# CURRICULUM COMMITTEE MEETING MINUTES

**Members Present:** Teresa Bonham (co-chair), Bret Black, Tami Crudo, Shannon Davis, Carolyn Dorrance, Carmen Guerrero, Chris Mainzer, Judy McArthur, Krista Mendelsohn, Patricia Mendez, Jim Merrill, Everardo Rivera, Mati Sanchez, Christina Tafoya, Emma Waits and Nestor Zaragoza

**Proxy:** Diane Eberhardy for Robert Cabral, Jim Merrill for Jenny Redding, Chris Mainzer for Jonas Crawford

**Non-voting Present:** Erika Endrijonas (co-chair) and Joel Diaz

**Members Absent:** Robert Cabral, Jonas Crawford, Alex Lynch and Jenny Redding

**Non-voting Absent:** Karen Engelsen, Karen Gorback, Carolyn Inouye and Gail Warner

**Guests:** Diane Eberhardy, Bola King-Rushing, Jerry Lulejian, Letty Mojica and Andres Orozco

<table>
<thead>
<tr>
<th>Meeting Date: 09/26/12</th>
<th>Approval of Minutes from: 09/12/12</th>
<th>Recorded By: Krista Mendelsohn</th>
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</thead>
<tbody>
<tr>
<td>AN = Action Needed</td>
<td>AT = Action Taken</td>
<td>D = Discussion</td>
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<tr>
<td>I. Call to Order &amp; Welcome</td>
<td>I, AT</td>
<td>T. Bonham called the meeting to order at 2:03 p.m. and declared a quorum present. K. Mendelsohn announced the following proxies: Jim Merrill for Jenny Redding, Diane Eberhardy for Robert Cabral, Chris Mainzer for Jonas Crawford.</td>
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<td>II. Adoption of Agenda</td>
<td>I, AT</td>
<td>Additions to the Agenda: VII. Prerequisite Approval – add ASL R103, ASL R104, ENGL R102, MST R103L, and PLS R105. J. Merrill requested that XI. CurricUNET discussion include a discussion of the CurricUNET approval queue changes.</td>
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**T. Bonham called for a motion to accept the agenda as amended. S. Davis moved to accept, C. Mainzer seconded, and the motion carried.**
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<tr>
<th>III.</th>
<th>Approval of Minutes</th>
<th>I, AT</th>
<th>corrections to the Sept. 12, 2012 Minutes: None</th>
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<tr>
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<td>T. Bonham called for a motion to accept the September 12, 2012 minutes as presented. J. Merrill moved to accept, D. Eberhardy seconded, and the motion carried unanimously.</td>
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<tr>
<th>IV.</th>
<th>Second Reading</th>
<th>Career &amp; Technical Education</th>
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<td>C. Guerrero presented the CAOT course. CAOT R001 is the only hold-over course from last year that was allowed to continue through the approval process this year after DTRW review and questioning. Erika gave a synopsis of why DTRW questioned it last spring. Carmen explained that Mary Pinto-Casillas is working on the requested changes in CurricUNET, including merging part of R001B with R001A to create R001. Bola explained the approval queue from this point forward.</td>
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<td>CAOT R001 – first reading changes have been made. Other Changes Needed: Remove 2008 software from textbook.</td>
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<td>T. Bonham called for a motion to accept the Second Reading item as presented. S. Davis moved to accept, C. Mainzer seconded, and the motion carried unanimously.</td>
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<tr>
<th>V.</th>
<th>First Reading</th>
<th>I, D, AT</th>
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<td></td>
<td>*Disclaimer: Under each course and program, comments have been added from individual reviewers on CurricUNET. These comments have not been agreed upon by the Curriculum Committee, and are not a consensus of this group.</td>
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<td>Teresa thanked reviewers who did work in CurricUNET! Bola explained that CC members can now click on the pencil icon to see all the pages that do not show up on the Course Outline. Originator cannot make changes once course is launched unless returned by the CC Chair. Erika &amp; Teresa will request that Bola change the language on the COR to clarify repeatability (e.g. May Be Repeated, not May Be Taken). J. Merrill objected to changing the COR language to avoid needing to re-educate the campus.</td>
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<td>Career &amp; Technical Education</td>
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<td></td>
<td>Jerry Lulejian presented the CRM courses.</td>
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CRM R107 – Dining Room Service – Substantial change/goes to DTRW-I & BOT: added requisite. Negative TB test moved to Limitation.

