

Curriculum Committee Meeting (Thursday, September 13, 2018)

Generated by Elizabeth E Cockrell on Tuesday, September 18, 2018

1. Opening of Meeting

Procedural: 1.01 Call to Order @3:03PM

Procedural: 1.02 Roll Call

Curriculum Committee Members:

ASG Representative

Derek Cople, Allied Health Division Chair/Instructor	X
Irma Dagnino, Student Academic Support Services Division Chair/Counselor	X
Kevin Eoff, Social and Behavioral Sciences Division Chair/Instructor	X
Sarah Frid, Business Division Chair/Instructor	
Dr. Scott Bauer, Co-Chair/Interim Vice President of Instruction and Student Services	X
Scott Peterson, Professional Technologies Division Chair/Instructor	X
Rosanna Hartline, Co-Chair/Biology Instructor	X
Paul Shibalovich, Math and Science Division Chair	X
Brian Thieboux, Language Arts and Communications Division Chair/Instructor	X

Ex-Officio Members:

Biju Raman, Dean of Instruction and Student Services	
Shelley Hamilton, Director of Admissions and Records	X
June Turner, Librarian	
Maria Kehl, Instructional Services Manager	X
Noelle McMillin, Admissions and Records Evaluator	

Guest(s): Adam Houston, Director of Institutional Research, Stephanie Stewart, eLumenRecorder: Elizabeth Cockrell, Curriculum and Catalog Specialist (Recorder file: DM420082)

2. Approval of Agenda

- Motion to approve the agenda was Kevin Eoff and seconded by Paul Shibalovich. Motion carried.

3. Approval of Minutes

- There is no minutes that need to be approved at this meeting.

4. Articulation Report- Irma Dagnino

- Irma passed out the timeline for articulating classes for UTCA, CSU-GE and IGETC. Starting this year Irma is not able to retro back any of the courses. She has a 3 step process to get classes fully articulated. Courses submitted in the fall term- Irma will send to CSU-GE in December, if approved in July she will then send it to UCTA, if it is approved at this step then in December it will go to IGETC and then the course will be fully articulated if all is approved the following fall term. Courses submitted in the spring term- Irma will send to CSU-GE in July, if approved in December she will then send it to UCTA, if it is approved at this step then in December it will go to IGETC and then the course will be fully articulated if all is approved the following fall term. This is not just for us! This is throughout the state.
- Irma announced that the SOC ADT- She submitted the PSY 150 class for the SOC CID and it was denied. She is working with Karen and the division to figure out a way to get this class approved either by developing a new class or getting it articulated.
- We will circle back and talk about this at the next meeting.

5. Discussion and Information Items

- **5.01 Curriculum Schedule and Process 2018 – 2019 – R. Hartline-** Showed and explained the process and schedules for deadlines. Our deadlines are HARD deadlines. IT was noted that perhaps there would be an issue with attendance on Thursday December 13th as it is during the finals week. Do we want to keep this meeting or do away with it? It was motioned to keep the meeting by Irma Dagnino. Brian Thieboux second. Motion Carried.

File Attachments

[2018-2019 Curriculum Process Schedule.pdf \(283 KB\)](#)

- **5.02 CORs and Multiple Instructors – R. Hartline-** Did not get to discuss this.
- **5.03 eLumen at PVC for Curriculum – Current Status – E. Cockrell & A. Houston-** Adam informed the curriculum committee meeting that we are currently importing the CORs into eLumen for the classes that we are currently offering. As of this date, we have 10 entered. We are almost done with the importing CORs instructions. We hope to have the current CORs entered by the end of next week/Middle of the following week.
- **5.04 eLumen Training- Stephanie Stewart-** Stephanie showed eLumen to the curriculum committee. Stephanie went through the workflow for the faculty member when proposing and revising a course. How to track workflow stages on the dashboard. Stephanie went on to show the curriculum committee what the committee members role will be in eLumen and the workflow they will have. She went on to explain what the publish button means: it will make it active in eLumen, Visible in public url and active in the eLumen catalog.

Paul asked that we create videos for the committee and faculty going over the workflow step by step. Stephanie said she will work on this

6. Adjournment of Meeting @4:44PM