

DISTRICT CURRICULUM COMMITTEE MINUTES

September 9, 2008 4:00PM

Riverside – DL 409

Teleconferenced to Norco – ST 107

Teleconferenced to Moreno Valley – HM 234

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: Greg Burchett, Sharon Crasnow, Richard Davin, Kathy Farris, Monica Green, Chip Herzig, Ana Maria Olaerts, Carolyn Quin, Pat Schwerdtfeger, John Seniguar

- A. Dina Humble extended a welcome to those attending the first district curriculum committee meeting under the new structure.
- B. MSC Rocco/Dean (unanimous) to accept the agenda for today's meeting. MSC Dean/Rocco (unanimous) to approve the minutes of the May 27, 2008 curriculum meeting.
- C. College Committee Updates:
Riverside (Les Dean) – Stand Alone course training was conducted for all new committee members, as well as any returning members who needed a refresher. In addition, there was an overview of CurricUNET and how it works.

Moreno Valley (Chris Rocco) – An orientation to CurricUNET was provided to the three new committee members who have never seen CurricUNET before. Title 5 regulations were also distributed as well as the curriculum handbook that was developed by Bonnie Pavlis.

Norco (Dina Humble) – Stand Alone course training was covered, and the new committee structure was discussed. There was also an overview of CurricUNET. One of the major issues is that originating faculty do not realize that they must launch a course in CurricUNET as a separate step.

- D. Curriculum Process Update: The process and structure was presented to all three campuses. The structure was approved; however the process was struck down. The Curriculum Ad Hoc committee is close to submitting a revised proposal to the three senates. The next Ad Hoc meeting is this Friday at 12:30 at the Spruce Street office.

- E. Stand Alone Course Certification Forms: Certification forms are due September 30th and are available on the CCC website. The question was raised as to who is authorized to perform Stand Alone training. Curriculum Institute attendees and the curriculum chair who attended Richard Mahon's training session on September 25, 2007 are qualified to train. Dina Humble requested that the college curriculum chairs submit their lists of Stand Alone attendees to Sylvia Thomas by next week.
- F. CurricUNET – Current Courses Pending: Tech Review has held their first meeting, and most of the pending courses are being sent back to the originators for corrections. In addition, the Distance Ed component is in place but needs some verbiage clarification. It was agreed that the district curriculum minutes and agenda will be posted on CurricUNET and will be accessible through a public link on the site. Sharon Crasnow will also facilitate posting on the Senate site. There is some uncertainty regarding what will be processed through CurricUNET and what will be accepted through the old paper format. Generally, new courses and course modifications must be submitted through CurricUNET. However, certificates/programs are decided on a case-by-case basis and depend on how far along in the process they are.
- G. Fall District Curriculum Meetings – The calendar of fall district meetings was issued. The meeting dates are also available on the CurricUNET website.

Meeting Adjourned: 4:45 PM
Secretary: Toni Van Buhler