



COMMITTEE ON CURRICULUM & INSTRUCTION MEETING Minutes

February 22, 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, Joseph Williams, Jennafer Worland, Ibrahim Aboud, Penny Shreve, Tim Botengan, Sandi Thomas

Non-Voting Members Present: Heather Brang, Karen Kane, Jessica Tainatongo

Members Excused: Melissa Matteson, Susan Nylander, Rudolfo Duque

Members Absent: Felicia Martinez, Jonathan Robles

III. Approval of Agenda motion to approve

The agenda of February 22, 2019 was approved (7, 0, 0)

IV. Approval of Minutes from February 1, 2019

The minutes of February 1, 2019 were approved (7, 0, 0)

V. Opportunities to Address the Committee

VI. Reports

A. Curriculum Committee Chair – Kyri Freeman

Reports July Curriculum Institute if interested in attending please reach out. Can only send 5 people so please reach out soon. Point of contact for OER, forwarding webinars for selective webinars for training. Presentations may be given in the future.

B. VP of Academic Affairs – Karen Kane

Welcome Jessica Tainatongo to our meeting, newly approved Curriculum Specialist. Joins Heather Brang.

C. Dean of Instruction – Penny Shreve

Recommends the Curriculum Institute for anyone interested.

D. Dean of CTE – Sandi Thomas

Working with instructors for pathways, certificates coming forward, and working on scheduling.

E. Dean of DE and Learning Support – Tim Botengan

Digital Learning Day February 28th. All colleges across the state are participating. Two of Barstow's students are participating. Check your email. Viewing room at the TLSC to watch, or log in at home.

Passed out flyer on workshops for next week. This is the 3rd week we are offering this for our students. Trying to change the mindset of students so they'll come into the TLSC to get help. Help is needed in promoting these workshops to students. So far, 130-140 have participated. Part of the idea is to change the mindset of the students to come in to the TLSC to get help.

Hoping faculty will build workshops into their curriculum. First time trying it and so far going very well. Will soon have faculty workshops as well: eLumen, Canvas, Confer Zoom, etc. Finished 194; went well Good feedback from faculty, just needs a little tweaking. Will offer again in the fall.

F. Articulation Officer – Jaime Rodriguez

CID still being submitted and getting some approvals (given by Tanesha Young as Jaime Rodriguez was absent).

G. SLOAC Chair – Jennafer Worland

Nothing to report

VII. Consent Agenda from Tech/Peer Review Group

A. COSM 51D

Motion to approve COSM 51D, Barbering (Motion to approve – 1st: Vincent, 2nd: Carol; approved 7, 0, and 0).

Dean Shreve addressed the catalog description was in need of punctuation updates. The COR was displayed to the committee and punctuation updated.

VIII. Unfinished Business

IX. New Business

A. Curriculum Flow

- Motion on the floor to adopt Curriculum Flow discussed as shown in Curriculum Flow Documents (handouts/attached)
- Moving to a committee of a whole for this discussion (8,0,0)
 - Curriculum Flow – Outside of any system, devised a clunky system in Canvas with Peer Reviewers to get files reviewed to get work done. We now find ourselves in the situation that courses that didn't articulate or get C-ID; our courses and programs (certificates, degrees, ADT) are all out of date. We need this semester to go back through our EXISTING programs of study to put them on a form (the existing program form-degree/certificate verification). 9 ADTs, lots of certificates and many local degrees; faculty are deciding if they want to keep their local degrees or switch to ADTs. Anything we currently have in the catalog; this is the form people are utilizing. Doesn't need to go back through approval, just need the correct courses to be on there and then pushed forward. The other work going on is: if there is a current existing course that didn't get reviewed, where is the course? Asking faculty-if you want to teach course in fall of 2019, we need that course to come forward so that we can get it scheduled. It needs to come forward with the new Credit or Non-Credit COR, will go through Peer Review (will show you how). Existing Programs and existing courses that haven't gone through the approval process yet. In the meantime, we have faculty writing new credit and non-credit courses. This body approved the new course justification form (for new courses)
 - The other situation that came forward is the existing courses that were put through last fall and are wanting changes on it now. Use the Course Modification Request (if it can wait until the fall, let's wait until then so it can get in the cycle of yearly review). If something the instructor feels is necessary (affecting the course right now) use the Course Mod Form for Substantive Change (something on the Face Page). Will discuss the flow of sending it through.
 - New Courses – New Course Approval Form (credit or non-credit) Need the new COR accompanied with this form. This form is a validation/justification of why we need this course. This form needs the area Dean's signature so committee knows the course is needed.

