NORCO COLLEGE
CURRICULUM COMMITTEE MINUTES
September 13, 2016 - 2:00 pm
ST 107

Brian Johnson chaired the meeting.
Members Present:

Brian Johnson……………………..Math and Sciences
Rex Beck………………………….Business, Engineering & Information Technologies
Dr. Kevin Fleming…………………Dean of Instruction, Career & Technical Education
Nicholas Franco…………………..Social and Behavioral Sciences
Dr. Diane Dieckmeyer…………….Vice President of Academic Affairs
Mitzi Sloniger………………..……Communications
Vivian Harris………………………Library
Dr. Carol Farrar………………….Dean of Instruction
Dr. Monica Gutierrez……………..Math and Sciences
Dr. Teresa Friedrich Finnern…….Math and Sciences
Ladylyn Dominquez……………….Social and Behavioral Sciences

Members Absent:
Member representative…………..ASNC

Guests: NONE

Committee Support:
Nicole C. Brown………..………..Office of the Dean of Instruction

A.   Meeting called to order at 2:07pm

B.   Motion to approve September 13, 2016 agenda – Added in discussion items: #8:
CurricUNET Camp. MSC: M. Sloniger/L. Dominquez. Committee approves.

C.   Motion to approve May 24, 2016 minutes – MSC: M. Sloniger/R. Beck. Need to fix
numbering in minutes. Committee approves.

D.   Norco Action Items: Norco College Approval Items for 09/13/16

    1. New Courses: NONE

    2. New Stand Alone Courses: NONE

    3. Course Inclusions: NONE

    4.   Distance Education: NONE

    5.   Major Course Modification: NONE

    6. Course Exclusions: NONE

    7. Course Deletions: NONE

8. **New State Approved Certificates/Degrees: NONE**

9. **New Locally Approved Certificate: NONE**

10. **Modifications to State/Locally Approved Certificates/Degrees: NONE**

11. **Deletion of Certificate/Degrees: NONE**

12. **Modification of Discipline Name: NONE**

E: Information Items: NONE

F.   Discussion / Information items:

1.   Curriculum Committee calendar 2016-2017: A handout was given to the committee members for the 2016-2017 meetings dates for Norco Curriculum committee, District Tech Review Committee and the District Curriculum committee. The Thursday's meetings have changed to now meet on Tuesday for both the District Tech Review and District Curriculum committees.

2. Updated Curriculum Committee Membership list: Discussion of the 2016-2017 member lists and the department discipline vacancies. We need another member for BEIT, Communications and two representatives for AHWL. We also need a new representative for ASNC.

3. Pending Submission Update: There were some courses approved and not submitted to the state. Naomi Foley is in the process of doing it. We are not using the new database   META, but you can still use CurricUNET for curriculum. There are some issues with META that is still being fixed before we go fully operational.

4. Current pending and launched items: Please keep track on what proposals you have submitted or launched in CurricUNET. In the last transfer over to META, some items might be lost and so to be proactive, any new courses or modifications make sure you keep a record in a Word document of your work in case there was a data lost or not imported correctly. In CurricUNET, the originator can see where the course is at in the process. Any course modifications that your department started in the last semester and is still in CurricUNET; therefore, please send that list to Brian Johnson so he can track it. There was someone that was hired to replace Naomi Foley, and is still in the training process. The new hire's name was not provided to the committee. It was requested that our committee receive an 'introduction' email from the new hire replacement.

5. META Timeline and Related items: Steven Schmidt is in talks with META and there will be a two week minimum before we can start using META. Hopefully, we will be able to use META in early October. There are links where you can add objectives as an option in META. We will be informed on when we should not use CurricUNET so they can perform the complete data transfer. Question: What about the historical CORs? Will they be housed in META? Can we save the historical data in CurricUNET? Maybe in a PDF and housed somewhere? Brian isn't not aware on what will happen to the historical information. More discussion on this is needed.

6. Continued using CurricUNET until META final data refresh: The conversion will happen hopefully the beginning of October. Brian will forward any updates to the committee when he receives them.

7. META Training: Steven Schmidt created tutorials. A handout was provided to the committee members on the help and resources links. They can be found on accessing //rccd.sandbox.curricunet.com

8. CurricUNET Camp: The camp event hosted last fall was successful and so it was proposed to host it again for this 2016 fall. Suggestions for possible dates was asked from the committee. It was decided to select October 20th from 12:30 PM to 2:30 PM. Brian will contact PDC chair Melissa Bader for FLEX credit.

G.   Announcements: NONE

H.   Other Business-Open Hearing: NONE

Next Meeting: September 27, 2016. * Room ST 107

CURRICULUM MEETING DATES
2016-2017

Norco Curriculum Committee	District Tech Review Committee	District Curriculum Committee
2:00PM-3:30PM ST 107	2:30PM-4:00PM CAADO 214	4:00PM-5:00PM CAADO 214
September 13, 2016	September 6, 2016	September 6, 2016
September 27, 2016	September 20, 2016	September 20, 2016
October 11, 2016	October 4, 2016	October 4, 2016
October 25, 2016	October 18, 2016	October 18, 2016
November 8, 2016	November 1, 2016*	November 1, 2016*
November 22, 2016	November 15, 2016	November 15, 2016
December 13, 2016	December 6, 2016	December 6, 2016
February 28, 2017	February 21, 2017	February 21, 2017
March 14, 2017	March 7, 2017	March 7, 2017
March 28, 2017	March 21, 2017	March 21, 2017
April 11, 2017	April 4, 2017	April 4, 2017
April 25, 2017	April 18, 2017	April 18, 2017
May 9, 2017	May 2, 2017	May 2, 2017
May 23, 2017	May 16, 2017	May 16, 2017
	May 30, 2017	May 30, 2017

*Curriculum must be launched prior to November 1st to be considered for the 2017-2018 catalog.

RCCD CurricUNET META

Help and Resources

RCCD Curriculum Website
http://rccd.edu/administration/educationalservices/Pages/Curriculum.aspx

RCCD CurricUNET META Tutorial Videos
http://www.youtube.com/c/StevenSchmidtRCC

RCCD CurricUNET META User Guide
http://rccmusictheory.com/meta/meta_user_guide.pdf

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//Rccd. sandbox. curricunet. com.