

SDCE Curriculum Committee Minutes

October 1, 2014

Present: Brian Ellison, Antoinette Griffin, Timothy Pawlak, Vickie Taylor, Marie Doerner, Jan Forstrom, Donna Namdar, Linda Osborne, Laura Burgess, Sam Phu

The meeting was called to order at 2:10 by Donna Namdar. Introductions followed.

Chairperson Donna Namdar opened the meeting with overview of Curriculum Committee (hand out attached).

Donna also announced that we will no longer be using CurricUNET to submit SDCE course outlines. For the future, faculty will write course outlines and submit using a word document template provided by the Instructional Services office.

I. CIC Policies that were approved

Donna presented a brief description of the Curriculum and Instructional Council (CIC).

II. Curriculum and program discussion

Laura Burgess presented the status of CE inventory at the state level. Due to new templates at state level, there are issues with coding and new fields of information required. At state level, courses are approved first, then the programs are submitted for approval, and finally the courses are submitted as part of the program. Bottom line is that there are layers and layers of work, and the priority for this year is focusing on cleaning up previously submitted outlines for courses and programs.

Brian added that we are paid by state based on outlines we submit and that expectations are that we are teaching according to outlines. We have limited resources; thus what we submit needs to reflect our priorities. He added that the rate of funding is highest for CDCP (Career Development College Preparation). Discussion followed on details of stand alone courses vs. programs that consist of two or more courses. Dr. Ellison: "Accountability is an important consideration as we plan; the public wants to see success measured by completion of programs."

III. New Curriculum

Donna presented the steps for creating a new program (2 or more courses) or new course and/or for submitting major course revisions:

1. Faculty determines needs, plans new program, determines courses, etc. and starts course outline.
2. Faculty meets with Curriculum Council chair (Donna Namdar) to review/plan the proposed curriculum.
3. Faculty works through a technical review process that currently includes Dr. Ellison and Laura Burgess and Donna Namdar for guidance, coding, etc.
4. Faculty submits course outline to CE Curriculum Committee for approval.
5. The approved course outline goes to Instructional Services (Dr. Ellison and Laura Burgess). Laura Burgess then submits outline to CIC for their approval.
6. All new courses/programs need to go through CIC and then to State Department of Education.

A general discussion on procedures/process of course revisions followed. Tim Pawlak advised that based on BIT experience with course outline revisions, it is best to “do less” to pass technical review as minor revisions that only need approval by our Curriculum Committee and do not need to go through CIC and state. Brian added, “The course outline becomes a MINIMUM of what instruction must be included in the class. An instructor can add more instruction beyond the outline.”

Donna presented issues related to document entitled CE course outlines Guidelines. The purpose of the document is to assist faculty in understanding the various parts of a course outline. There seem to be slightly different versions, and there also are a few typos and other errors. Donna suggested that a subcommittee meet before the next Curriculum Committee meeting to review the guidelines. Jan Forstrom volunteered for the subcommittee. The meeting will be open to any and all Curriculum Committee members who wish to participate.

The meeting was adjourned at 4:05.

Respectfully submitted,
Jan Forstrom