



COMMITTEE ON CURRICULUM & INSTRUCTION MEETING MINUTES

November 16, 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: Carole Blake, Rodolfo Duque, Kyri Freeman, Vincent Lovato, Melissa Matteson, Susan Nylander, Joseph Williams (arrived after first two motions), Jennafer Worland

Non-Voting Members Present: Tim Botengan, Karen Kane, Jonathon Robles, Penny Shreve, Sandi Thomas

Members Excused: Jaime Rodriguez, Heather Brang, Felicia Martinez, Heather Minehart

Members Absent: Ibrahim Aboud, Lilia Franco, Api Leolofi

Guests: Nance Nunes-Gill, Tanesha Young

III. Approval of Agenda

The agenda of November 16, 2018 was approved (6,0,0)

IV. Approval of Minutes Motion

The minutes of November 2, 2018 was approved (6,0,0)

V. Opportunities to Address the Committee

Vince Lovato addressed the committee with a review of Robert's Rules of Order. As part of the presentation, there was a brief overview as to why parliamentary procedures are important for meetings as well as the main motions used within Robert's Rules.

Highlights:

- Parliamentary procedures provide a protection of rights when we have decision making processes. Protecting not only the majority, but also the minority, as well as protecting the rights as an individual member and the rights as a collective body, thus ensuring a fair opportunity for every member to speak.

VP Kane spoke about the Brown Act, and its use for transparency to the public. Using both the Brown Act and Roberts Rules keeps us accountable and organized.

VI. Reports

A. Curriculum Committee Chair – Kyri Freeman

The work on curriculum continues.

B. VP of Academic Affairs – Karen Kane

VP Kane thanked tech/peer reviewers, Nance Nunes-Gill, the Deans, Tanesha Young and Jaime Rodriguez for their continued hard work.

Deadlines

The final deadline for first and second priority CORs is Monday 11/19/2018. New courses will be reviewed Spring 2019.

Two-year plan courses

Need an overall look at how many two-year plan courses have not been offered in Spring/Fall 2018 that we need to put through peer review, new courses to go through tech review.

C. Dean of Instruction – Penny Shreve

Nothing to report

D. Dean of CTE – Sandi Thomas

A lot of CORs have been completed and others are being worked on.

E. Dean of DE and Learning Support – Tim Botengan

Over 200 hybrid/online courses scheduled for spring. A new file will be added to the curriculum Canvas page that will include completed CORs. Instructors utilize the CORs to plan for their courses, and with less than 20 workdays until the new semester, time is getting down to the wire. Syllabi can be created based on CORs that have passed curriculum. VP Kane emphasized avoiding utilizing anything that was old or within CurricUNET.

Canvas training for 26 faculty members is taking place now with Nance Nunes-Gill and Beverly Ranney at the reins.

F. Articulation Officer – Jaime Rodriguez

Absent

G. SLOAC Chair – Jennafer Worland

Last SLOAC committee meeting focused on non-instructional outcomes

VII. Consent Agenda from Tech/Peer Review Group

It was moved/seconded (Lovato/Nylander) to approve the consent agenda of November 16, 2018 (7,0,0, Passed)

VIII. Unfinished Business

A. OER Discussion

Dean Botengan is updating the OER course information on Canvas so that faculty who are interested in patterning their courses after those using OER may do so. There is a need for a faculty liaison to connect with OER for our campus. The curriculum committee supports OER and moves the item to the Academic Senate.

B. Teaching and Learning Support Center

Dean Botengan said new furniture has been ordered and new computers are being ordered today.

C. Schedule of Classes Update

VP Kane gave a schedule of classes update stating the schedule has been designed differently for Spring 2019, and is more student centered. The TR 7:30 am classes are filling well. The schedule is built to grow and to move students through to degree/transfer in two years if they take 15 units/semester.

IX. New Business

No new business

X. Announcements

Curriculum Committee Chair, Kyri Freeman clarified that right now, tech and peer review is being treated as one body. In the future, items will go through tech review before they go on to the consent agenda and the tech reviewers will be a separate committee. For this current semester, to deal with the unique situation, tech and peer review has been merged. There is no separate review, in the future that will be different, but for the time being, peer and tech review is one entity.

XI. Future Agenda Items

No future agenda, but the 11/30/2018 special meeting will continue to be penciled in and Curriculum Chair, Kyri Freeman will alert committee members if meeting will take place, otherwise all members should plan to attend the final meeting of the semester on December 7, 2018.

XII. Adjournment

Motion to adjourn: Lovato/Worland

The meeting was adjourned at 11:01 a.m.