

HARTNELL COLLEGE
CURRICULUM COMMITTEE MEETING MINUTES
THURSDAY, FEBRUARY 17, 2005, 2 P.M., BOARD ROOM

AGENDA

Members in attendance

Chair – Daniel Perez
Christensen, Carl
Fernandez, José Luis
Frontiera, Charlene
Hoffman, Allan
Keaton, Hetty
Perkins, Greg
Reeve, Melissa
Rose, Kathleen
Wright, Ann

Members Absent

Carbajal, Theresa
Castillo, Maria
Dominguez, Mary/Ex Officio
Foudy, Mike (alternate)
Garcia, Jeanne/
O'Donnell, Cheryl (alternate)
King, Carol
Lagier-Fellguth, Jennifer
Owens, T.J. (alternate)
Stave, Melissa
Svendsen, Chris
Sharolyn Robinson

I. Annual Review of Processes

The purpose the second biweekly meetings of the curriculum committee is to conduct the annual review of curriculum processes as required under the Hartnell Committee Handbook and decided by the committee in December of last year. Since the committee members will be drafting recommendations to be acted on by the committee, and no course approval business is being conducted at these meetings, they do not constitute official meetings. Rather, these will be working sessions for subcommittee work on the annual review – Daniel.

II. Curricunet:

Dr. Hoffman spoke briefly, before leaving, regarding a recent presentation to administration by CurricuNet, an online curriculum processing and document management software program initially developed for the San Diego Community College District. He outlined the program's features and potential advantages to curriculum. Additional presentations to faculty constituencies such as the Curriculum Committee and Academic Senate are being planned to assess the feasibility of acquiring CurricuNet.

III. Discussion:

Discussion focused on CurricuNet and its potential benefits to curriculum at Hartnell. Questions arose regarding how CurricuNet might reduce paper flow, increase accountability, facilitate state reporting, and prevent conflicts by alerting users to program and prerequisite conflicts. The issues of cost effectiveness and faculty review of the system at colleges who are using the software were raised by several members in view of a potential cost of \$80,000 for acquisition and any ongoing costs associated with CurricuNet. Warehousing of curriculum documents online raised the issue of where the documents would reside and concerns over consequences of a network breakdown.

III. Discussion (continued):

Presumably, the Curriculum Committee would set the parameters of the system while automation of the processes would facilitate the flow of curriculum through the approval process. So, considering that the time needed to research, discuss, fund and implement such a system is lengthy, the committee should still refine its forms and processes

Discussion moved on the subject of the annual review. Mention was made of the fact that many members were absent and thus uninformed of the discussions and tasks at hand. In light of the reduced attendance, consolidation of the ad hoc committees list attached to the agenda was discussed and .

IV. Action: Proposed curriculum annual review ad-hoc committee list (attached)

The committee agreed to form subcommittees to conduct revisions of the items listed below. Members volunteered to chair subcommittees and participate as follows:

GE/Tech 2 – general education course, program and certificate approvals
Daniel Perez (chair), Tech 2

Curriculum Forms – review and revise all curriculum forms to reflect standards
Melissa Reeve (chair), Greg Perkins, Jose Luis Fernandez

Structure & Protocols - review and revise curriculum committee composition, protocols and operating procedures
Carl Christensen (chair), Daniel Perez, Charlene Frontiera

Approval Procedures – review and revise New Course Proposal approval, Course Revision approval, and Prerequisite/Corequisite/Advisory, and Distance Education approval procedures
Hetty Keaton (chair), Tony Anderson, Ann Wright

Timelines and Flowcharts
Kathleen Rose

Work will resume at next annual review meeting on March 17, 2005.

Adjourned: 3:35 pm

DP