



# Curriculum Committee

## Approved Minutes

September 10, 2019

Meeting Room: 501

1:30 pm – 3: 30 pm

**1. Call to order**

Curriculum Committee Chair Erin Duane called the meeting to order at 1:35 pm.

**2. Roll Call**

**Curriculum Committee Officials:** Erin Duane (Interim Chairperson), Lisa Abbott (Curriculum Analyst), Curtiss Brown (Articulation Officer), and David Williams (VP of Academic Affairs)

**Members:** Amy Dauffenbach, Anthony Ayala, Debra Berrett, Ginger Cain, Dean Joseph Ryan, Mark Berrett, Marivic Macalino, Dean Sandy Lamba, Sarah Barsness, and Teri Yumae

**Guest:** LaNae Jaimez

Sheila Kaushal (Administrative Assistant)

**3. Agenda Approval**

Dean Sandy Lamba motioned to approve the agenda of September 10, 2019 as presented. It was seconded by Debra Berrett. The agenda was approved unanimously.

*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.*

**4. Approval of Minutes**

There were no items on this section

**5. Comments from the Public**

Three minutes were allotted per person.

**6. Consent Items for Curriculum Committee**

There were no items on this section.

**7. Action Items**

There were no items on this section.

**8. New Course**

There were no items on this section.

**9. Course Modification**

There were no items on this section.

**10. Course Inactivation**

There were no items on this section.

<b>11. Curriculum Review</b>	There were no items on this section.
<b>12. New Program</b>	There were no items on this section.
<b>13. Program Modification</b>	There were no items on this section.
<b>14. Program Inactivation</b>	There were no items on this section.
<b>15. High School Articulation</b>	There were no items on this section.
<b>16. Report from Assessment Coordinator</b>	Assessment Committee Coordinator Andrew Wesley was not able to attend this meeting.
<b>17. Report from the Chair</b>	Erin Duane, Interim Curriculum Committee Coordinator, did not provide an update.
<b>18. Report from VP of Academic Affairs</b>	David Williams, VP of Academic Affairs, provided the committee an update regarding the transition process/challenges/updates from CurricuNET to eLumen software.
<b>19. Report from the Articulation Officer</b>	Curtiss Brown, Articulation Officer, did not provide an update.
<b>20. Other</b>	
20.1 Update From Curriculum Institute	SCC Academic Senate President LaNae Jaimez presented, "Responsibility of Curriculum Committee Chair and Committee" (see attached document). She discussed the following: (a) layers of guidelines pertaining to CA Education Code, ASCC reference guide, and Chancellor's Office, (b) Title 5 and PCAH website, (c) faculty authority pertaining to curriculum, (d) Curriculum and Academic Senate 10+1, (e ) types of credit and noncredit curriculum that require/will not require approval from the Chancellor's Office, (f) course/program approval process, (g) difference between technical review and content review, (g) potential event during Flex Cal to educate faculty about articulation process, (h) what are the responsibilities of Curriculum Specialist and how course/program updates, such as AB 705, will affect other school disciplines, (j) how to manage conflict, (k) useful resources, (l) course/program modifications approved by Curriculum Committee will be included in Senate agenda for review, and (m) Curriculum Chair hiring process.
20.2 Curriculum Committee Chair Selection Process	Academic Senate President LaNae Jaimez discussed this topic during item 20.1. Curriculum Committee Chair selection process will be a hiring process. This will be under the action item on the next agenda.
20.3 Curriculum/Tech Review Committee Members Update	Chair Erin Duane presented the list of committee members for 2019-20 academic year (see attached document).

20.4 Curriculum/Tech  
Review Committee  
Updated 2019-20 Meeting  
Calendar

Curriculum Analyst Lisa Abbott and Chair Duane provided the committee the updated meeting calendar for 2019-20 (see attached document). These changes were made to accommodate eLumen transition. This will be under action item at the next meeting.

20.5 eLumen  
Update/Overview –

Lisa Abbott and David Williams presented eLumen to the Curriculum and addressed the committee's inquiries and concerns.

**21. Open Discussion**

There were no items on this section.

**22. Adjourn**

Anthony Ayala motioned to adjourn the meeting. It was seconded by Dean Sandy Lamba. The meeting adjourned at 3:02 p.m.

**ALL MEETINGS WILL BE HELD STARTING AT 1:30 PM IN ROOM 501 UNLESS OTHERWISE NOTED:**

September 10, 2019  
September 24, 2019  
October 15, 2019  
October 29, 2019  
November 12, 2019  
November 26, 2019  
January 28, 2020  
February 11, 2020  
February 25, 2020  
March 17, 2020  
March 31, 2020  
April 21, 2020  
May 5, 2020

**Documents Reviewed:**

1. Responsibility of Curriculum Committee Chair and Committee
2. Curriculum Committee Member List for 2019-20 Academic Year
3. Curriculum Committee Meeting Calendar for 2019-20 Academic Year