- Credit-Certificate Form Narrative Template – Justification form (why we need it, where it will sit, what it will do).
- Credit Form – plug in your classes.
 - Two forms for everything. Ex: credit course, credit course approval form
- New Non-Credit Certificates
 - Both of these forms are very generic. All of these forms will be in a zip file and once we all understand these forms they will be posted (website?); will decide as a group.
- Jaime is the keeper of the ADT form to develop a new one. Comes from the state; will not be in the folder.
 - If a local degree wants to be created; there is a form for that.
- Flow charts reviewed on overhead.
 - Tech Review=members of the curriculum committee (requirement of any **new** course/program). Are we making courses/programs that make sense? Why does BCC need this new course? What is it for?
 - Existing Programs – starts at Tech Review (already approved at Chancellors Office).
 - Existing Course revisions – people who put through courses last fall and want to make a change now (non-sub change-textbook, content, SLOs, nothing on the face page).
 - SLOAC not sure how they want to receive the assessment changes just yet but working on it.
 - Will look more into this in the fall when we get into yearly reviews of courses.
 - Existing Course Revisions – Substantive Change
 - Does not go through Tech Review; only Peer Review.
 - These processes only good for spring 2019. Flow will change slightly after this semester especially when eLumen is up and running.
 - System might be similar in fall as eLumen might not be ready; probably not until spring 2019.
 - After all of this – where is my course?? Canvas folder titled “BOT Approved CORs”
 - Are we good to go with the paperwork so faculty can start using it? We can tweak the flow with the minor changes that were suggested and move forward?
- Discussion on approving flow chart and draft narrative that can be sent out later today. Want to get it going but want to put eyes on it before approval and will need to come back to Committee prior to use (1 Mar).
- The forms were updated with the BCC logo; all standard elements are included and are the same as they were in Curricunet. Any particular feelings on these forms?
 - Doesn't need to go to Senate if the Committee is okay with them (via Nance).
 - Does the template need a signature or is it informational?
 - The Dean signature is for the need of the course for a particular course – justification for the course. Signature needed on the other form when requesting a new program.
 - When GE Plans are updated, new forms will be needed for those. Coming down the pipe but not doing it right now.
 - One form if it's old; two forms needed if it's new.
- Vincent inquired about what's being done spring 2019.
- Existing programs normally would go through a program review and if any changes they would be updating with articulation officer. Outside of the system and readjusting/refreshing our existing programs we are putting them through Tech Review this semester and this semester only.
- EVP Kane, All for spring 2019, and not using eLumen for the time being. Jessica Tainatongo stated that eLumen can be set up with the flow to mirror the current flow and steps/people flow.
- EVP. Kane wants to avoid future systems, so for now existing system is the focus. Focus on existing spring 2019 system so come time to adjust it will make sense. Spring 2019
- EVP. When everything is done, where will the course be available for viewing? Canvas

- folder – BOT Approved CORs final course COR's
- o Apineru Lealofi stated that past practices and flow, good vision, and tracking system to show where courses are at coming.
- Vince – 1st/Api-2nd to adopt forms as they are; carried unanimously (7, 0, and 0)
- Vince-1st/ Jennafer 2nd adopt curriculum work flow with amendments; carried unanimously (7, 0, and 0)
- Vince-1st/ Jennafer 2nd moves to adjourn the Committee of the Whole; carried unanimously (7, 0, and 0)
- Vince-1st/ Joseph 2nd move that we do everything we just did; motion carries (7, 0, and 0)

X. Announcements

XI. Future Agenda Items

- Existing programs/certificate/degrees need to be put back through.
- New courses from Tech Review that will come back through Curriculum.
- Eduardo would like to present to the committee next week; GE requirements.
- Textbooks/Curriculum Survey from last meeting (didn't get to it at this meeting; tracking).
- Consent Agendas – splitting cross listed courses (many people working on this). Those will come through as inactivations (for housekeeping purposes).

XII. Next Regular Meeting – 10:00a.m., March 1, 2019, B6

XIII. Adjournment Meeting was adjourned at 11:50 am