Meeting Minutes August 19, 2010

Curriculum Committee
Subcommittee of the Academic Senate

Present: Cari Torres, Sara McKinnon, Joanna Pinckney, Becky Brown, A. Joe Ritchie, Rebecca Beal, Kristi Kuhn, Maula Allan, Chris Schultz, Paul Smith

Resource: Kim O’Gara

Guests: Derek Wilson, David Snyder

Discussion Topics:

1. Derek presented the history of how the teaching [service] units differ from student units when reported on the Course Outline. Student units have four options as determined by Title 5: Lecture, Lab., Lec/Lab or other. Whereas the college has a more complex method of defining service units as described in the UPM contract. Service units are either: Lec., Studio Lab., Practicum, or Activity. [Consult Article 8.22.1 of UPM contract for detail] It was decided that the Curriculum Committee’s duties in reviewing an Outline is to verify the accuracy of the Student Units and it is UDWC’s responsibility to determine the accuracy of the Service/Teaching Units. Chris will discuss this matter with UDWC in the near future so that both committees have clarity on the matter.

2. A list of courses that are currently in need of updating was distributed to the Committee. The group was asked to consider what timeline will be most appropriate for cutting off receipt of revisions. The issues are: workload for the committee, and the publication of the fall 2011 Schedule. Chris will send a letter to all faculty members and Deans that lays out the timeline, implications and method of prioritizing which courses should be revised first. The current proposal for a cutoff date for revisions is February 10th 2011. After that time the course will either not be offered or will be offered as it currently is described [for one more semester].

3. The Stand alone Course Approval training will be offered on September 9th during the regular meeting time.

Courses Returned to Departments
Art 140, 141, 148

Courses Sent to UDWC
Art 146, 147