Changes Needed: Repeatability must be 0, not 1. Methods of Instr. – “Other Methods” formatting is inconsistent, and always comes out as a paragraph. *Bola will change to formattable text box.

Additional Reviews from CurricUNET:
III.G. Insert an "and" between services and identify. VI.C1, 2, and 3: why does a little “i” follow a numeral. This doesn’t make sense in outlining format. It should be a lowercase “a.” Under VI.C.1, please italicize or underline magazine titles. Under C3, lowercase “visitations” as no cap necessary following a semicolon.

CRM R113 – Bar and Beverage Management – New course/goes to DTRW-I & BOT.

Changes Needed: Credit by Exam – petitions may be granted? Carmen says yes. Typical Graded Assign. – Carmen noted misspellings.

Additional Reviews from CurricUNET:
II.D. "wide range of beverage products"
II.H. is blank.
III. Might some of the "Recognize" objectives be made stronger, such as describe, or articulate, or explain?
IV.L. Ales are beer.
VI.C.2.a. Need to correct "used in by"
II.D. Catalog Description: 2nd sentence needs to be a complete sentence. Maybe change it to read "Also covered in this course is alcohol service responsibility, and essential information on a wide range of beverage produces, including non-alcoholic beverages." (just so each sentence doesn't start with "this course").
III.F. Is recognizing Govt. Bar regulations enough or do students need to learn them?
IV. Some of the content areas should probably have subheadings that clarify what would be covered in this area. Example: I. The Legal Systems. This is so general. What are students going to learn that has to do with Legal Systems? The course outline should be a blueprint for exactly what a faculty member teaching it would cover so it needs to be more...
fleshed out. This is true for articulating the course as well.
VI.B. "procedures", not "procesures".
VI.C.2.a. "Students", not "A student".
III.C. Should be "in" not "of"
For Section VIC3, leave blank.

**CRM R116** – Accounting for the Hospitality Industry – New course/goes to DTRW-I & BOT.

Changes Needed: Add Accounting as a Minimum Qualification? Carmen will check with Frank.

Additional Reviews from CurricUNET:
V.B. "Instructor-guided", not "Instructor -guided". C. "In-class use", not "In class use". D. "Faculty-guided", not "Faculty guided".
Catalog description: typo, 'merchandising';
Course objective: #2: delete 'in'; insert comma after 'payroll';
Methods of instruction: A. Should read, "... posting of accounting information 'in' good form ...".
III. Use periods consistently.
III.B. The word "in" seems misplaced.
VI.C. The alpha-numeric outline labeling needs adjustment.
I.A. Isn’t the title too long? I thought there was a limitation in the number of characters allowed.
III.B. Awkwardly written, e.g., "recording processes in for inventories." Please revise.

J. Lulejian presented the PLS courses. In CA, “Legal Assisting” is not recognized – not the same as a “Paralegal”. Thus the program and courses are undergoing name changes.

**PLS R041** – Computer Applications for Paralegals – Non-substantial change.

Changes Needed: Credit Basis – need to add a response. Diane E. asked what is meant by computer applications in the title. Erika thinks it would be a mistake to name the software programs that are taught our the course would constantly need updating. Everardo R. asked if the PLS name change be retroactive. Joel D. answered that the college won’t change a degree that has already been granted, but if a student is currently attending, they can use whatever catalog name they want.
Jerry added that students will want to use Paralegal because it is more marketable than Legal Assistant.

Everardo R. asked if the PLS faculty have thought about courses in Immigration and Family Law.

