

## Hsieh, Chialin

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**From:** Hirzel, Douglas  
**Sent:** Thursday, October 16, 2014 10:53 PM  
**To:** Hsieh, Chialin  
**Subject:** Curriculum Committee: Division Updates

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**From:** <Behonick>, Danielle Behonick <[behonickd@smccd.edu](mailto:behonickd@smccd.edu)>  
**Date:** Thursday, October 2, 2014 at 10:19 AM  
**To:** "Gaspar, Erik" <[gaspare@smccd.edu](mailto:gaspare@smccd.edu)>, "Tedone, Diana" <[tedoned@smccd.edu](mailto:tedoned@smccd.edu)>, "Barrales-Ramirez, Lorraine" <[ramirezl@smccd.edu](mailto:ramirezl@smccd.edu)>, "Schertle, Katherine" <[schertlek@smccd.edu](mailto:schertlek@smccd.edu)>, "Parks, Kristen" <[parksk@smccd.edu](mailto:parksk@smccd.edu)>, "Roscelli, Paul S." <[roscelli@smccd.edu](mailto:roscelli@smccd.edu)>, "Cabrera, Leonor" <[cabreral@smccd.edu](mailto:cabreral@smccd.edu)>, "Tong, Po" <[tongp@smccd.edu](mailto:tongp@smccd.edu)>, "Elteto, Attila" <[eltetoa@smccd.edu](mailto:eltetoa@smccd.edu)>  
**Cc:** "Rana, Anniqua" <[rana@smccd.edu](mailto:rana@smccd.edu)>, "Lopez, Kim" <[lopezk@smccd.edu](mailto:lopezk@smccd.edu)>, "Johnson, David" <[johnsond@smccd.edu](mailto:johnsond@smccd.edu)>, "Hayes, Linda" <[hayes@smccd.edu](mailto:hayes@smccd.edu)>, "Stringer, Janet" <[stringerj@smccd.edu](mailto:stringerj@smccd.edu)>, "Anderson, Gregory" <[andersong@smccd.edu](mailto:andersong@smccd.edu)>  
**Subject:** Curriculum Committee: Division Updates

Hello Division Representatives!

It is the beginning of a new month, and that means many of you will soon have Division Meetings. I would like to put in a plug for you to secure a spot on your division's meeting agenda to give a curriculum update, and when you do so, to please be sure to cover the following:

- The handbook is out! I sent copies to all division deans last week with instructions of where to find the handbook in the [Curriculum Sharepoint Library](#) as well. Please remind your divisions to make use of the handbook and also to send me any feedback (what works. what doesn't work. what makes them utter, "who wrote this thing??!" under their breath).
- The 2- and 5-year curriculum review cycles are out! These have also been sent to the deans for distribution to divisions. Please review these with your division and be prepared to answer questions on how they were devised. Also remind faculty that they will have some out of sync courses that will need to be updated before their 2- or 5-year cycle hits.
- **REALLY IMPORTANT** Please point out to your divisions that the deadlines for getting new/modified courses or programs into the Fall 2015 class schedule is fast approaching, as is the deadline for submitting courses for CSU or IGETC GE approval. As reflected on the schedule of [Curriculum Proposal Submission Deadlines](#), **the last Curriculum meeting to consider any such courses for this school year is December 12, 2014**. The deadline for initial CurricUNET submission of these proposals by faculty is **November 13, 2014**. This means that if faculty in your division have new/modified courses or programs that they want to see in the Fall 2015 course schedule, they must start working on them now. If they have new/modified courses that they want to submit for CSU/IGETC GE approval, they must start working on them now.

If you have questions on any of these topics, let me know - I am happy to chat with you ahead of your meeting to clarify any information or refer you to resources. If you feel you may need support for these conversations in your division, let me know and I will be happy to make an appearance at your meeting for moral/informational support. I think you all more than equal to this task, and I want to ensure you feel as comfortable as possible representing the Curriculum Committee on your home turf. Let me know what you need.

Thank you,  
Dani

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Dani Behonick, Ph.D  
Assistant Professor, Health Science/Biology  
Chairperson, Curriculum Committee  
Cañada College  
4200 Farm Hill Blvd.  
Redwood City, CA 94061-1099

[behonickd@smccd.edu](mailto:behonickd@smccd.edu)  
[stumpdrb.blogspot.com](http://stumpdrb.blogspot.com)  
650.306.3386 phone  
650.306.3149 fax

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