

CALL TO ORDER/ROLL CALL

J. Murphy called the virtual meeting to order on Thursday, September 7, 2023 at 2:32 p.m.

Members present: (virtual voting) J. Murphy, S. Campos, P. Harmon, J. Bartley, J. Davidson, J. Lobianco-Bartalis, G. Jablonski, A. Miller, M. Flaherty, W. Griffin, L. Finch, J. Cody, R. Connor, T. Wright and W. Justiz

Members absent: (voting) D. Jones and A. Sharris

Resource Members present: S. Misasi Maratto and J. Yoon
(non-voting)

Resource Members absent: ---
(non-voting)

Agendee(s): S. Campos, J. Murphy

Visitor(s): L. Wester, M. Crenshaw, D. Grigoletti, T. Johnson, A. Terrazas, F. Ghauri, M. Loucks and T. Perkins

APPROVAL OF COLLEGE CURRICULUM MINUTES

M. Flaherty made a motion, seconded by W. Griffin, to approve the minutes of May 4, 2023, passed unanimously with a virtual vote, by a show of hands.

OLD BUSINESS

<u>Item</u>	<u>Course/Curr</u>	<u>Proposals</u>	<u>Readings</u>			<u>Action Taken</u>
<u>No.</u>	<u>No.</u>		<u>1</u>	<u>2</u>	<u>3</u>	
None						

NEW BUSINESS

<u>Item</u>	<u>Course/Curr</u>	<u>Proposals</u>	<u>Readings</u>			<u>Action Taken</u>
<u>No.</u>	<u>No.</u>		<u>1</u>	<u>2</u>	<u>3</u>	
None						

J. Murphy welcomed J. Yoon, Director of Curriculum and Assessment.

OTHER:

A) Dual Credit – S. Campos

S. Campos welcomed everyone. Dual credit courses are offered here on campus and also with our high school partners. When a change is made to our course, we need to notify the high schools. In October, curriculum alignment meetings will occur with the high schools, as they need one year to make their changes so their courses are in alignment. A. Terrazas is the new Dean of Early College Programs. S. Campos thanked everyone for their hard work. J. Murphy added to make sure if you are contemplating deleting a course, do not offer it at the high school. M. Flaherty stated that a literature (LIT) course is very popular in high school, but there is no interest in that course here, and asked if we need to offer here. It is listed in

the catalog, but not on our schedule. J. Murphy added that she has the same situation with her course. She wants to ensure that her course outlines and syllabi are kept current. S. Campos stated that no decision has yet been made i.e. Italian courses. For now, we allow that situation. We will maintain the course or maybe in conjunction with the high school personnel. M. Flaherty stated that would not be a problem and added that the course can be run here but there is no interest.

B) Inactive Programs – J. Murphy

J. Murphy stated that inactive programs that have not been offered for three or more years need to either be revised and reactivated or withdrawn. The dates when the programs were inactivated are listed on the Excel file in today's packet. The department chairperson and the dean should discuss the fate of the program. Make sure no active students are enrolled in programs intending to be withdrawn, and develop a timeline for withdrawal to coincide when all students anticipate completion, which is called sunseting. A Study Committee is formed who submit their recommendation to the Curriculum meeting for a vote. J. Murphy asked the deans to review the inactive list and contact the appropriate faculty.

C) Last Time Course Offered – S. Campos

S. Campos asked for everyone to look at the courses in the same manner as the programs, in that if the courses have not been offered in five or more years, they either need to be revised to make viable or they should be withdrawn. We are still liable for upkeep, etc. M. Flaherty stated that if a course is only offered at the high school it is very hard to assess. We would lose all dual credit and suggested we think about this. We do everything but high school assessment. S. Campos stated that part of Dual Credit Act outlines how to perform with Dual Credit, which assessment is included. This will need to be discussed further. M. Flaherty suggested asking the high schools to assess the Dual Credit course. S. Campos replied that A. Terrazas would be instrumental in the Dual Credit course assessment process. J. Murphy suggested interacting with high school teachers for their input, as we do with adjuncts teaching on our campus, and added that she agrees further discussion is needed. S. Campos noted that the high schools are on different timeframes than we are. J. Murphy added that she sends out messages to the adjunct faculty, regarding what needs to be done to offer the course, maybe a revision, including the syllabus and scheduling, along with assessment. W. Griffin asked if there is a list of those courses available. J. Murphy replied that a list was sent to the deans.

D. Revision of Courses – J. Murphy

J. Murphy stated that it took some time to get Watermark running. We need to make sure the courses in Watermark are up to date. Not all courses are updated. The Course Form and Master Syllabus need to be up to date each year (review, per Board policy) to ensure that seat time and topics are current. Deans communicate with their area faculty. New Instructional Strategies and Course Learning Outcomes (CLOs) need to be completed this semester. The Higher Learning Commission (HLC) is coming and will be reviewing these areas. We need both Course Master and Master Syllabus submitted together when coming to curriculum. The Master Syllabus pulls information from the Course Master form. Topics have to be documented on the Master Syllabus. If updating additional information besides the

two mentioned, the course would need to go through the curriculum process. We must keep the Course Form and Master Syllabus current on what is actually being taught. S. Campos added that when sending through curriculum, look at all assessment, Gen-ed, Course Learning Outcomes, etc. Some faculty were checking all of the Gen-eds listed, when all did not pertain to the course content. Look at the fields before coming to curriculum and can change then. J. Murphy said it was great time to update. What is posted online has to match the Course Master Syllabus form. When transferring data to Ultra was a good time to update and make sure Course Learning Outcomes (CLOs) and Program Learning Outcomes (CLOs, for assessment) were current. The CLOs are located on the Master Course form and the Program Learning Outcomes (PLOs) are found on the Master Curriculum forms. J. Murphy shared her screen to show how to find the curriculum items in the new Portal. These items will be discussed at the October meeting. The deans and chairpersons need to review and approve in Watermark. If trying to access a Master Syllabus and it does not show, contact S. Misasi Maratto, as she is copying them in to the new year. When reviewing content for the October items click into, i.e. PSY 207, make sure all fields are filled in. Use 'Compare Version' for tracking changes, which show in red. Use the 'Comment' field when reviewing for tracking purposes and was 'discussion' when reviewed in Blackboard. A Rationale is required. Remember to 'Save' the changes made. The submitter 'Saves' and 'Approves' once. The chairperson reviews and 'Approves' once and the dean reviews and 'Approves' once. Only submitters, department chair and deans approve, not reviewers. There are four forms for Syllabus: New/Modify Master Syllabus and for Sectional Syllabus: New/Modify. Approved Master Syllabus, click on PDF and save. The PDF version will be sent to the State and is also helpful when revising your courses. The Word output table is back listing topics and outcomes, which is easier to read and is not so lengthy.

If there are any suggestions let J. Murphy know. They are working on downloadable PDF documents that look like the preview documents.

Adjournment: M. Flaherty made a motion, seconded by W. Griffin to adjourn the meeting at 3:11 p.m., passed unanimously with a virtual vote, by a show of hands.

Submitted by: J. Murphy, Chairperson

Recording Secretary: Susan Misasi Maratto