Additional Reviews from CurricUNET:
VII.A.1. Textbook: was there an author or editor?
II.D, please put a comma after “calendars” in line 2 per the commas between items in a list if there are three or more items in that list rule.
VI.A wherein “PHYSICAL SKILLS DEMONSTRATIONS” is checked, will need to be explained to the Curriculum Committee.
Section VII.A.1, please place the year after the publisher.

**PLS R101** – Paralegal Fundamentals – Non-substantial change.

Changes Needed: Typical Graded Assign. – should we be so prescriptive about structure of exams?
Erika E. remarked that it does say and/or, so it’s open enough. Minimum Qual. – need to enter.

Additional Reviews from CurricUNET:
You don't need to shorten the full title to fit the Banner title.
III.I. “List the steps” (instead of stops)
II.D. The catalog description should be updated on this revision so that it is written in complete sentences as is now our convention.
Include total Weekly Contact Hours.
II.D, please put a comma after “rules of procedure” per comma rule and items in a list.
VI.C.1.c, place a terminal period for consistency’s sake as you do so at the end of VIC2b.
VI.C.3, eliminate the errant period.

**PLS R102** – Torts – Non-substantial change.

Changes Needed: Typical Graded Assign. – 3. change “legal assistant” to “paralegal”. 1. Discussion about whether it is too prescriptive. Consensus reached that this is a list of what could be used in class, not what needs to be done.

Additional Reviews from CurricUNET:
Catalog description: "wrongful life." (comma inside quote)
Course Content: Strict Liability Theory, Tort
<table>
<thead>
<tr>
<th>Defenses, etc. (consistent capitalization of major headings)</th>
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<tbody>
<tr>
<td>II.C.3. Advisories: Current should be PLS R101. Previous, if different should be LA R101. Legal Assisting should be removed from the title.</td>
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<td>II.D. Catalog description does match the current catalog BUT there are some errors in grammar that make the sentences not read correctly so this needs to be corrected.</td>
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<tr>
<td>Include total Weekly Contact Hours</td>
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<tr>
<td>Change Course Fee to &quot;None&quot;</td>
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<tr>
<td>II.D, please place the period inside the quotation marks in line 3.</td>
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<td>IV, please capitalize all major parts of speech or prepositions longer than 5 letters, e.g., item VIC, the word “Against” should be capitalized or item VID, the word “Regarding” should be capitalized. Read the entire Section to make capitalization consistent.</td>
</tr>
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<td>VI.C.1-3, please remove bolded text and make spacing consistent between lowercase subpoints. Also, make terminal period use consistent and remove the errant period in item VIC3.</td>
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<td>VI.A.2, please add a terminal period for consistency’s sake.</td>
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<td>VII.A.2. These items should be listed under B. Other instructional materials.</td>
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<td><strong>PLS R103</strong> – Contracts – Non-substantial change.</td>
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<td>Changes Needed: None.</td>
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<tr>
<td>Additional Reviews from CurricUNET:</td>
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<tr>
<td>II.C.3. Advisories: should be PLS R101 for current and LA R101 for previous, if different. Include total Weekly Contact Hours Change Course Fee to &quot;None&quot; IV, please remove bolded text and make spacing consistent. Also, as this is a 3-unit course, more detailed course content is necessary for this Section. VI.C.1-3, remove bolded text, add a space between lowercase subpoints, and eliminate the errant period under VI.C.3.</td>
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<td><strong>PLS R104</strong> – Legal Research and Writing I – Non-substantial change. New textbook.</td>
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<td>Changes Needed: Typical Graded Assign. – 2. “topics such as briefing” and “assignments such as utilizing”. Minimum Qual. – needs data.</td>
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### Additional Reviews from CurricUNET:

#### Third course objective:
Does it mean "as set forth" or "as set form"?

#### Fifth course objective:
"subsequently cited"

#### II.C.
Current should be None for prereqs, coreqs, limitations on enrollment. Advisories should have PLS R101 for current and LA R101 for previous, if different.

#### III.E.
change “cites” to “cited” for verb tense consistency.

#### VI.C.1-3.
please remove bolded text and add a space between lowercase subpoints. Also, remove the errant period in Section VI.C.3.

