



COMMITTEE ON CURRICULUM & INSTRUCTION MEETING MINUTES

January 18, 2019 10:00 A.M., B6

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. Call to Order: Kyri Freeman, Curriculum Committee Chair

The meeting was called to order at 10:08 a.m.

II. Roll Call

Voting Members Present: Carole Blake, Lilia Franco, Kyri Freeman, Apineru Lealofi, Vincent Lovato, Melissa Matteson, Susan Nylander, Jaime Rodriguez, Joseph Williams, Jennafer Worland

Non-Voting Members Present: Heather Brang, Karen Kane, Jonathan Robles

Members Excused: Tim Botengan, Felicia Martinez, Heather Minehart, Sandi Thomas

Members Absent: Ibrahim Aboud, Rudolfo Duque, Penny Shreve

Guests: Nancy Nunes-Gill

III. Approval of Agenda

The agenda of January 18, 2019 was approved (9,0,0)

IV. Approval of Minutes Motion

The minutes of December 7, 2018 was approved (9,0,0)

V. Opportunities to Address the Committee

Nance Nunes-Gill was approached by Vanguard University who would like to do a Memorandum of Understanding with her Child Development courses. Since Barstow College does not have an agreement with Vanguard University, the next step would be to reach out to the curriculum chair and articulation officer to formulate the appropriate paperwork needed to get that going. Recently VP Kane had heard Trident University wants to partner with Fort Irwin, so this may be an opportunity to pull together the right group of individuals to see how they want to proceed.

VI. Reports

A. Curriculum Committee Chair – Kyri Freeman

Now that the majority of our courses have been updated, one of our Spring semester priorities will include resubmitting all program certificates and pathways with the correct courses and electives. We have also discussed a process regarding how to get the remaining few courses that have not been taught on a regular review schedule.

New forms are currently being created, to include a vote today on a new course approval form. The SLO committee will be giving an announcement on creating a program learning outcome form.

Tech and Peer Review were formerly combined during the curriculum reset. Going forward Peer Review will only occur when a course is at its time to be reviewed. CTE courses need review every 2 years. Academic courses every 6 years. Peer Review will not occur this semester unless there is a situation where an unexpected specific course must be taught Fall'19 that had not been previously reviewed. Tech Review will be meeting twice monthly to look over every curriculum proposal before advancing to Curriculum, as ideally only big philosophical questions would be forwarded to the Curriculum Committee. Coordinators from SLO, Basic Skills Committee, DE, Articulation, and Financial Aid are part of Tech Review. Please let Kyri know if you would also like to be part of Tech Review. While there will be no extra compensation, it would be greatly appreciated. Possible Tech Review meeting dates would mirror Curriculum Committee dates, meeting in the afternoons. Vincent Lovato inquired if we would be able to see, approve and vote on the structure of Tech Review. Kyri Freeman explained that Tech Review is not a shared governance committee but is actually a sub-committee of Curriculum, thus already has an existing structure in place.

With the AB705 mandate to address this year, bridge courses were developed last Fall for the Math and English pilots. Math reportedly had success within the 2 week section and has moved into the 4 week bridge. Susan Nylander noted that while they are unsure how the bridge classes will address the needs of the students, this is also why they increased English 1A from 3 to 4 units, in lieu of a requisite the additional unit will give additional time. The pilot is an opportunity to see how much we need to work with the students coming in. There are currently four English bridge courses going into 1A, and three math bridge courses going into Math 5.

B. VP of Academic Affairs – Karen Kane

VP Kane welcomed back everyone to Spring 2019. All the hard work that was done last semester has created a solid foundation to spearhead us forward.

We are now looking ahead to the Summer '19/Fall '19 schedule. Following the faculty retreat, there will be scheduled signups available to be able to discuss what was developed at the retreat. This year, we want to have time-blocked scheduled sit downs, to be able to come together and collectively develop a faculty centric, student centered schedule. It is important that from an enrollment perspective, a student be able to complete their program within two years at Barstow College, if that is their choice. We need to offer correct sequencing without overlapping. The Deans are welcome to come and sign up with their discipline faculty.

As addressed, the 2,4,12 bridge courses have begun. The first few weeks have passed, and we are now moving into the four week section. As expected, there have been a few hiccups but faculty are embracing things nicely.

C. Dean of Instruction – Penny Shreve

Absent

D. Dean of CTE – Sandi Thomas

Nance Nunes-Gill reported that Dean Thomas is currently away at a Conference for the region.

E. Dean of DE and Learning Support – Tim Botengan

Excused Absence

F. Articulation Officer – Jaime Rodriguez

December included 45 total submissions, 14 for IGETC, 31 CSU/GE. We should expect a mid-spring result from those proposal submissions. Currently submitting for UCTCA in Summer which will eventually deem what is accepted as transferable to UC's.

