



**CURRICULUM COMMITTEE  
MEETING MINUTES OF**

**Friday, September 12, 2014  
9:30 am – 11:30 am, Building 2, Room 10**

**Members Present:** Gregory Anderson, Lorraine Barrales-Ramirez, Danielle Behonick, Evelyn Bench (ASCC), Leonor Cabrera, Attila Elteto, Erik Gaspar, Maria Lara, Kristen Parks, José Peña, Katie Schertle, Janet Stringer, Diana Tedone, Po Tong, Lina Tsvirkunova (ASCC).

**Members Absent:** Paul Roscelli, Soraya Sohrabi.

**Guests:** Amelito Enriquez, Linda Hayes, Chialin Hsieh, David Johnson, Pamela Jones, Ray Lapuz.

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1) **Agenda** – Revised to add Articulation report - **Approved unanimously**

2) **Meeting Minutes** – May 9, 2014 – Revised - **Approved unanimously**

- The committee voted to approve this membership:  
A chairperson, appointed for a two-year term by the Academic Senate Governing Council  
Two faculty members from each of the academic and counseling divisions  
One Transfer Center Program Supervisor  
One Degree Audit Program Services Coordinator  
One student representative  
Vice President of Instruction  
Articulation Officer  
Curriculum and Instructional Systems Specialist
- Addition of Kristen Parks to members present.

3) **Curriculum items**

- **ENGR 111 Surveying** (4.00)  
Presented by Amelito Enriquez  
Deleted 16 TBA hours, revised the following: Representative Assignments, SLO, Textbooks, TBA Content - **Approved Unanimously**
- **BUS. 103 Introduction to Business Information Systems** (3.00)  
Presented by Leonor Cabrera  
Added Distance Education effective Spring 2015, Method of Evaluation, revised the following: SLO, writing and reading assignments. - **Approved Unanimously**

- **MATH 270 Linear Algebra (3.00)**  
Presented by Raymond Lapuz  
Modified Content Review, Removed 16 TBA hours is effective Spring 2015, Student Learning Outcomes, TBA Content, TBA Hours, and Textbooks - **Approved Unanimously**
- **MATH 275 Ordinary Differential Equations (3.00)**  
Presented by Raymond Lapuz  
Modified Content Review, Removed 16 TBA hours is effective Spring 2015, Student Learning Outcomes, TBA Content, TBA Hours, and Textbooks - **Approved Unanimously**
- **RADT 420 Radiographic Positioning II (4.00)**  
Presented by Pamela Jones.  
Modified lab content, lecture content, additional writing assignments, and textbook. - **Approved Unanimously**

#### 4) Information/Discussion/Report/Approval Items

- **Committee member orientation**  
Chair Behonick presided over the committee orientation. The following were reviewed and discussed:
  - Membership
  - Curriculum proposal submission deadline dates for 2014-2015 and curriculum process flowchart responsible parties
    - Deadline #1 – Faculty (originator)
    - Deadline #2 – Deans
    - Deadline #3 – Technical review
    - Deadline #4 – Faculty to respond to comments
    - Deadline #5 – Curriculum Chair, VPI, Curriculum & Instructional Systems Specialist to determine agenda
  - Faculty responsibility to be present when their course(s) are listed in the agenda or if an absence is needed, to designate another faculty to present the course(s)
  - Duties and responsibilities of division representatives
    - how to share information with division such as WebAccess, division meetings, e-mail.
    - First point of contact when faculty have question(s) about CurricUNET.
  - Duties and responsibilities of all curriculum committee members
    - Attend all meetings and inform Chair Behonick if absent because we need a quorum to hold a meeting
    - Read the agenda prior to a meeting to remind faculty whose course(s) are on the agenda that their presence is required.
    - when it is called at the meeting, recommend “action” to agenda items.

- Curriculum flowchart:
  - faculty – division rep – dean – Curriculum & Instructional Systems Specialist
- José Peña, Curriculum & Instructional Systems Specialist, presented an orientation of CurricUNET <http://www.curricunet.com/smccd/> and the new Curriculum Committee Sharepoint <https://smccd-public.sharepoint.com/CanCurriculumCommittee>

- **2-year and 5-year COR review cycle**

José Peña presented two documents and explained how the cycle was derived. This cycle is only for CTE and non-CTE courses, degrees, and certificates, not Program Review. The purpose of this cycle is to avoid hundreds of courses/degrees/certificates being approved all at once. This will ensure that curriculum items are reviewed appropriately. – **Approved Unanimously**

- **Curriculum Committee Handbook**

- **Accreditation follow-up document**

Chialin Hsieh reported that the 2014 Follow-Up Report available at <http://www.canadacollege.edu/accreditation/2014%20Follow-Up%20Report.php> From the 2013 Site Visit, there were two college recommendations, and three district recommendations. Only College Recommendation 2 is due to ACCJC on November 12, 2014. College Recommendation 2 states: In order to meet the Standard, the College must review its system for identifying course outlines of record that are out of date to improve and implement a curriculum process that ensures all Course Outlines of Record are reviewed and curriculum currency is maintained. This recommendation was addressed by January 2014. – **Approved Unanimously**

- **Revision of IPC membership policy**

Dani Behonick reported at the Instructional Planning Council (IPC) meeting on 9/5/14, the committee voted to reduce the number of Instructional Deans from 3 to 2 in order to have more faculty representation than administrators. David Johnson and Linda Hayes are sitting this year and Janet Stringer and Anniqua Rana will sit next year. Is this true? I didn't report this at the curriculum meeting, but it may be the case.

- **Articulation Officer Report**

Janet Stringer, Articulation Officer, provided an overview of the purpose of articulation in terms of UC, CSU, and private colleges. The UC and private colleges decides what is articulated, while community college decides what is articulated to CSU. The agreement is depended on each college, not by the district. Stringer reported that as of June 2014, 20 associate degrees for transfer (ADTs) had been submitted to the State and 19 have been approved.



There are new TMC templates that were due September 1, 2014 that have yet to be released: Agriculture Animal Sciences, Agriculture Business, Agriculture Plant Sciences, Child and Adolescent Development, Nutrition and Dietetics.

Stringer urged everyone to add themselves in the C-ID listserv to keep abreast of new TMC's since this is a faculty driven process. The website is <http://www.c-id.net/>

5) **Adjournment**

The meeting adjourned at 11:25pm.