Minutes, August 29, 2008; Approved 9/05/08

Present: Ginni May (Co-chair), Deborah Travis (Co-chair), Marilyn Keefe Perry (Curriculum Liaison), Marisa Alviar-Agnew, Marcia Bonawitz, Maureen Dana, Michael Dixon, Paul Estabrook, Ed Gallup, Albert Garcia, Patty Harris-Jenkins, Charlotte Humphries, Rick Ida, Judi Keen, Alan Keys, Robert Knable, Julia Jolly, Karen Kunimura, Lonnie Larson, Patrick McDonald, Laurie Nash, Don Palm, Brett Thomas, Glennda Wagner, Sandy Warmington, Jane Woo, Richard Yang, Tricia Warrell

Absent: Jessica Coppola, Valerie Kidrick, Kakwasi Somadhi, Camille Waggoner

Guests: Dr. Kathryn Jeffery, Connie Zuercher, Anne Licciardi, Mitch Campbell, Don Button, Chris Iwata, Rhonda Rios-Kravitz, Tom Cappelletti

I. CALL TO ORDER
Opening Remarks and Introductions – Connie Zuercher, Academic Senate President, acknowledged the dedication and hard work that the membership displays. Dr. Kathryn Jeffery, College President, thanked everyone for volunteering on this important college committee. New and returning committee members introduced themselves.

II. DIVISION UPDATES – Curriculum Highlights. Each of the division deans provided highlights of the coming fall curriculum proposals:
A. Humanities and Fine Arts, Chris Iwata. The Humanities courses were updated for program review; the Sign Language department will present new courses on Deafhood. Foreign Languages has a new Greek designator, and new courses in Intermediate Russian will be presented. A new degree in Spanish language is in development.
B. Language and Literature, Albert Garcia. The English department has made changes for program review. Reading will have two new-to-college courses and new courses in short stories, and Journalism is updating their certificate and degree.
C. Learning Resources, Rhonda Rios-Kravitz. The division has discussed and reworked the new EDTEC plan and will present it this fall.
D. Math/Statistics and Engineering, Anne Licciardi. The Math Department is developing new courses to address the new math requirements. The Competency committee met in spring to develop new criteria. Engineering plans to propose two new courses.
E. Physical Education, Health, & Athletics, Mitch Campbell. Course changes in Fitness will be presented. Lisa Bauduin is on 50% sabbatical to develop a new certificate in coaching.

III. ORIENTATION FOR NEW AND RETURNING MEMBERS
A. Refreshment Sign-Ups. A sign-up sheet was routed.
B. Committee Calendars. Calendars were briefly reviewed.
C. Report – Curriculum Institute. Ginni May, Marilyn Keefe Perry, Karen Kunimura, and Jessica Coppola attended the summer Curriculum Institute. Karen and Marilyn presented a workshop on the importance of building a curriculum team; Karen presented a workshop on how to run a meeting. The COR (Course of Record) manual was highlighted at the Institute; Karen was instrumental in the writing and publication of that document. Attendance is encouraged and information about the 2009 event will be announced.

Also, related to this, Karen and Ginni provided a Flex workshop as a warm-up to this new cycle.
D. Role and Responsibility of the Curriculum Committee. Ginni distributed a handout and reviewed the roles and responsibilities of membership on the committee.

E. Course Outline review. Course proposals were a part of this agenda, so additional outline review was covered there.

F. Access to SOCRATES. Any members needing review on SOCRATES should contact Ginni.

G. Program Review Reminder – ProLOs for programs. A matrix will be sent to all developers of new or revised programs.

IV. SUBCOMMITTEES
The subcommittees and chairs were introduced; reports were presented.

A. Distance Education Subcommittee. A report was presented – all items pending.

B. General Education Subcommittee. No report.

C. Multicultural Graduation Requirement Subcommittee. No report.

D. Prerequisite/Corequisite/Advisory Subcommittee. No report.

E. Honors Subcommittee. It was M/S/P to accept the subcommittee recommendation to approve the following: HUM 480, HUM 483.

V. INFORMATION ITEMS

A. Minutes of April 11, Confirmation of e-mail vote.

B. Stand-Alone Course approval training – state mandated – September 12 Curriculum meeting. A regular meeting agenda will follow the training.

VI. OLD BUSINESS
None.

VII. NEW BUSINESS

A. Advanced Technology
Second Reading: None

First Reading:
GCOM 331, Advanced Image Editing for Print, Using Adobe Photoshop – revisions, title change
GCOM 332, Advanced Image Editing for Web/Multimedia, Using Adobe Photoshop – new to district
GCOM 360, Web Site Prototyping and Graphics (Adobe Fireworks) – revisions, title change

B. Behavioral and Social Sciences
Second Reading:
SOC 385, Practicum in Sociology – postponed to September 12

First Reading:
None

Consent/FYI
FCS 499, Nutrition Education for Early Childhood Education Providers – hours/typo
NUTRI 320, Children’s Health, Safety and Nutrition – hours/typo
C. Language and Literature:
   Second Reading:
   None

   First Reading:
   None

   Consent/FYI:
   ESLR 90, ESL Center: Intermediate-Low Reading Skills in ESL – hours adjustment
   ESLL 90, ESL Center: Intermediate-Low Listening Skills in ESL – hours adjustment
   ESLR 92, ESL Center: Intermediate-High Reading Skills in ESL – hours adjustment
   ESLL 91, ESL Center: Intermediate-Low Listening Skills in ESL – hours adjustment
   ESLR 93, ESL Center: Advanced-Low Reading Skills in ESL – hours adjustment
   ESLR 91, ESL Center: Intermediate-Mid Reading Skills in ESL – hours adjustment

D. Physical Education, Health, and Athletics
   Second Reading:
   None

   First Reading:
   None

   Consent/FYI
   DANCE 373, Cheer and Dance – hours adjustment

VIII. ADDITIONAL INFORMATION ITEM
   Jane Woo brought up an issue she has when submitting course outlines to OSCAR. The UCs are asking that lab courses reflect laboratory hours as an entry separate from the lecture hours. This means two lines will need to be used instead of our current one line entry in the Course Topics section. Discussion ensued. As courses come through for tech review, developers will be asked to consider using two entries on lab courses so as to not impact acceptance of these courses at the UCs.

IX. ADJOURNMENT
   The meeting was adjourned at 12:16 pm.

Office of Instruction: 09/05/08