#### VII.A.
A much more recent textbook should be listed as well as the one that is listed from 1999. These are suggested texts for faculty teaching the course (so you can actually use any text that you like) and are supposed to be within 5 years (for CSU/UC transfer) unless they are a classic or a standard in the field/discipline. Are the other two textbooks or should they be under Other Instructional Materials? Include total Weekly Contact Hours

#### Change Course Fee to "None"

**PLS R105** – Legal Research and Writing II – Non-substantial change.

**Changes Needed:** Needs updated textbook.

**Additional Reviews from CurricUNET:**

Typical outside of class assignments - Writing: "documents using from their research" Something missing?

#### II.C.1.
Prerequisite should be PLS R104 and the previous, if different should be LA R104.

Include total Weekly Contact Hours

#### Change Course Fee to "None"

**IV.** All major parts of speech and any minor parts of speech longer than 5 letters are supposed to be capitalized in capital-lettered subpoints, e.g., subpoint “S,” the verb “Is” should be capitalized. Please review this entire Section for consistent capitalization application.

**PLS R106** – Civil Litigation – Non-substantial change.

**Changes Needed:** None.

**Additional Reviews from CurricUNET:**
III.AG. "qualities" (not qualifies)

II.C.3. Change Current Advisory to PLS R101 and previous, if different to LA R101.
Include total Weekly Contact Hours
Change Course Fee to "None"

III. and IV. Please capitalize all major parts of speech and any minor parts of speech longer than 5 letters, e.g., subpoint “A” should read “Define Litigation.” Review this entire Section for proper capitalization.

VI.C.1.b. Add a comma after “lecture” in line 2 per the commas in a series rule. Similarly, add a comma in item VI.C.3.a. after “online.”

**PLS R108 – Evidence – Non-substantial change.**

Changes Needed: Update textbook.

Additional Reviews from CurricUNET:

III.E. "or identify" instead of "of identify"?

III.F. discovery devices (?)

Current Advisory should be PLS R101 and the previous, if different should be LA R101.
Include total Weekly Contact Hours
Change Course Fee to "None"

III.F. Please add a comma after “admission” per comma use in a series.

IV. Please capitalize all major parts of speech and any minor parts of speech longer than 5 letters, e.g., subpoint “A” should read, “Introduction to Rules of Evidence.” Please review this entire Section for proper capitalization.

VI.C.1.b. Add a comma after “journals” per comma rule regarding items in a series.

A. Orozco presented the TV courses.

**TV R106 – Digital Editing – Non-substantial change.**

Removed software from title to give more flexibility.

Changes Needed: TGA - #6 “Compose and edit”.

Credit by Exam – should it be a student option to petition? Andres will remove this option.

This course is not in the program now. It is stand alone. This will be part of the program revamp.

Additional Reviews from CurricUNET:

I.B. More specifics are needed as to why the course is being offered. Right now, “to receive appropriate
IV.G. Please capitalize “Digitized,” “Projects,” and “Output” for consistency’s sake.
IV.G.2. Please capitalize “CODEC” as you did in III.F.
VI.C.1.ii. Please note typical sources of such internet articles.
VI.C.2.i. Please either put quotes around the film titles or italicize.
VI.C.2.ii and iii. Please define your acronyms, namely, “VTR” and “EDLs” as the lay reader will not know the jargon used in your field.
This course is marked that it now allows credit by exam, but 1/3 of the course is lab, so how is that measured on a test?

**TV R107** – History of Film – New course/goes to DTRW-I & BOT.

Changes Needed: Full Title – “History” not “Histoy”. Typical Graded Assign. – “500 words”, not “500 word”. Minimum Qualifications – reconsider the disciplines. Erika is not convinced that Art is the right choice; need to research it more at other colleges. Outside Assign. – needs more details; too sparse. Shannon said we could propose this to UCs, so need to beef it up to be approved for IGETC. Shannon will get examples to Andres. Credit by Exam – Andres will remove them all.

