

**HARTNELL COLLEGE
CURRICULUM COMMITTEE MEETING
THURSDAY, FEBRUARY 19, 2004, 2 P.M., BOARD ROOM**

MINUTES

MEMBERS PRESENT:

Chair – Daniel Perez
Carbajal, Theresa
Castillo Maria
Christensen, Carl
Dominguez, Mary/Ex-Officio
Fernandez, José Luis
Foudy, Mike (alternate)
Frontiera, Charlene
Garcia, Jeanne
Lagier, Jennifer
Martinez, Joe
Moss, Chris
Rose, Kathleen
Stave, Melissa
Welch, Joe

MEMBERS ABSENT:

Krimsley, Vic
Salomone, Diane
Schumann, Sherry (alternate)
Wright, Ann
Student Rep:
Sharolyn Robinson

GUESTS:

Dennis Harris
Chris Myers

APPROVAL OF MINUTES – December 18, 2003

MOTION: MSC (VOTE: Unanimous) to approve the minutes of December 18, 2003.

Daniel requested that the following items be added to the agenda:

1. TOP Revisions
2. General Education Committee
3. Changes to Program Review
4. Procedures & criteria for emergency course offerings.

MOTION: MSC (VOTE: Unanimous) to add to the agenda.

ONE READING ITEMS – ACTION REQUESTED

1. REINSTATED COURSE

PE 1.193, Wellness Through Walking (1.5)

(contact hrs/method of eval/materials/obj)

- The Committee recommended and Melissa Stave agreed to change the grading to G/C.
- Revisions needed on the course outline and the Tech Data Sheet.

MOTION: MSC (VOTE: Unanimous) to approve, pending revisions.

INFORMATION/DISCUSSION

1. Presentation of the Curriculum Website for consideration and review by the committee.

Jennifer Lagier made a brief presentation of the Curriculum Website.

2. Presentation of all revised curriculum forms for consideration and review by the committee.

Linda Gutierrez distributed and reviewed revised draft copies of curriculum forms and the new flow chart & procedures. The Committee was asked to review the forms. They will be discussed at the next meeting.

3. Review of upcoming colloquia and other curriculum training opportunities, including travel authorization and registration procedures.

Daniel shared with the Committee training information. The procedure for faculty requesting funds was discussed. Theresa Carbajal and Carol King stated that funds can be requested through the Academic Senate. The request will go through an approval process.

4. Report on Curriculum Review subcommittee – not discussed.

5. Report on Ca State Academic Senate presentation on the Role of Shared Governance Committees.

Daniel reminded the members to share all information with others. Curriculum is a shared governance committee.

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INFORMATION/DISCUSSION (continued)

6. Presentation on Assessment and Student Learning Outcomes
Chris Myers made a brief presentation regarding Student Learning Outcomes.
7. TOP Codes – not discussed
8. G.E. Committee – Daniel shared the list of the General Education Committee members. The Committee will operate as a round table with no chair.
9. Changes to Program Review
Charlene Frontiera gave a brief presentation regarding the history of Program Review and the current Program Review Process.
10. Procedures & criteria for emergency course offerings.
There was discussion regarding on-going issues with courses/revisions being approved by Curriculum and offered before they appear any publication and the problems it creates. A Committee was formed to create guidelines/procedures. The members are: Mary Dominguez, Daniel Perez, Charlene Frontiera, Jose Luis Fernandez, & Mike Foudy.

THE FOLLOWING COURSES WERE APPROVED PENDING REVISIONS, REVISIONS ARE COMPLETE:

October 16, 2003
Art 76
HES 43
PE 16, 58A, 58B

ADJOURNED: The meeting adjourned at 4 p.m.