

**HARTNELL COLLEGE
CURRICULUM COMMITTEE MEETING
THURSDAY, NOVEMBER 4, 2004, 2 P.M., BOARD ROOM**

UNOFFICIAL

MINUTES

MEMBERS PRESENT:

Chair – Daniel Perez
Anderson, Tony
Carbajal, Theresa
Castillo, Maria
Christensen, Carl
Foudy, Mike (alternate)
Garcia, Jeanne/
O'Donnell, Cheryl (alternate)
Hoffman, Allan
Keaton, Hetty
King, Carol
Reeve, Melissa
Rose, Kathleen
Wright, Ann
Student Rep.
Sharolyn Robinson

MEMBERS ABSENT:

Dominguez, Mary/Ex Officio
Fernandez, José Luis
Frontiera, Charlene
Lagier-Fellguth, Jennifer
Perkins, Greg
Schumann, Sherry (alternate)
Stave, Melissa
Svendsen, Chris

GUESTS:

Adriana Robledo
Parvis Entekhabi
Valentin Rodriguez

APPROVAL OF MINUTES – October 21, 2004

MOTION: MSC (VOTE: Unanimous) to approve the minutes, as revised.

Dr. Hoffman, referring to the 10/21 Curriculum meeting, addressed the Committee and stated that as a group of educators we need to treat people with respect and dignity. We have a right to disagree but we have to do it in a civil matter with respect and dignity.

ONE READING ITEM – ACTION

1. COURSE REVISIONS

DRA 64, Industrial Print Reading (2)
(content, method of eval obj/materials/obj)

MOTION: VOTE: (MSC with one absention, Dr. Hoffman) to approve, pending revisions.

TWO READING ITEMS – FIRST READING – NO ACTION

1. NEW COURSE

AUT 158, Diesel Heavy Duty Power Drive Train (2)
Valentin Rodriguez presented AUT 158. This course was created in response to industry needs and recommended by the Advisory Committee. The equipment needed for this course has been donated by local companies. Minor revisions were recommended.

REPORTS

1. Tech 2 - Tech 2 had invited the members of the GE review committee to discuss revising GE jointly. Though no one from GE committee attended, Tech 2 proceeded to compare the GE statements in the Hartnell Catalogue with the Governing Board Policy and Chancellors' Office Program and Course Approval Handbook. Tech 2 decided to move forward with GE revision focusing on the GE statement as published in the Hartnell Catalogue while consulting with GE committee members via email for their input.
2. Academic Senate - Theresa Carbajal
The Academic Senate is looking at student equity planning to collect proper data. Wanda Morris who represents Academic Senate at the Chancellor's Office will make a presentation at the Senate Meeting next Tuesday. Theresa invited all Deans to attend.

DISCUSSION AND ACTION

Online Posting of "Guidelines for Completing of Approved Catalogue Formats for Certificates and Associate Degrees" (bring handout from 10/7 meeting)

Online Posting of Formats 1, 2, and 3 for new and revised programs and certificates (bring handout 10/7 meeting)

The Chair stated that this document had been approved by the Academic Senate and he was asking for approval from the Curriculum Committee for posting on the web.

MOTION: (VOTE: MSC, two absentions, Dr. Hoffman & Sharolyn Robinson) to approve posting of the approved guidelines and formats on the web.

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DISCUSSION AND ACTION (continued)

Yearly review of Curriculum Committee procedures and approval processes (copy from curriculum website)

The Chair recommended that a sub-committee be formed to update Curriculum in the handbook. Discussion also took place regarding a sub-committee to look at the Distance Education forms.

Melissa Reeve suggested that the second Curriculum Committee meeting date of the month be used for subcommittees to meet since Committee members already have that date scheduled. Linda stated that during the spring semester the second Curriculum Committee meeting of the month meets as needed. Committee members agreed with the suggestion and the following motions were made.

MOTION: During the spring semester the Curriculum Committee meet on curriculum matters only once a month or bi-weekly, as needed.

MSC (VOTE: Unanimous) to approve the above motion.

MOTION: On the 3rd Thursday the sub-committees meet in small groups to address the yearly review.

MSC (VOTE: Unanimous) to approve the above motion.

At the next meeting Daniel will provide a list of subcommittees for volunteer sign-ups.

Tech 2 Procedures and Criteria (bring handout from 10/7 meeting)

The Chair will provide the Committee with a draft version at the next meeting.

Distance Education handout (bring handout from 10/21 meeting)

INFORMATION

Proposal for a General Education Review process (Tech 2)

Pulled from Agenda – still in development.

Student Learning Outcomes

There was a lengthy discussion which included the following:

Dr. Hoffman, Melissa Reeve and Chris Myers produced a report on how to pursue student learning outcomes. Those recommendations include broadening faculty training, possible approval for an assessment coordinator, and to expand faculty representation. Student learning outcomes is one of the key areas of growth in education. Theresa stated that many colleges have already put Student Learning Outcomes on their course outlines.

COURSES APPROVED PENDING REVISIONS, REVISIONS ARE COMPLETE:

DRA 52, Introduction to AutoCAD (2)

(revise advisory/catalogue descr/add DE/audit/method of eval obj/instr meth)

ELE 65, Microcomputer Systems and Interfacing (5)

(title to: Microcontroller Programming and Interfacing/add advisory/add DHR; internet/catalogue descr/complete update)

ADJOURNED: _____