—response required within 10 business days of notification or curriculum will be removed from the curriculum queue.”

Members of the committee wanted the record to reflect that this issue has been addressed by the curriculum committee on at least 4 previous occasions.

* **META Letter of Intent (DRAFT):**

CurricUNET META has been included in the ISS Program Review. A letter of intent will be prepared and sent to CurricUNET by ISS staff.

* **Transfer Model Curriculum (TMC) Update and enclosures:**

Due to the new repeatability rules, Curriculum Committee members voted unanimously to remove repeatability from the college catalog, colleague, and CurricUNET. A message will be sent out on behalf of the Curriculum Committee Members notifying the college community of this change.

Repeatability falls under the 10+1 Agreement and so any potential petitions to repeat a course should be approved through disciplined faculty. A one-page FAQ has been prepared that outlines the rules for repeatability. The section defining when a student can repeat a class will be added to the college catalog. Mia is currently working on an updated repeatable petition. Patti and Veronica will see if they can work with Mia to ensure the language considers the faculty perspective. Curriculum Committee representatives will work as information conduits to ensure that faculty and their students understand the potential impacts of the new requirements.

* **TMC/Course Identification Number (C-ID):**

ISS provided a TMC list showing the status of all TMCs that have been approved or are in the queue. Currently 10 courses are complete while 3 are in process. Two of the programs will require ACCJC review to see if they will trigger a substantive change proposal. The Office of Accreditation will submit the programs to the ACCJC and report back to the curriculum committee. Beginning in July 2014 all TMCs will require a C-ID as approved by the Chancellor’s Office. Any already approved TMCs approved over the last year and a half will need to be updated to include the C-ID. It is becoming increasingly important to keep curriculum current. C-IDs require 5-year recency. Program Review is a good vehicle for keeping curriculum in the continuous quality improvement cycle. SWC needs to have eighty percent of these completed by FA/13.

* **Review process to access curriculum via CurricUNET:** TABLED
* **Six Semester Deletion:**

To comply with the six-semester deletion policy, courses with no program impact that have not been offered for at least 6 semesters will be deleted. Any courses that have potential program impacts the discipline faculty will be notified. ISS will begin removing these courses from attached programs if it determined the course will no longer be offered. Curriculum Committee members want to ensure that a process is followed before any deletions occur. Members agreed that faculty in the discipline will be notified as well as the Dean and Chair of the department. The Office of ISS will ensure that records at the Chancellor’s Office match SWC records as well as running impact reports on any potential deletions. School representatives will share this information with colleagues within their Schools/Departments and report back to the Curriculum Committee in early SP/13. If any concerns are raised they should be addressed with ISS and curriculum committee co-chairs.

All courses that are attached to a program or have a pre- or co-requisite will be reported to the Chancellor’s Office. If any grant funded courses are in jeopardy of deletion we need to ensure that grant acceptance did not commit institutionalizing the course through the life of the grant. Dr. Mink will follow up with grant requirements. Kathy Tyner and Diane Edwards-LiPera will double check BIOL 295.

The committee will continue to discuss this process in the spring 2013 semester and add this process to the Curriculum Handbook.

* **Core Curriculum:** No further discussion.
* **Training Needs for Faculty:**

Curriculum Committee School Representatives have indicated a need for further curriculum training. Faculty will need additional training to keep up with changes from the Chancellor’s Office regarding curriculum. ISS will provide training opportunities through Staff Development but will need assistance with advertising so that training sessions are well attended. Patti will check to see if Opening Day Breakout sessions are still available and any upcoming flex days. The Department Chairs could include TMC/C-ID as topics on an upcoming agenda. Perhaps ISS can prepare a Camtasia presentation with video clips. Training topics should include:

* + TMC requirements
  + C-ID requirements
  + Building courses/programs
  + Budget Implications form
  + Fee Based and Non Credit courses (Diane Edwards-LiPera could help with this)

**ANNOUNCEMENTS:** NONE

**FEBRUARY MEETING AGENDA TOPICS:**

1. Repeatability
2. Distance Education
3. Six-Semester Deletion Report

a.      Process for deletion

1. Chancellor’s Office required documentation
2. TMC/C-ID updated list: include as standing agenda item
3. TMC documentation
   1. Narrative
   2. Transfer rationale
   3. Labor market
4. Course Inactivations
5. Budget Impact Forms
6. 2013–2014 Curriculum Calendar

**NEXT MEETING:** Thursday, February 07, 2013