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 10:02 a.m.

II. **Roll Call**
     Voting Members Present: Carole Blake, Rudolfo Duque, Kyri Freeman, Apineru Lealofi, Vincent Lovato, Melissa Matteson, Susan Nylander, Jaime Rodriguez, Joseph Williams, Jennafer Worland

     Non-Voting Members Present: Tim Botengan, Heather Brang, Karen Kane, Penny Shreve

     Members Excused: Felicia Martinez
     Members Absent: Ibrahim Aboud, Lilia Franco, Heather Minehart, Jonathan Robles, Sandi Thomas
     Guests: Paul Courtney, Nance Nunes-Gill, Tanesha Young, Eduardo Vasquez

III. **Approval of Agenda**
     The agenda of December 7, 2018 was approved

IV. **Approval of Minutes Motion**
     The minutes of November 16, 2018 was approved

V.   **Opportunities to Address the Committee**
     Vince Lovato addressed the committee with a review of Robert's Rules of Order. Presentation highlights below:

     - Hierarchy of Motions
     - The 3 steps of Making a Motion
       1. Making a Motion; "I move" followed by "I move the adoption of the following resolution"
       2. Seconding a Motion; "I second" or "Second"
       3. The Stating of the Question by the Chair; "It is moved and seconded that/to" (repeating clearly the exact motion)
          - Discussion and debate can begin
          - If no debate and/or discussion has concluded, voting can commence

VI. Reports

A. Curriculum Committee Chair – Kyri Freeman
Curriculum Committee Chair, Kyri Freeman announced that todays consent agenda represents the last of the large consent agendas to go through the committee after a long semester of hard work. Almost all the courses that are actively being taught on an every year rotation have been moved to the new form and updated. Next step will be inputting all of the COR's into the COCI and submitting to C-ID

B. VP of Academic Affairs – Karen Kane
VP Kane hopes that the entire curriculum committee as well as the tech & peer reviewers are extremely proud of themselves for the amount work that was accomplished this semester stating we could not have gotten where we are today without everyone's collective effort.
Very proud of the faculty, the curriculum committee, reviewers, Tanesha Young and Jaime Rodriguez, Kyri Freeman, Nance Nunes-Gill and Beverly Ranney.

C. Dean of Instruction – Penny Shreve
We made it. Thank you for your hard work

D. Dean of CTE – Sandi Thomas
Thank you for the hard work. CTE instructors looking forward to guided pathways.

E. Dean of DE and Learning Support – Tim Botengan
Update on AB705 Preparations
There is a good plan in place with how we will be approaching the Math 194 bridge courses leading into the Math 5 courses. Looking forward to meeting with the English instructors for those courses as well, hopefully before the end of the year.

VP Kane wanted the faculty to know that there is a lot of discussion around supporting the faculty in this effort. Recognizes the amount of work that took place to design this pilot program and wants them to know that at any time, if you feel overwhelmed to call your Deans, you can call her for support and that there are people here for you. Along with all the other work, Math and English should be very proud to have stepped up, jumped in and did it. Very proud.

F. Articulation Officer – Jaime Rodriguez
As of November 21st, priority has been to upload the newer courses to ASSIST which in turn allows proposals to be submitted for IGETC, CSU & GE patterns. C-ID courses have been submitted, and a few additional courses have been approved.

G. SLOAC Chair – Jennafer Worland
The recent meeting continued to discuss Non-instructional outcomes and eLumen training. Priority being to clean up the work here within Curriculum, so that it can cleanly go into eLumen.

Curriculum Chair, Kyri Freeman stated that additional training for eLumen will be coming in the future.

VP Kane, reminded everyone that faculty will not be creating or building in eLumen for awhile, and that they will need to utilize the same form, as a new process is created.

VII. Consent Agenda from Tech/Peer Review Group

Motion to amend the December 7, 2018 consent agenda by adding BCCT 54 as an additional course. (Young/Williams) (9,0,0, Passed)

VP Kane stated that, Vincent Lovato noted some of the courses he reviewed are not on the agenda. In this specific case in regards to Vincent's inquiry, there was a reason as to why his courses were not on the consent agenda and the faculty were aware, but in general if at any time you see this occurs, please reach out to whoever is putting the consent agenda together to inquire.

It was Moved/Seconded (Lealofi/Nylander) to approve the December 7, 2018 consent agenda as amended. (9,0,0 Passed)

VIII. Unfinished Business

IX. New Business

A. Curriculum Process Update - Kyri Freeman

Mass upload of updated curriculum will begin being updated into the COCI.

We will be housing the completed COR's within Canvas. If any faculty member does not know how to access or utilize Canvas, please reach out to a fellow faculty member or Tim Botengan

There will be work over the next few weeks to move the course outline of record into one folder, where faculty can easily reference. With the extensive amount of work being done, there are various folders, where there is potential for confusion. One of the folders needs to be renamed, or clearly identified. There was discussion regarding whether Nancy Olsen had created a folder(s). We can reach out to Nancy Olsen and invite her to January's curriculum meeting so she can explain to faculty how to find a completed course.

B. Courses Not Taught in Fall18/Spring19 Process

Courses that are not new, have already been taught but have not been currently scheduled will continue to go through the same peer review process. Priority 3 courses will be looked at next semester and will follow the same peer review procedure.

Starting in January 2019, there will need to be a review of who is part of tech review vs. peer review. New courses will go through the tech review process.

Beginning in the New Year, the curriculum committee is going to have to create and approve various forms for new courses, assessment methods etc.

C. Looking Forward: Program, Certificate, Degree Programs

Looking forward as part of this curriculum reset, we will be reviewing courses and looking at where they belong within degree programs.

Missing C-ID certifications, courses not within the majors and pathways that they should be. Faculty will be needing to look at their courses. Example: A logic course reviewed is not within any majors. Courses should belong in more places than they currently are, getting them the certifications they should have, they will have higher enrollment, and our students will have

more opportunities for success

Procedures will need to be created as to how to best be able to go through that process. This will be further discussed at the January 2019 faculty retreat.

D. Faculty Retreat – January 25-26, 2019
Topics to look forward to:
* Retreat held on campus
* Pathways discussions
* Program SLO's
  *More information to follow

II. Announcements
VP Kane announced we will be celebrating the work accomplished during the curriculum reset the Friday night of the retreat.

Tanesha Young announced peer reviewers have been assigned new courses to review, new courses will become tech review, but for right now, some new courses may have already been assigned to peer reviewers.

VP Kane needs to know if you are a peer reviewer how many courses do you still have to review that are left over, that did not get reviewed. Going forward Peer reviewers are part of a subcommittee of the curriculum committee. In the Fall of 2019, we will begin peer review of our courses, one of our tasks of the curriculum committee in the Spring will to put all of our courses on a 6 year cycle of review. Peer reviewers will begin reviewing again in the Fall2019/Spring 2020 as we go through a cycle of reviewing. There will be some nitty gritty that need to be looked at.

Curriculum Committee Chair, Kyri Freeman further explained that any new courses programs certificates, major changes are tech review. Peer reviewers ensure on a regular basis a cycle of course review is done, as well overseeing the management of that process of program and course review.   Peer review is part of Title 5 language and a component of accreditation. If a course is not in a routine review, the course is not to be taught.

CTE courses need to be reviewed on a 2-year cycle. Program review is a large and separate process from peer review.

III. Future Agenda Items
New Forms

IV. Adjournment

The meeting was adjourned at 10:54 a.m.