APPROVAL OF MINUTES

November 30, 2011 Curriculum and Instruction Meeting

NEW BUSINESS

1. Industrial Technology 200 (Second Reading)	Rubke
2. Industrial Technology 200 (Recommended Preparation)	Rubke
3. Mathematics 341 (Second Reading)	Holmes
4. Mathematics 341 (Corequisite)	Holmes
5. Mathematics 301 (Second Reading)	Holmes
6. Mathematics 301 (Corequisite)	Holmes
7. Reminder: Agendizing Curriculum at C & I	
8. Goal Setting/Working Groups for C & I	McLemore/Mack
9. Technical Review for Spring 2012	McLemore/Mack

The following items are being shared as drafts for information and discussion. Based on committee comments, revised drafts shall be included in the new draft of the C & I handbook which will be brought forward in draft form in Spring 2012

9. Draft guidelines for readings and assignments	McLemore/Mack
10. Draft process for adding members to C & I	McLemore/Mack
11. Draft curriculum approval flowchart	McLemore/Mack
12. C & I committee composition and membership (This draft includes comments from the Academic Senate)	McLemore/Mack

Sarah McLemore Co-Chair, called the meeting to order at 1:45 p.m.

Members Present: Trudi Abram, Maria Czech, Mike Dulay, Barb Erfurt, Megan Ernst, Kathy Holmes, Kohar Kesian, Maria Kretzmann, Elis Lee, Michael Ritterbrown, Scott Rubke, Rory Schlueter, Jeanette Stirdivant,

Resources Present: Kristin Bruno, Edward Karpp, Jenny McMahon, Terrence Yu

Guests: Dana Nartea

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--MSC (Ritterbrown, Kretzmann)

NEW BUSINESS

1. Student Development 126, Student Development 127 (Delete from Catalog)	MSC (Stirdivant, Abram) to approve the deletion of SD 126 and SD 127 from the catalog. This change is effective Fall 2012.
2. Industrial Technology 200 (First Reading)	MSC (Rubke, Schlueter) to approve the first reading of INT 200
3. Industrial Technology 200 (Recommended Preparation)	MSC (Rubke, Schlueter) to approve the first reading of the recommendation of INT 200: "Recommended Preparation: Eligibility for English 120 or ESL 151."

4. Mathematics 341
(First Reading)

MSC (Holmes, Stirdivant) to approve the first reading of MATH 341

5. Mathematics 341
(Corequisite)

MSC (Holmes, Dulay) to approve the first reading of the corequisite of MATH 341: "Corequisite: Math 141."

6. Mathematics 301
(First Reading)

MSC (Holmes, Stirdivant) to approve the first reading of MATH 301

7. Mathematics 301
(Corequisite)

MSC (Holmes, Dulay) to approve the first reading of the corequisite of MATH 301: "Corequisite: Math 101."

The meeting was adjourned at 2:30 p.m.

Working Group	C &I Website development/ curriculum database development	C & I and distance education	C & I training materials development	C & I and non-credit curriculum	C& I and GCC planning and alignment of practices	C & I and teaching and learning
Goals	1.Develop vision for website 2.Lay groundwork for curriculum database 3. Investigate database ideas/options	1.Develop process for approval of DE curriculum at C & I 2.Clarify linkage of DE approval process to C & I database	1. Create a basic "Curriculum 101" presentation for faculty 2. Create at "CTE 101" presentation for C & I members 3. Create a "Requisites and Recommended Prep 101" presentation for faculty Other ideas??	Revisit and (re)learn policies and procedures for non-credit curriculum approval and development	Brainstorm ways for the work of C & I to better interface with relevant committees such as Enrollment Management, Program Review, and IPCC	Brainstorm ways for C & I to better interface with T & L work on campus
Timeline	Meet twice in winter to develop website vision and establish timeline to move forward	Meet once in winter to discuss process; DE committee brings process to C & I in spring	TBD	TBD	TBD	Meet in winter with groups doing T & L work on campus ; based on ideas develop strategy to move forward in spring

DRAFT New Course Approval Process

(To be included in the new version of the Curriculum Handbook)

1. Instructor idea

2. Discussion with division chair and colleagues

3. First reading with discipline or division

4. Initial appointment with C & I co-chairs and Articulation Officer (discuss outline; tentatively assign course to discipline; draft PeopleSoft Data Input form); proposing faculty member begins conversation with library to ensure adequate resources and, as needed, a resource plan has been submitted to the library; if pre/corequisite proposed faculty member begins validation process with Research and Planning;

5. Second reading with discipline or division

6. Announcement of new curriculum at Division Chair's meeting

7. Outline submitted for Technical Review (2nd Thursday of the month)

8. Final appointment with C & I co-chairs and Articulation Officer (placement on a forthcoming C & I agenda; finalize changes from technical review; continue discussion of course assignment to discipline; finalize PeopleSoft Data Input form)

9. First reading of course outline at C & I (4th Wednesday of the month)

Optional— *As explained in the Mutual Gains document, the Academic Senate and the Academic Affairs committee share the responsibility for graduation requirements. Associate in Arts majors, the Cultural Diversity requirement for AA/AS Degree and the designation of transfer status for new curricula rest with the Senate. New, revised, and existing courses that are proposed as meeting the aforementioned areas of Senate responsibility are sent to the Academic Senate for approval by the time a course goes to C & I for a second reading .*

10. Second reading of course outline at C & I (2nd Wednesday of subsequent month)

11. Academic Affairs committee approval/acceptance of course as consent agenda item (1st Wednesday of subsequent month)

12. Academic Senate informed of all approved courses (1st Thursday of subsequent month—the day after Academic Affairs)

13. Executive Committee approval

14. Board of Trustees approval

15. Chancellor's Office approval

16. Division schedules course

DRAFT Process for Adding Members to C & I

(To be included in the new version of the Curriculum Handbook)

The C & I committee may vote to add non-voting resource members to C & I at any time. Any changes in non-voting membership shall be shared with the Academic Senate as information.

The C & I committee may vote to add voting members of C & I. As a general principle, it is recommended that C & I would only add a voting member after a demonstrable need for this membership was evidenced. Any changes in the voting membership of C & I shall be subject to approval by the Academic Senate.

If a change in college structure (such as the creation of a new division) occurs, voting members of C & I shall be added in accordance with these changes.

DRAFT Guidelines for Including Readings, Assignments and Methods of Evaluation on the Course Outline of Record

(To be included in the new version of the Curriculum Handbook)

In accordance with Title 5 section 55002:

"The course outline shall also specify types or provide examples of required reading and writing assignments, other outside-of-class assignments, instructional methodology, and methods of evaluation for determining whether the stated objectives have been met by students"

"The coursework [should call] for critical thinking and the understanding and application of concepts determined by the curriculum committee to be at college level"

"The course [should require] learning skills and a vocabulary that the curriculum committee deems appropriate for a college course"

As Title 5 indicates, the course outline should specify the types of reading and writing assignments and methods of evaluation included in the course (such as a textbook, a lab manual, etc.). Readings listed on course outlines submitted need not be definitive, but should be representative of what will be used by instructors teaching the course. Readings, assignments, and methods of evaluation should be at the college level and evidence the learning skills and vocabulary appropriate for a college course.