

Curriculum Meeting Minutes
August 31, 2017
1:30 p.m.
Board Room

Curriculum Members:

ASCC	VACANT
Fine Arts/Communications	Andrew Maz
Health Occupations	Jessie Lopez
Business Education	Vykki Morgan
Science, Engineering, Math	Lora Campeau
Liberal Arts	Lynn Serwin
Library	Monica Lopez
HPEDA	Carrie Edwards (Chair)
Counseling	Ken Matsuura
Technology	Mickey Micic
Humanities, Social Sciences	John Haas
DSPS	Judi Holmes
Registrar/ACCME*	Stephanie Murguia
Vice President	Rick Miranda
Acting Dean of Academic Affairs*	Gary Pritchard
Senate*	Scott O'Neil
Curriculum Assistant*	Phally Lay

*Non-voting members

Guest: Evelyn Mattison
Robyn Tornay
Megan Blevins (via conference call)

Proxy: Rachel Martinez for Judi Holmes

A. MINUTES

April 13, 2017

Rescheduled to September 14, 2017 Curriculum Meeting.

B. TABLED ITEMS

PHAR 55 – Pharmacy Introduction

Modification

TABLED – At the December 10, 2015 Curriculum Meeting

E. ACTION ITEMS

F. DISCUSSION ITEMS

- Welcome and introduction
 - All members introduced themselves
 - Lora Campeau is introduced as the new curriculum committee representative for Science, Engineering, and Mathematics department.

- Report on significant curriculum changes/updates and committee goals
 - Presented by Carrie Edwards
 - The Chancellor's Office has introduced a new inventory system called COCI 2.0.
 - The Chancellor's Office has released the 6th edition for Programs and Courses Approval (PCAH).
 - Carrie Edwards would like to complete the reviewing, revising, and rewriting of Distant Education Questions this year. Along, with analyzing the General Education package. Lynn Serwin suggest that the school develop a business practice to revise and review Distant Education Questions.
 - Workflows in eLumen are still currently being built. Carrie Edwards will have to rebuild all the workflows that were originated by Rich Cameron (former Curriculum Chair).
 - Curriculum Committee Handbook will need to be updated as new cross-listed policy has been implemented, business practice has been updated, and eLumen is now part of the process.
- Volunteers for Technical Review sub committee
 - Ken Matsuura, Lynn Serwin, Vycki Morgan, Jessie Lopez, Lora Campeau, Monica Lopez has volunteered for the Technical Review subcommittee. The Curriculum Chair will check with Judi Holmes if she will be able to continue with Tech Review.
- Volunteers for Class Size Calculator sub committee
 - Jessie Lopez, Andrew Maz, and John Haas has volunteered to calculate class size for the subcommittee. Scott O'Neil would also like to volunteer to learn the process.
- Volunteers to review/revise/rewrite Distance Education Questions
 - Scott O'Neil has volunteered if no members will volunteer.
- Volunteers to review/revise/rewrite Curriculum Committee Handbook
 - Phally Lay has volunteered to assist the Curriculum Chair with updating the handbook.
- eLumen for Curriculum update and the evolving curriculum procedures
 - The curriculum committee will continue accepting paper submission and eLumen submission. Packets will include traditional proposal and revision forms with back-ups and eLumen PDF course outlines print out.
- eLumen for Curriculum committee training and testing of eLumen for the curriculum process
 - eLumen representative Robyn Tornay and Megan Blevins (via conference call) assist Carrie Edwards with the run through training of courses and programs in eLumen.

G. INFORMATION ITEMS

H. REMINDERS

I. ANNOUNCEMENTS

J. ADJOURNMENT

CE/pl