Curriculum Committee Minutes  
Student Services Building, 4th Floor  
March 28, 2012  
1:00 – 3:30 PM  

REGULAR MEETING AGENDA  
“Translating Learning into Excellence”

MEMBERS PRESENT  
1. Ashok, Patil – Computer Science  
2. Bakeer, Kenyatta – Child Development  
3. Barragan, Norma – Sociology  
4. Chow, Judy – Library  
5. Enciso Givhan, Gjenaii – Business DSP&S  
6. Foster, Adrienne – Acting Chair/ DSP&S  
7. Stone, Kell (for Kathy Walton) – Academic Affairs  
8. Lincke-Ivic, Nuala – English  
9. Martinez, Adriana – Counseling  
10. Narez-Acosta, Alma – Counseling  
11. Nee, Martin – Aviation  
12. Nunez, Luz – Admissions  
13. Olvera, Donna – Articulation Officer

MEMBERS ABSENT  
1. Bahta, Abraha – Science  
2. Humanities and Fine Arts  
3. Kamibayashi, Lisa – Allied Health  
4. Matosic, Todd – SLO Coordinator  
5. Matsuhara, Colleen – Health, PE, Dance  
6. Robertson, Matt – Mathematics  
7. Russell, Tim – Library/Learning Resources  
8. Walton, Kathy – Dean of Curriculum (sent rep.)

I. ORGANIZATIONAL ITEMS – 5 MIN – ACTION  
1. Meeting called to order at 1:00 PM.  
2. Confirmation of the agenda  
3. Approval of the minutes – Minutes not approved

II. PUBLIC SPEAKERS:  
1. No public speakers
III. ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION

1. Personal Development 5 – Course outline approved.
2. Graduation Plans A and B – Approved. Will go to next Academic Senate Meeting on April 24, 2012
3. Form for Course Tracking and Approval Process
   a. Donna Olvera, Articulation Officer, developed draft of course tracking form to monitor course approval progress. Following is a description of form.

<table>
<thead>
<tr>
<th><strong>Tracking Form Set-Up</strong></th>
<th><strong>(Agenda Must Accompany Form.)</strong></th>
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<tbody>
<tr>
<td>1. <strong>Course</strong></td>
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<tr>
<td>2. <strong>Division Chair Approval</strong></td>
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<td>3. <strong>Action</strong></td>
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<td>4. <strong>Create/Edit Update</strong></td>
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<td>5. <strong>Tech Review Date</strong></td>
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<td>6. <strong>Action Taken</strong></td>
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<td>7. <strong>Date Recorded In Minutes</strong></td>
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<td>8. <strong>Curriculum Review Date</strong></td>
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<td>9. <strong>Action Taken</strong></td>
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<td>10. <strong>Academic Senate Date</strong></td>
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<td>11. <strong>Action Taken</strong></td>
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4. ECD Sign-Off
   a. Motion to Revise ECD sign-off approved. Following is new sign-off order.
      1. Faculty Initiator / Initiator (Faculty Member) –
      2. Division Chair
      3. SLO Coordinator
      4. Articulation Officer
      5. Librarian
      6. Division Dean
      7. Curriculum Chair
      8. Curriculum Dean
      9. Academic Senate President
      10. VP Academic Affairs
      11. President
      12. Administrative Assistant Curriculum (inputting)

5. Incorrect/Incomplete Course Information
a. Active courses present these problems: (1) lack course outlines, (2) show incomplete course outlines, and/or (3) have outdated course outlines.
   i. CS/UC information in ECD and Assist is not matching.
   ii. Course outlines are not being completed in Section III: Relationship to College Programs and Section IV: Articulation Information

V. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS

1. Create/approve form for course tracking and approval process.
2. Develop workshop for curriculum representatives, division chairs and deans to learn how to ensure course information in ECD and Catalog is complete and accurate.
3. Donna Olvera, Articulation Officer, will inform Division chairs which courses contain outdated course outlines or lack course outlines as soon as she finishes comparison of ECD/ASSIST course information.

V. ADJOURNMENT – 3:30 PM

VI. UPCOMING MEETINGS

   CURRICULUM/TECH REVIEW:
   April 16, 2012
   May 21, 2012

   CURRICULUM COMMITTEE:
   April 25, 2012
   May 23, 2012