PALO VERDE COMMUNITY COLLEGE DISTRICT
CURRICULUM COMMITTEE

MINUTES
Thursday – September 11, 2014
3:00 PM
CL 130

I. Opening of Meeting
Meeting is called to order by <u>Hortensia Rivera</u> at <u>3:01</u> PM

1. Roll Call
ASG Representative	___A__
Hortensia Rivera, Co-Chair	___X__
Sean Hancock, Co-Chair	___X__
Derek Copple, Division of Allied Health Chair (Sharron Burgeson)	___X__
Karen Redwine, Division of Hist., Soc. & Beh. Sci. Chair	___X__
Richard Castillo, Division of Lang. Arts & Comm. Studies Chair	___X__
Peter Martinez, Division of Business Chair	___X__
Mike Rhoades, Division of Vocational Education Chair	___X__
Sandra Sher, Division of Math & Science Chair	___X__
Lorenzo Lujano, Division of Student Academic Support Services Chair	___X__

Ex-Officio Members
Irma Dagnino, Articulation Officer	___X__
June Turner, Librarian	___A__
Shelley Hamilton, Director of A&R	___X__
Melinda Walnoha, Temporary Assistant	___X__

Guest(s): <u>Esther Rice, Biju Raman, Eva Munguia</u>

Recorder: <u>Denise Taylor , Interim Instructional Services Manager</u>

II. Approval of Agenda and Minutes

1. Approval of Agenda
It was moved by Peter Martinez and seconded by Mike Rhoades to approve this agenda.

2. Approval of Minutes
It was moved by Peter Martinez and seconded by Kevin Eoff to approve the minutes from the **05/08/2014** meeting.

III. Articulation Report

N/A

IV. Discussion and Information Items

1. Division Chairs – What is my role in curriculum?
   Training for Division Chairs – objectives and course outlines,
   SLO's must be clear – published information posted on website and
   Chancellor's Office.

2. Academic Organization by Discipline (2014/2015).
   USB drives given to each Division Chair with handouts on the
   curriculum process and publications that would assist in the COR
   completion process.

3. COR Status (07.14) – Spreadsheet current updates and COR's dated prior to 09/ 2009 need to be updated).
   Division Chairs must be responsible to check COR status of the
   disciplines in their division and follow with faculty on updating
   or inactivating. Hortensia noted: be certain of changing a COR
   to inactive as it is immediate. Need to check COR's to
   degree/certificate programs prior to inactivating.

4. Technical Review Committee (TRC) & Curriculum Calendar.
   Calendar's for both included in handouts.

5. COR's – PROCESS/Timeline
   Discussed "Curriculum Process for Course Approvals" and "Process
   Flow or Curriculum for New & Updated Courses."
   When presenting, need to state changes in detail made from old to
   new for submission to Curricunet. Once approved in the TRC &
   Curriculum processes, depending on timing it could be a year
   before updates are in the catalog and available to be offered.
   No longer making changes mid-year, must follow catalog for
   academic year once published. If new course entails
   articulation, that needs to take place prior to submission to
   curriculum process.

6. COR Template & SLO's
   COR's submitted must be complete or they will be kicked back to
   you for completion. Referred to manuals included on usb drive to
   complete the fields on the COR. Be sure textbooks listed on COR
   are no older than five(5) years old without an explanation as to
   why (ie – no newer edition available).

7. Curriculum Resources: www.cccco.edu & www.paloverde.edu

   a. COR Template & CB Data Element Dictionary
   b. Substantial vs Unsubstantial changes
   c. TOP Codes/Taxonomy of Programs (6th Edition)
   d. Program & Course Approval Handbook (**PCAH**), 5th Edition
   e. The Course Outline of Record: A Curriculum Reference Guide (2008)
   f. Repetition Guidelines – must follow Title V language and Ed Code
   g. Prerequisite Guidelines – RP Group Guide

8. Other:

   a. AA Degrees Option B and Option C – Division? – When a class is added the
      whole degree has to be redone. Someone has to take ownership
      of degrees – possibly Academic Senate?

     b. Programs – Changes; courses, unit and etc – Curricunet – `if adding a class to a certificate that belongs to another division, you must go through that division for approval and then it must go through curriculum.`

V.   New and Revised Courses and Programs: Action Items.
    N/A

VI.   Courses and Programs to be placed on Inactive Status.
    N/A

VII.   Upcoming Meetings
    October 09, 2014 – Location: CL 130, 3:00 PM
    `Any updated COR's must go to TRC before 9/25/14`

VIII.   Adjournment of Meeting
    It was moved by Kevin Eoff and seconded by Mile Rhoades to adjourn the meeting.
    This meeting was adjourned at 4:33 PM