

NORCO COLLEGE

CURRICULUM COMMITTEE MINUTES

September 12, 2017 - 2:00 pm
ST 107

Brian Johnson chaired the meeting.

Members Present:

Brian Johnson..... Math
Dr. Samuel Lee..... Interim Vice President of Academic Affairs
Dr. Kevin Fleming..... Dean of Instruction, Career & Technical Education
Jeff WarsinskiMath
Jeffery Mulari Math
Dr. Teresa Friedrich Finnern..... Sciences and Kinesiology
Rex Beck..... Business, Engineering & Information Technologies
Nicole CappsCommunications
Dr. Dominique Hitchcock..... Arts, Humanities and World Languages
Quinton Bemiller..... Arts, Humanities & World Languages
Nicholas Franco..... Social and Behavioral Sciences/ Articulation Officer
Marissa Iliscupidez Social and Behavioral Sciences

Members Absent:

Celia Brockenbrough..... Library
Dr. Jason Parks.....Interim Dean of Instruction
Mitzi Sloniger.....Communications
Starlene Justice Sciences and Kinesiology
Glen Graham Business, Engineering & Information Technologies
Vacant ASNC

Guests:

Suzie Witmer Sciences and Kinesiology
Derek Sp
Azadeh Iglesias..... CTE
Jesse LopezCTE

Committee Support:

Nicole C. Brown.....Office of the Dean of Instruction

A. Agenda and Minutes Approval:

Motion to approve October 10, 2017 agenda –MSC: T. Friedrich Finnern/ D. Hitchcock.
*Committee approves.

Motion to approve September 12, 2017 minutes: Q. BeMiller/ T. Friedrich Finnern ** One abstained. Committee approves.

B. New Courses: None.

C. New Stand Alone Courses: None.

D. Course Inclusions: None.

E. Distance Education: None

F. Major Course Modifications: None

G. New State Approved Certificates/Degrees: None

H. State/Locally Approved Certificate/Degree Modifications: None

I. State Certificate/Degree Deletions: None

J. Information Items:

1. New Courses:
 - a. ART1H (R) Honors History of Western Art: Prehistoric, Ancient, Medieval.
 - b. ADJK1A (M) Enforcement Basics
2. New Stand Alone Courses: None.
3. Course Inclusions: None.
4. Distance Education: None.
5. Minor Course Modifications: None.
6. Major Course Modifications: None.
7. Course Exclusions: None.
8. Course Deletions: None.
9. New State/Locally Approved Certificates/Degrees: none

K. Discussion items:

1. 2017/2018 Member list. Nicole provided the 2017/2018 member list and asked the committee for any updates.
2. Basic curriculum training. Brian went over the details of the Curriculum process and will send out the outline to the committee. We need a list of district facilitators for all disciplines. The program side in META isn't working, so it is still a manual paper trail. If the change is a CTE, there are more embedded checks in the review process. For the Distance Education proposals, those that are created for META, you need to add "DE" to the section number. The data that was transferred over to META doesn't have that.
3. Recommended launch date for proposals: Sept. 29th. To guarantee for your proposal to make in the next course catalog, you need to submit & launch your proposal into META by September 29th. Please check META to see where your proposal is in the 'flow queue'. Inform your department chairs on any proposals you have submitted. Email Brian Johnson on proposals that are 'hung up' and need a required approval. Brian Johnson will look into whether the department minutes can be attached after the launch of the proposal in META.
4. CurricuCamp: The workshop will be held on Sept 19th from 12 – 2pm in the STEM building and the room location will announced soon once Brian Johnson secures it. If any department chairs have questions, to please email Brian Johnson directly.
5. GE/AOE course inclusion deadline: Nov 7th. If a discipline wants to include/exclude a GE/AOE, then they need to submit the inclusion request by November 7th. The process was that the district would compile them all and look at them in the fall. Brian Johnson will send out the form and directions to NOR-ALL.

6. Objectives now required in CORs. At the next curriculum meeting, Brian Johnson will provide a handout to understand the difference between SLO's and Objectives.
7. TOPs codes/ attach minutes. In the past, District used to find the correct TOP code and apply it to that new course. It is the faculty's responsibility now to choose the correct TOPs code that applies in META. You can look at the 6th edition of the taxonomy programs handbook and that can be found on the districts education services website for more detailed instruction to choose the correct TOPs code.
8. Program side of META not yet working. There is no timeline on when it will be fixed.
9. C-ID Update – Nick Franco. The website is not up and running for Norco or colleges that are multi-collegel like RCCD. Pass or no pass is acceptable. There are not enough reviewers to move the request quick enough and that progress is slow. Any C-ID numbers or courses that need to be submitted to please contact Nick Franco directly.
10. Military Credit Proposal – Nick Franco/ Rex Beck. They are in the process of drafting the language in the catalog statement. Goal is to change the units from 15 to up to 45 units. Nick and Rex need guidance on how to get this approve changed in the course catalog. Nick Franco stated that most military are in the technical area and would like to redraft the language. Nick Franco asked if it is possible if we can make it for just Norco College. Can we just go through Curriculum and not through the district senate? It is up to discussion on those units to be “transcripted”. The ACE (Academic of Colleges Education) reviews these and recommends which courses their military training is counted as an equivalent.

Next Meeting: October 10, 2017

Statement of Purpose

The curriculum committee, a sub-committee of the academic senate, has two primary purposes: to review and approve new curriculum including new courses, course modifications, new programs and program modifications, and to review and approve the curriculum approval process. The college curriculum committee is the sole approving body for Norco College only curriculum. For district shared curriculum it has one vote in the district curriculum committee. The curriculum committee is also responsible for keeping abreast with state mandated curriculum changes and reporting those changes to faculty. Committee members report on curriculum at their department meetings and solicit suggestions and recommendations when needed.