December 2018 COCI updates were led by Tanesha acting as mediator between Barstow College and Mr. David Garcia, the Chancellor office point of contact. The COCI team, Tanesha Young, Jaime Rodriguez, Lisa Holmes and Heather Brang uploaded 135 courses within 2.5 days. A second round of COCI updates need to be uploaded from the December 19th board date over the following week. Anything currently being uploaded, will be retroactive to Aug 13, 2018. December course approvals are being uploaded into the C-ID currently as well.

Jaime inquired about how to develop a local policy for reciprocity guideline substitutions and ADTs. VP Kane responded that it would need to be a board policy and an administrative procedure as reciprocity is statewide. We would need to develop it and have it approved. When prepared to move forward, the correct procedure would be to ask Kyri make it an item under New Business at the next meeting as it would start here in Curriculum and then continue to move on to the Senate. VP Kane thanked all the individuals involved in the 2.5 day, round the clock upload as originally our two-week window of submission time had been dwindled down to 4 days, and then subsequently shortened a third time, limiting our available time to submit.

G. SLOAC Chair – Jennafer Worland

No meeting this month.

VII. Unfinished Business

A. OER Support - Kyri Freeman

Curriculum voted last semester in general resolution that Curriculum supports OER, and now needs to move on to the Academic Senate.

Nance Nunes-Gill shared information regarding the state OER repository adding that OER could also be added within Canvas, as a place to store information pertaining to all different types of disciplines and courses. K. Freeman added that there would more than likely be a vetting process that will need to still occur for the resources faculty may want to use that are not available within the state repository. Nance disclosed there is a stipend available through OER itself for whoever may want to take on the OER point of contact position.

B. Courses not Addressed in the Reset

Kyri Freeman explained that there were courses that were not reviewed because either they had not been taught recently or possibly not on a two year schedule. Lisa Holmes identified and generated a list of such courses, with Tanesha Young and Jaime Rodriguez going through these courses with a plan to meet with faculty and see if ultimately the courses would be inactivated or continued to be in use. VP Kane shared that this is one of the items that would be discussed during the upcoming discipline faculty meetings.

C. Tech/Peer Review

Curriculum chair inquired if there were any further questions regarding the Tech/Review process as discussed throughout this meeting. No questions asked.

VIII. New Business

A. New Course Proposal Flow - Kyri Freeman

Motion to approve the New Approval Form. (Nylander, Lovato)

A draft was presented of the New Course Approval form. There will be a separate form needed for Programs and Certificates and new forms are still be created for Assessment and Course Modification. The New Approval Form will need to be accompanied by an updated COR form, Assessment form, DE form and Materials Fee form if applicable. With the variety of signoffs needed, the goal is to speak with a variety of individuals including your area Dean and Articulation.

Susan Nylander commented that the new form will allow the process to be more consistent while also bringing in real thought and positive discussion between one another.

Joseph Williams inquired about the flow and process pertaining to the new form. K. Freeman stated all forms would need to be emailed to herself, the Curriculum Committee Chair. From there, she ensures the forms are placed into the Tech Review folder within Canvas. After Tech Review, the course would continue on to a consent agenda for the Curriculum Committee. Written instructions will be provided at a later date.

Nance Nunes-Gill recommended that Financial Aid be on this form to prevent any conflicts before it goes to Tech review.

Vincent Lovato asked how well does this match with eLumen and the COCI. VP Kane stated that there are elements from these forms that will be going into eLumen, but the purpose of this form is to ensure you are not just writing courses that mean nothing, or a course that we may already have but are unaware. This is for Tech Review but there will be an element within eLumen that shows this was all taken care before this course was approved.

Joseph Williams offered to update the draft into a more proper format, before the form moves on to Academic Senate.

Vote called to approve the New Course Approval Form to move on to Academic Senate with the addition of Financial Aid signatures and the improved formatting to be done by Joseph Williams. (Passed 9,0,0)

B. SLO/PLO Goals – Jennafer Worland

No meeting this month. SLO/PLO goals remain the same. Looking forward to the retreat and seeing how programs and guided pathways fit together. Will be reaching out to Kim Anderson in assistance in creating a useful and effective Program Learning Outcome form.

C. Faculty Retreat – January 25-26, 2019

Please RSVP to the retreat to Nance Nunes-Gill. Topic of the retreat is guided pathways. You will hear about sequencing your courses, roadmaps for certificates and degrees.

The retreat will be a learning process, but also fun with everyone getting together in a more relax environment. Guided pathways is similar yet different from certificates and ADTs. Attendance is encouraged as should you not be at the table for your discipline discussions you

will end up being told how to do things which is not what we want. We want a collaborative environment. Friday night there is a hosted dinner to celebrate the hard work that went into the curriculum reset. Faculty, board members and individuals who have helped with the COCI and eLumen are invited to attend.

II. Announcements

The last Curriculum Committee meeting of the 2018-19 academic school year will be May 3, 2019

III. Future Agenda Items

- Assessment Form
- ADT's
- Program PLO's
- Cross listed Courses
- More Courses and Revisions

IV. Adjournment

The meeting was adjourned at 11:40a.m. (Nylander, Williams)