

DISTRICT CURRICULUM COMMITTEE MINUTES

April 23, 2009 3:30PM

Spruce Street Conference Room 307

Dina Humble chaired the meeting.

Members Present:

Moreno Valley:

Chris Rocco..... College Curriculum Committee Chair

Norco:

Dina Humble..... College Curriculum Committee Chair

Riverside:

Les Dean..... College Curriculum Committee Chair

Members Absent:

Moreno Valley

None

Norco

None

Riverside

None

Guests: Chip Herzig, Debbie DiThomas

A. MSC Rocco/Dean (unanimous) to accept the agenda for today's meeting. MSC Rocco/Dean (unanimous) to approve the minutes of the March 26, 2009 curriculum meeting.

B. College Committee Updates:

Riverside (Les Dean) – None.

Moreno Valley (Chris Rocco) – None.

Norco (Dina Humble) – There still appears to be a lot of confusion regarding the approval process. More training, especially at the curriculum representative level, is needed. More training is also needed at the department chair level relating to the approval process – only the originating department needs to approve the curriculum proposal. A suggestion is to incorporate CurricUNET training with Program Review since that is when faculty will have the most exposure and can directly apply the knowledge learned about CurricUNET and curriculum.

C. Curriculum Issues Update:

Default Grade Scheme: Sylvia Thomas is still waiting for a response from the Chancellor's office regarding the correct default grade scheme, but her sense is that it should be "Letter Grade only".

Tech Review Checklist: The checklist will be reviewed by the Riverside curriculum committee, and Les Dean will bring any feedback to Tech Review. Once the checklist has been finalized, it will be forwarded to the local senates as an information item.

Discipline Adoption Process: The Discipline Adoption Process is as follows:

1. A faculty member presents a sound rationale to adopt a state-approved discipline into the college's inventory of disciplines;
2. The department that will house the discipline votes to approve adoption of the state-approved discipline;
3. The college curriculum committee votes to approve adoption of the state-approved discipline;
4. The originating college curriculum committee forwards an information item to the district curriculum committee regarding the adoption of the state-approved discipline into its inventory;
5. The state-approved discipline is entered into CurricUNET, assigned to a department, and credentialed faculty members are given origination rights to the adopted discipline;
6. The district curriculum committee forwards an information item to the other college curriculum committees notifying them of the adoption of the state-approved discipline;
7. The other college curriculum committees may vote to approve the adoption of the discipline into their respective discipline inventories. If the discipline is adopted by one college only, it is college-specific. If two or more colleges adopt the discipline, it becomes district-wide.

The Discipline Adoption Process will be taken to the local senates for review.

CurricUNET Update: The Minor Course Modification workflow has been implemented and is being tested. There were a few minor issues, but it is ready for live use now. College curriculum chairs will begin to circulate the word.

Changes to Proposals: There have been some requests by faculty to make changes or deletions to comments on a course proposal after it has been launched into the approval process. The committee discussed this, and it was agreed that changes or deletions to comments on a course proposal will remain and become part of the official proposal history except under the following circumstances:

1. The request to change or delete comments is made in a timely manner (within a few days of launching the proposal); and
2. The request is made because a comment was an obvious error or contains inappropriate and/or abusive language, or is demeaning in tone or nature.

- D. Training Survey – a draft of the CurricUNET training survey was emailed to Tech Review committee members for feedback. The final version will be submitted at the next curriculum meeting for approval. The questionnaire is designed to gather information on how effective training has been, and what training there is an interest or need for in the future.
- E. Academic Standards – The Academic Standards committee took action and has made a recommendation to the Senate that they are the “keepers” of the Areas of Emphasis, but district Senate has not yet taken a stand on the issue. The concern is that without proper education or oversight, in a short amount of time too many new courses will be incorporated into the Areas of Emphasis and the district will be in violation of Title 5 again. District curriculum members must make their position known to the local senates. Dina Humble will draft the district curriculum committee's position and present it at the next meeting for review.
- F. Areas of Emphasis – Debbie DiThomas addressed the committee regarding an unintended consequence of the Areas of Emphasis. Basically, if a student earns a certificate from another college he cannot earn an associate degree from RCC due to the 50/50 rule. This hugely impacts FIT, ADJ and the nursing disciplines. Debbie would like to see an amendment that accepts a certificate from an accredited California college or 18 units in a concentrated area.

Meeting Adjourned: 5:25PM
Administrative Co-Chair: Sylvia Thomas
Secretary: Toni Van Buhler