

CURRICULUM COMMITTEE MEETING NOTES

DATE: Friday, March 21, 2014
 TIME: 11 a.m. – 12 p.m.
 PLACE: OCET 104A

PRESENT: James Andrews, TT Alternate; James Dire, Vice Chancellor for Academic Affairs; William Dressler, Academic Support Rep.; Martina Hildorfer, BED Alternate; James Lee, LAH Rep. and Writing Intensive Coordinator; Kathlen Lee, VCAA's Office; Sharadchandra Marahatta, SAM Alternate; Tammie Napoleon, Co-Chair; Maureen Tabura, HED Rep.; Wade Tanaka, Student Services Rep.; Chris Tennberg, Co-Chair

EXCUSED: Justin Carvalho, TT Rep.; Cheryl Fujii, BED Rep.; Ryan Girard, SAM Rep.; Margaret Lake, Continuing Education and Training Rep.; Arnette Lee, Secretary

ABSENT: ASUH-KCC Rep.; Kailana Soto, Acting Registrar

GUESTS: Adrienne Kleintop, Laura Williams

Topic	Discussion	Action
	Co-Chair Napoleon called the meeting to order at 11:03 a.m.	
Minutes of meeting (February 28, 2014)	A motion was made to accept the minutes with correction of the meeting date to February 28 instead of February 14.	Motion carried.
	March 14, 2014 meeting was cancelled. COs were not ready for the agenda.	
CO update	MATH 22 has been submitted for approval and is with VCAA Dire. THEA 221 has been reviewed by all team review members. Corrections need to be made to the CO and syllabus before it can be voted on.	Tabled.
PAR update	AS in Business has been approved. Cheryl Fujii has contacted Arnette Lee informing her that the proposer (Candace Tabuchi) approved the changes in the MATH requirement section. ASNS in Plant Biology and Tropical Agriculture will be approved pending approval of all new COs. There was also a recommendation to remove the term "double dipping." Adrienne Kleintop explained that the PAR is designed to match up with four-year programs. There was also a suggestion made to work with four-year advisors to ensure the program pathway is possible and cost-effective for students.	Justin Carvalho still needs to complete team review of PAR.
COs for approval	A motion was made to approve MATH 232.	Motion carried.

Topic	Discussion	Action
COs for approval (cont.)	<p>AG 103, AG 103B, ENRG 101, SSM 101, SSM 110, SSM 201 have been approved pending corrections and updating PSLOs to the Curriculum Central system PSLOs.</p> <p>There was discussion on #22 of the CO regarding the approximate time spent on each topic.</p>	<p>Motion carried. Corrections to be made before the next meeting.</p> <p>Members agreed that a breakdown by percent or weeks will be sufficient.</p>
COs at Curriculum Level ready for team review	<p>The following COs have been approved by the division and are ready for Curriculum approval: ABRP 42, ABRP 44, ACC 137, CULN 112, ETRO 140C, ETRO 187, ETRO 240B, ETRO 240C, ETRO 244, HIST 241, HIST 242, PBT 204, PBT 290V</p> <p>Members were reminded to create team review Googledoc files for COs. Members were also reminded to have reviews completed by Monday prior to the next meeting so that Reps can make changes as necessary.</p>	Members can begin reviewing the COs.
Faculty Senate proposed Curriculum Committee Charter changes	<p>Co-chair Napoleon attended a Faculty Senate meeting. Below are comments from Faculty Senate as well as changes they voted on and approved:</p> <ol style="list-style-type: none"> 1. Concern of lack of representation from ASUH-KCC. She spoke with John Constantino who said that due to conflict of meeting times, an ASUH-KCC Rep. has been unable to attend Curriculum Committee meetings. 2. ASUH-KCC Rep. and Continuing Education and Training Rep. to be non-voting members. 3. Conflict of interest of the Co-chairs (e.g., the Curriculum Committee Co-chair also being the Foundations Chair). 4. For courses to be approved by the Division first. <p>VCAA Dire suggested that the Co-chairs look at the Charter and determine if it needs to be revised. Faculty Senate should not be able to approve of changes to the Curriculum Committee Charter without approval from the Curriculum Committee. It was once again suggested that a representative from Faculty Senate be part of the Curriculum Committee.</p>	Co-chairs Tammie and Chris will look into the various Charters and report their findings at the next meeting.
Member's Choice	Kathlen Lee inquired if anyone from the Committee was able to attend the March 3 polycom. Wade Tanaka attended and reported on what happened at the meeting.	
Next meeting		April 4, 2014, 11 a.m., OCET 104A.
Adjournment		<p>The meeting was adjourned at 12:16 p.m.</p> <p>Submitted by Kathlen Lee</p>