

**MISSION COLLEGE
CURRICULUM REVIEW COMMITTEE
August 29, 2012
2:15 – 4:00**

Name	P	A	Name	P	A
Cathy Cox (chair)	x				
Scott Brunson (Applied Sciences)	x		<u>Ex-Officio Members:</u>		
Diane Lamkin (Math & Science)	x		Articulation Officer – Yolanda Coleman	x	
Steve Lipman (Language Arts)	x		VP of Instruction – Norma Ambriz-Galaviz	x	
Jeff Nelson (Applied Sciences)	x		Curriculum Assistant – Aileen de Guzman		x
Thanh Nguyen (Liberal Studies)	x				
Julaine Rosner (Language Arts)	x		GUESTS:		
Rebeca Sanchez (Student Services)	x				
Cindy Vinson (Business & Tech)	x				

1. The meeting was called to order at 2:15 p.m. and the agenda was approved unanimously.
2. Cathy introduced Juliane Rosner as a new CRC rep from Language Arts.
3. **Information and announcements:**
 - a. We now have 10 state-approved transfer degrees.
4. **Fall CRC Schedule**
 - a. **Curriculum Deadlines** - Courses to be submitted for CSU-GE or IGETC approval need to be approved by CRC no later than Thanksgiving. This is an earlier timeline than the deadline for courses generally due to the need for Yolanda to submit them for approval in December. Any new curriculum or major changes to existing courses that will show up in the catalog next year needs to be Tech Reviewed by Thanksgiving. Adding DL to a course is considered a major change, as are prerequisites, unit changes, etc.
 - b. **Training Sessions** - There will be training sessions for stand-alone course approval for those CRC reps who have not had it.
 - c. **SLO assessment** - There should be training coming for CRC in SLO assessment; Daniel Peck is the point person for that. CRC will be reviewing SLOs for courses as they come through for regular revisions or approval of new courses.
 - d. **Kinesiology** – Cathy advised the committee that the Kinesiology department is doing a major overhaul of their curriculum to comply with the new state regulations on repeatability as well as to bring the courses over to the new department name and to renumber them in a more user-friendly sequence. Some classes will have the same name but will have up to four levels (A,B,C,D) Cathy met with the department faculty during Flex week and trained them in CurricUNET, and Jeff is spearheading this project. Virtually all curriculum in this area will be undergoing revision this semester.
5. **Curricunet Changes Made Over Summer**
Curricunet has the ability to develop “packages” – a program with linked classes. There was no documentation on this feature and Cathy has been working with Governet to get documentation; more info will be forthcoming.

The new course approval process now has a step for review by the Division Council, as approved by the MCAS last Spring. This will allow division chairs an opportunity at an early stage to review course proposals outside their divisions, which may result in fewer “surprises” when courses reach CRC. There is only a 5-day window for this to happen after which the proposal will continue on for approval by the specific division chair for that program.

Links on the left side of the screen have been updated to connect to the new version of the Program and Course Approval Handbook (PCAH) which now includes a module on Noncredit Courses.

6. Curriculum Institute Notes

Cathy reviewed notes from the ASCCC Curriculum Institute, which she attended for the college in July. Among items mentioned were the following:

Accessibility of materials: All materials used in courses must be accessible – videos must be captioned for the hearing-impaired, transcripts provided when requested, etc.

Units/Hours: Another item discussed included a change to language in Title 5 to mandate the conversion of units to hours; it is no longer permissive, but prescriptive, that 54 hours of student work = 1 unit. If students must put in more than 54 but up to 108 hours of work, that = 2 units, etc.

7. Hot Topics

Documenting Prerequisite Information - We are now required to submit an annual report to the state on prerequisites implemented during the prior year. Prerequisites from outside the same discipline are not currently allowed without “statistical validation” except when certain exceptions apply. These exceptions cannot currently be documented in CurricUNET, but Cathy was given approval to go ahead and make changes to the requisites screen so that we can document requisites that fall under the allowed exceptions so that we can correctly fill out the new report on this matter that is required each year by the state.

Documenting Hybrid Courses: We need to be able to document information about hybrid courses in the event of an audit. Alternative methods for accounting online hours vs. face-to-face hours. If we approve a DE addendum currently, the assumption made by the form is that the course will be offered 100% DE; there is no clear distinction in what material/content is delivered face-to-face vs. DE if the course is offered in a hybrid format. We may need to develop a new form so that we can explicitly document this information in case of audit. This may need to be done by the end of the semester if possible.

Review of Curriculum Currency and Relevance – this was a discussion of the college-wide need for the development of new curriculum as well as for programs to consider the relevance of their degrees and certificates to the overall needs of the community and the college. This is not something that CRC directly looks at, but if we don’t do it, who does? Is it handled by Program Review? Not specifically although that process does present data that relate to the topic. The consensus was that this is something that the Academic Directions Committee may need to be considering, and possibly that CRC and ADC need to work together on this.

The meeting adjourned at 4:00 p.m.

Notes taken by Scott Brunson and edited by Cathy Cox