Additional Reviews from CurricUNET:
I.B. Recommend that you justify the creation of this course - why do they need it? Is it required for particular majors at the CSU? It is also a GE course. This is where you make your case for why it is important.
II.B. Range of Hours missing
III. Course Objectives need to be lettered and listed in a vertical format.
IV. Course content needs consistency in capitalization.
VI.C. Typical Graded Assignments needs to give examples. This course should be a UC transferable course so they will be looking for rigor throughout this outline. I would make the whole outline more robust.
Include the Total Contact Hours: 48 - 54
Enumerate the Course Objectives, the Methods of Instructions, and the Typical Graded Assignments.
II.D. Please add a comma after “directors” in line 4
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| TV R110 – Introduction to Audio – New course/goes to DTRW-I & BOT. | Changes Needed: Methods of Instruction – G. Dialog; Erika: what does this mean? Andres will add some meat. J. Independent Study is not a M of I. Andres will remove. Typical Graded Assign. – Erika: what is “active and informed participation”? Be more specific, like “voice over”. Course Content – should Lecture vs. Lab be distinguished in parentheses? Shannon: it helps with ASSIST, so yes.  
For Shannon’s purposes, it is helpful to have Course Content separated into Lecture and Lab if the course has both.  
Additional Reviews from CurricUNET:  
I.A. It's not necessary to shorten this Banner Title, unless you prefer.  
III. Format this section.  
I.B. Need to make it clear that Audio Production is a required course in many CSU Television, Film, and Digital Media Studies majors.  
II.B. Range of Hours missing.  
II.H. Repeatability missing.  
II. Course Objectives: formatting - should be vertical  
IV. Course Content section has formatting issues. Correct the Total Contact Hours to 48 – 54.  
I.B. Please provide information such as the demand for this course, what is similarly offered at other schools in this area, etc.  
IV. Please remove bolded text and fix the fonts to be consistent. Also, capitalize all major parts of speech and any minor parts of speech longer than 5 letters. Indentation is also a problem.  
VI.C.3.a. Change to read as follows: “Listen to and analyze material.” |
| TV R160 – Introduction to Digital Photography – New course/goes to DTRW-I & BOT. | Co-listed with ART R160, but ART R160 did not make agenda. Pulled. |
| TV R175 – Digital Concepts and Techniques in Art – New course/goes to DTRW-I & BOT. |   |
Co-listed with ART R175, but ART R175 did not make the agenda. Pulled.

J. Lulejian presented the PLS programs.

**AS in Paralegal Studies** – Non-substantial change.

Changes Needed: 24 units required to be accredited regionally to call yourself a Paralegal. There are 3 extra units b/c Business Law has always been included. Jerry said the Business Law course could go, so dept. should discuss.

Additional Reviews from CurricUNET: None.

**Certificate of Achievement in Paralegal Studies** – Non-substantial change.

Changes Needed: Clean up how units show up and total at bottom.

Additional Reviews from CurricUNET: None.

**Liberal Studies**

J. Merrill presented the Liberal Studies courses and program.

**ASL R103** – American Sign Language 3 – Substantial change/goes to DTRW-I & BOT: increased units.

Changes Needed: Credit Basis – Erika thinks it is a mistake to allow students to take it P/NP. Julie Lovejoy, the course originator, told Jim that she wants that option for community members. Erika objects for articulation purposes. Repeatability – change to 1. List a recent textbook, but not at the top, since *Signing Naturally* is the gold standard.

Additional Reviews from CurricUNET: None.

**ASL R104** – American Sign Language 4 – Substantial change/goes to DTRW-I & BOT: increased units.

Changes Needed: Same textbook comments as ASL R103. Minimum Qualif. – Should be Sign
Language, American.

Additional Reviews from CurricUNET:
II.D. Please add a comma after “narratives” in line 3 per the comma rule of 3+ in a series.

**ENGL R102** – Critical Thinking through Composition and Literature – Substantial change/goes to DTRW-I & BOT: increased units.

Changes Needed: Typical Graded Assign. – 1. Missing period at end of paragraph.

Additional Reviews from CurricUNET: Prerequisite course listed, but the entrance skills are missing.

