



COMMITTEE ON CURRICULUM & INSTRUCTION MEETING MINUTES

October 19, 2018 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 10:05 a.m.

II. Roll Call

Voting Members Present: Ibrahim Aboud, Rudolfo Duque, Lilia Franco, Kyri Freeman, Apineru Lealofi, Vincent Lovato, Susan Nylander, Jaime Rodriguez, Jennafer Worland, Joseph Williams

Non-Voting Members Present: Tim Botengan, Heather Brang, Karen Kane, Felicia Martinez, Jonathan Robles, Penny Shreve, Sandi Thomas

Members Excused: Carole Blake, Heather Minehart

Members Absent: Melissa Matteson

Guests: Nance Nunes-Gill, Eduardo Vasquez

III. Approval of Agenda

The agenda of October 19, 2018 was approved.

IV. Approval of Minutes Motion

The minutes of October 5, 2018 was approved.

V. Opportunities to Address the Committee

Kyri Freeman announced that while the current and past Curriculum Committee Minutes have always been updated onto the I drive, the Committee Minutes will ultimately be published on the new campus website with the option of adding them on to Canvas.

VI. Reports

A. Curriculum Committee Chair – Kyri Freeman

COR Submissions

Curriculum Committee Chair, Kyri Freeman has been reviewing the COR's submissions, sharing with the committee that Nancy Olsen had been working on a spreadsheet to easily access information as to where a course is within the COR process. Kyri mentioned that an area of confusion for many, was regarding keeping COR's within the folder, titled, "Submissions That Have Not Been Looked At". Kyri reminded everyone that this does not mean that a submission has not been looked at, it is so an original submission is on record as the documents within that location do not get moved out of that folder. If you want to know if a submission has been looked at you can reach out to your peer reviewers. Jaime Rodriguez has a record of the submission progress and will send her spreadsheet to Kyri, Penny and Karen.

B. VP of Academic Affairs – Karen Kane

VP Kane made known that outside of the Curriculum Meeting that occurs every two weeks, there is a lot of curriculum work taking place behind the scenes. Meetings have been happening on a regular basis regarding assessment, prerequisites and how it interacts with the different platforms such as Banner, Starfish, SARS. Quality discussions are occurring in relation to AB705 for Math and English, and the pilot programs for Spring 2019 with the 2/4/12 creative scheduling and what happens to the students at various checkpoints.

VP Kane shared that Nancy Olsen had reported that all of the Fall 2018 courses for review are in, meaning everyone is accounted for. It does not mean, that every course has been reviewed, but emphasized great progress with Priority 2 courses currently coming in.

An email of the IEC strategic plan draft will be sent out by the Curriculum and Scheduling Specialist, Heather Brang. This draft is being put out to all of the groups with the idea that everyone will have an opportunity for input, comment. If approved at the December board of Trustee meeting, the plan will be rolled out to the college community for even more input and ideas for implantation.

C. Dean of Instruction – Penny Shreve

All academic Priority 1 courses have been submitted.

D. Dean of CTE – Sandi Thomas

Not present during report.

E. Dean of DE and Learning Support – Tim Botengan

Dean, Tim Botengan reported good things are happening within Distance Education. Ongoing progress with the building of the Teaching and Learning Support Center slated to open in January 2019. The center will also be there to support faculty. Any ideas as to how to help build a center that can better support you are welcomed.

F. Articulation Officer – Jaime Rodriguez

Nothing new to report, but shared that courses that have been approved from the board meeting have begun to be submitted for C-ID.

VP Kane noted that with the Chancellors Office comes October 30th 2018 to provide training individuals on how to input into the COCI. If anyone has any questions they would like to bring forward for the Chancellor training meeting to get in contact with Jaime or Tanesha.

G. SLOAC Chair – Jennafer Worland

Nothing new to report, but expressed that even though they are currently not collecting data this semester, they are still committed to getting the SLO's on a two-year cycle.

VII. Consent Agenda from Tech/Peer Review Group

It was moved/seconded (Nylander/Worland) to approve the consent agenda of October 19th 2018 (Passed, 9, 0, 0).

VIII. Unfinished Business

A. Report from the Curriculum Committee Institute Attendees

Members were presented with a PowerPoint presentation provided by attendees of the 2018 Summer Curriculum Institute. Breakouts information sessions covered:

- AP705
- GP/Guided Pathways
- Articulation
- Knowledge and Connection Curriculum.

VP Karen thanked the conference attendees for sharing what they experienced at the conference.

Additional questions regarding the 2018 Curriculum Institute can be forwarded to Penny Shreve.

B. Calendar Dates/Deadlines

Motion to discuss curriculum calendar format moved/seconded (Rodriguez/ Franco)

Kyri discussed possible curriculum calendar examples from San Bernardino Valley College and Chaffey College. Examples of each calendar were provided to the Curriculum Committee for review.

Curriculum Committee Chair called for a vote choosing upon general consensus that the committee appeared to favor the San Bernardino Valley College calendar, but integrate the use of the visual calendar that Chaffey College utilizes. (Passed 9,0,0)

C. New Distance Education Form

Given the current situation, the suggestion was made that if the new DE form was approved, implementation would be pushed back until Fall 2019.

It was moved/seconded (Nylander/Rodriguez) to approve the new DE form for a second reading. Discussion was that the current DE form is sufficient until further review. Members felt the new DE form was not necessary. (Motion denied 0,9,0)

IX. New Business

A. Open Educational Resources - OER

Discussion began as to how to move forward as a campus to bring more open educational resources to courses for students and faculty. Dean, Tim Botengan suggested a possible OER committee. Kyri proposed additional research as to how other colleges are implementing their OER programs. VP Kane will provide links to example websites to the Curriculum and Scheduling specialist to further share with the committee.

B. AB/BP Updates

No update at this time

X. Announcements

- Potential additional curriculum committee meeting could be added to the calendar November 30.

XI. Future Agenda Items

- Curriculum Handbook
- AP/BP updates
- Materials Fees
- OER
- Enrollment Management Committee

XII. Adjournment

The meeting was adjourned at 11:34 a.m.