

HARTNELL COLLEGE
CURRICULUM COMMITTEE

Draft Minutes

9/15/2022, 3:00 PM, Virtual Meeting in Zoom
Link: <https://cccconfer.zoom.us/j/86700332812>
Meeting ID: 867 0033 2812

Members

Faculty: Kelly Locke, Violeta Wenger Co-Chairs; Gabriela Lopez, Joel McKown, Mercedes del Real, Norma Cuevas, Peter Gray, Joel Torres, Deborah Stephens, Seaneen Sullinger, Richard Chapman, Emily Gutierrez, Mary Rayappan, Liz Morales

Administrators: Joy Cowden, Marianne Fontes, Cathryn Wilkinson, Maria Ceja

O & A Specialist: Guy Hanna

Support Staff: Ruby Garcia, Jess Green

I. Adopt Agenda

Agenda adopted, MSC

II. Curriculum Committee Certification Training

A) Policy Updates

[Presentation](#) was given outlining the policy updates that were discussed at the Curriculum Institute.

B) Evaluating Course Outlines

Presentation was given highlighting the elements of the COR that are reviewed in the evaluation process, the pre-agenda curriculum approval process, common mistakes in course proposals, and tips for using Curricunet to review courses prior to meetings and to make comments.

Members discussed their tips and strategies for efficient review and identified common mistakes. Comments were made about ensuring that the common mistakes, typos, missing elements, etc. are corrected prior to Curriculum Committee meetings. This should be happening in the pre-agenda curriculum queue, but faculty authors don't always read comments and make corrections. In small disciplines, courses come to agenda with little prior scrutiny.

III. Adjournment (next meeting date, special meeting September 29, 2022)