*We'll use paper form of Prerequisite Appendix and attach it to course until CurricUNET is fixed.

**SPAN R102** – Elementary Spanish 2 – Substantial change/goes to DTRW-I & BOT: added requisite.

Changes Needed: None.

Additional Reviews from CurricUNET: I.B. This course meets General Education requirements for the AA/AS degrees as well as IGETC and CSU GE-Breadth. Prerequisite courses were listed but the required entrance skills from these prerequisite courses are missing. IV. Capitalization used in outlining format for capital lettered headings usually follows the rule that major parts of speech are capitalized (initial caps) and all minor parts of speech longer than 5 letters are capitalized.

**AA-T in English** – Substantial change/goes to DTRW-I & BOT: increased units.

Changes Needed: ENGL R107 American Lit “I” not “1”

Additional Reviews from CurricUNET: None.

Math/Science/Health/PE/Athletics

C. Mainzer presented the ESRM course.
**ESRM R100** – Introduction to Environmental Science and Resource Management – Non-substantial change. Beefed up the Biological area for transferability.

Changes Needed: Clarification on “Home energy audit”. Minimum Qualif. – do you want Ecology, not Biological Sciences, or both?

Additional Reviews from CurricUNET:
II.D. Catalog Description: First sentence needs to be a complete sentence since that is currently our convention.
III.A. Please add the word “of” after “evaluation.”
IV. Capitalization rules are that main parts of speech are capitalized along with any minor part of speech longer than 5 letters. You may want to modify this Section to comport with those rules.
VII.A.4. Please add a hyphen between “Internet” and “based” as a compound adjective.

B. Black presented the MATH courses.

**MATH R001** – Transitional Mathematics I – New course/goes to DTRW-I & BOT.

Changes Needed: Minimum Qualif. – missing data.

Additional Reviews from CurricUNET:
II.D. Catalog Description: Should it also say that students with credit in MATH R009 cannot receive credit in MATH R001?
II.H. Repeatability is blank.
III.D. Did this objective get mixed up?
IV. Capitalization rules are as follows: all major parts of speech are capitalized. Minor parts of speech longer than 5 letters are capitalized. This applies to all capital lettered subpoints. The rest of the material is fine.
VI.C.2. Leave blank.

**MATH R002** – Transitional Mathematics II – New course/goes to DTRW-I & BOT.

Changes Needed: Prereqs – need to use “or” between all prereqs. Minimum Qualif. – missing data.

Additional Reviews from CurricUNET:
Are the Prerequisites all choices? Will there be an "OR" between each one?
IV.D.3. expressions (plural)
VI.C.1.b. length
Four (4) prerequisite courses are listed, but the required entrance skills are missing.
V. Capitalization rules are as follows: all major parts of speech are capitalized. Minor parts of speech longer than 5 letters are capitalized. This applies to all capital lettered subpoints. The rest of the material is fine.
VI.C.2. Leave blank.

**MATH R003** – Transitional Mathematics III – New course/goes to DTRW-I & BOT.

Changes Needed: Minimum Qualif. – missing data.

Additional Reviews from CurricUNET:
Prerequisites: Would MATH R011 work as a prereq too or not?
Catalog description: I think the word "simultaneously" makes it confusing (makes me think they can't have them in the same semester) - it would be clearer to just say "both".
One (1) prerequisite course is listed, but the required entrance skills are missing.
IV. Capitalization rules are as follows: all major parts of speech are capitalized. Minor parts of speech longer than 5 letters are capitalized. This applies to all capital lettered subpoints. The rest of the material is fine.

*COR view in CurricUNET puts software under textbooks.

**MST R103L** – Introduction to Oceanography Lab – Non-substantial change.

Co-listed with GEOL R103L, but GEOL R103L did not make the agenda. Pulled.

