



CURRICULUM COMMITTEE

Unadopted Minutes

September 12, 2017

Meeting Room: 504, 1:30 pm

1. Call to order	Coordinator Jim DeKloe called the meeting to order at 1:32 pm.
2. Roll Call	<p>Members: Jim DeKloe (Coordinator), Lisa Abbott (Analyst), Curtiss Brown (Articulation Officer), David Williams (VP of Academic Affairs), Erin Duane (Librarian), Dean Maire Morinec, Dean Sandy Lamba, Teri Yumae, Mary Valch, Kevin Anderson, Deb Berrett, Anthony Ayala, Amy Dauffenbach, Ginger Cain, Michelle Arce, and Darren Potts.</p> <p>Absent: Jose Cortes.</p>
3. Agenda Approval	<p>Dean Morinec motioned to approve the agenda of September 12, 2017. It was seconded by Deb Berrett. The motion to approve the agenda passed unanimously. <i>All matters listed under the Consent Items are considered routine and will be enacted by the approval of the agenda unless removed from the Consent Items by a Committee member.</i></p>
4. Consent Items	There were no items on this section.
5. Approval of Minutes	<p>Erin Duane motioned to approve the minutes of May 16, 2017. It was seconded by Teri Yumae. Deb Berrett abstained. The approval of May 16, 2017 minutes passed by majority of the vote. Anthony Ayala motioned to approve the minutes of August 29, 2017. It was seconded by Erin Duane. The motion passed unanimously.</p>
6. Comments from the Public	There were no comments from the public.
7. Information 7.1 Credit-By-Exam (Articulation) Process	<p>Vice President of Academic Affairs David Williams presented Credit-By-Exam (Articulation) Process (see attached document). He explained that this process was a good opportunity to strengthen academic relationship with high schools in Solano county and increased SCC presence in their campuses. SCC had an articulation in Computer Science, Criminal Justice, BioTech, Business, Photography, etc. Once approved, class articulation will be honored for two years. High school courses that articulated at SCC will not automatically articulate in Napa Community College or other community colleges. David Williams also stated that Curtiss Brown (Articulation Officer) and Academic President Michael Wylly recommended adding one or two approvers, in the same discipline, to create awareness and validate rigor of classes. The approvers will be consist of: (a) high school faculty, (b) Articulation Officer, (c) discipline lead, (d) discipline dean, (e) Curriculum Committee, and (f) VP of Academic Affairs. Teri Yumae recommend that a discipline curriculum representative be included in the approval process. The Curriculum Committee’s roles will be to create awareness and to ensure</p>

	<p>that processes were followed. Members of the committee discussed concerns regarding: (a) minimum qualification of high school teachers facilitating these classes, (b) course rigorousness, (c) amount time provided to students during final exam, (d) release time for discipline curriculum representative reviewing/approving the class, (e) miscommunication between high school teachers and SCC, which resulted in students' grades not reflecting on their transcripts, and (f) deans' role in assigning an alternate approver in a situation where there were only one or two faculty that could review the class.</p>
8. New Courses	There were no items on this section.
9. Course Modification	There were no items on this section.
10. Course Deletion	There were no items on this section.
11. Curriculum Review	There were no items on this section.
12. New Program	There were no items on this section.
13. Program Modification	There were no items on this section.
14. Program Deletion	There were no items on this section.
15. Report from the Chair	
15.1 Workload Committee	Coordinator DeKloe shared that Workload Committee ((1) Erin Duane, (2) Anthony Ayala, (3) Margherite Molnar, and (4) three administrators) will be re-activated to determine maximum class size. The Superintendent-President Esposito-Noy and union president could be part of the voting member in the event of a tie.
15.2 Technical Review Committee	There were two courses reviewed by the Tech Review committee: BioTech 003 and English 001. The members of the TR committee rejected both courses due to insubstantial information provided and required more course clarity. A more detailed information could be found on Tech Review Committee minutes of September 5, 2017.
16. Report from VP of Academic Affairs	There were no updates from David Williams.
17. Report from the Articulation Officer	Articulation Officer Curtiss Brown stated that a communication will be provided to individuals whose courses were rejected for CSU prep and IGETC. Information will be uploaded on IGETC, CSU, and UC systems for approved courses. Lisa Abbott stated that according to PICAH, a courses with aspiration for transferability could be submitted; however, if rejected, it will be removed.
18. Other	Curriculum Analyst Lisa Abbott provided an updated regarding the approval process on CurricunetMETA. At this time, the system required two approvers and the submitting faculty could be one of them. Also, the system will send the approval request emails to faculty members who were in a different discipline. Since GoverNet could not provide assistance on this issue, David Williams will send an internal communication to deans or/and faculty on how to properly address this situation.

19. Open Discussion

Erin Duane motioned to adjourn the meeting. It was seconded by Amy Dauffenbach. The motion passed unanimously. The meeting adjourned at 2:48 pm.

20. Adjournment

ALL MEETINGS WILL BE HELD STARTING AT 1:30 PM IN ROOM 504 UNLESS OTHERWISE NOTED:

September 12, 2017
September 26, 2017
October 17, 2017
October 31, 2017
November 14, 2017
November 28, 2017
December 12, 2017
January 30, 2018
February 13, 2018
February 27, 2018
March 20, 2018
April 10, 2018
April 24, 2018
May 8, 2018