**Student Services**

None

**T. Bonham called for a motion to accept the First Reading items as presented. C. Mainzer moved to accept, S. Davis seconded, and the motion carried unanimously.**
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<th>VI.</th>
<th>Distance Learning Approval</th>
<th>None</th>
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| VII. | Prerequisite Approval | ASL R103, ASL R104, CRM R107, ENLG R102, MATH R002, MATH R003, MST R103L, PLS R041, PLS R105, SPAN R102  
Tabled. Since not all of the data necessary to approve the requisites for the above courses were available in CurricUNET, the committee agreed to allow the originating authors to use a digital version of the paper form. Teresa will give instructions on how to attach digital paper forms to the Course Outline in CurricUNET, and the courses will again be placed on the agenda for requisite approval when they come back for second reading. |
| VIII. | Deletions | FT R153  
T. Crudo explained that this has been replaced by FT R158.  
**T. Bonham called for a motion to accept the Deletion item as presented. J. Merrill moved to accept, C. Mainzer seconded, and the motion carried unanimously.** |
| IX. | Suspensions | None |
| X. | Consent Items | None |

**INFORMATION/DISCUSSION**

| XI. | CurricUNET discussion | I, D  
Bola reminded the committee that each member can now view all the missing parts of the Course Outline by clicking on the pencil icon.  
Teresa announced that starting Oct. 15, every Mon. at 11am will be a drop-in faculty hour for help with CurricUNET, eLumen, etc.  
Teresa posted the question to the committee: How many faculty should review on CurricUNET so we don’t have to slog through each course and program during the meeting? Mati suggested we could divvy up which courses we review. Teresa said she can assign courses. Shannon and Bret suggested four reviewers per proposal outside that discipline. Teresa will try this approach for the next meeting.  
Jim recalled that a dean didn’t used to stop a proposal, and now she can. Bola shared that the process he was given did not make the dean |
approval step optional. Erika explained that it was never the intention that a dean would be removed from the approval process.

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<tr>
<th>XII.</th>
<th>Curriculum Tech announcement</th>
<th>I, D</th>
<th>Krista announced that she is here to be your first point of contact with all CurricUNET questions. She will now be the one who “launches” courses and programs after dept. chair and dean review.</th>
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<tr>
<td>XIII.</td>
<td>Review of 2011-12 Curriculum Committee Self-Appraisal Survey</td>
<td>I</td>
<td>Tabled.</td>
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<tr>
<td>XIV.</td>
<td>Changes to Title 5 on Repeatable Courses</td>
<td>I, D</td>
<td>Tabled.</td>
</tr>
<tr>
<td>XV.</td>
<td>LOT Subcommittee report</td>
<td>I, D</td>
<td>E. Endrijonas reported that Tami Crudo will be the faculty co-chair. LOT has a revised committee description in the PGM manual. The subcommittee will be meeting on the third Tuesday of each month, 2:00-4:00 pm. It will be a committee where faculty will discuss how the SLO process is going, deadlines, etc.</td>
</tr>
<tr>
<td>XVI.</td>
<td>Distance Ed Subcommittee report</td>
<td>I</td>
<td>T. Bonham – no DE report. Teresa reported that she has made an exception to the 3 strikes law with faculty missing for PBC. Faculty who have missed three consecutive CC meetings in order to attend PBC meetings will not have their voting rights revoked.</td>
</tr>
<tr>
<td>XVII.</td>
<td>GE Subcommittee report</td>
<td>I, D</td>
<td>S. Davis reported that the GE Subcommittee has not met yet.</td>
</tr>
<tr>
<td>XVIII.</td>
<td>DTRW-I Committee report</td>
<td>I</td>
<td>E. Endrijonas reported that DTRW-I is sending issues up to DCAA, e.g. three colleges need to figure out what to do about prereqs. &amp; need a board policy. MC had four new AA-T degrees and we’re trying to catch up. Vice Chancelor of state says “Nothing is repeatable.”</td>
</tr>
<tr>
<td>XIX.</td>
<td>Adjournment</td>
<td>I</td>
<td>T. Bonham adjourned the meeting at 4:33 pm.</td>
</tr>
<tr>
<td>XX.</td>
<td>Next meeting</td>
<td>I</td>
<td>The next Curriculum Committee meeting is on October 10, 2012 at 2:00 pm.</td>
</tr>
</tbody>
</table>