

SMCCCD CurricUNET Steering Committee Meeting
November 8, 2010
8:00 am– 10:00 am
Web Meeting
Notes

Present: Maria Norris, Steve Thyberg, Jing Luan (chair), Christine Roumbanis, Laura Demsetz, Susan Estes, Jenny Castello, Jose Pena, Ada Delaplaine, Regina Stroud, Ray Hernandez, Kevin Henson

1. Review CurricUNET Master Outline of Records for District Colleges (All)

Steve led the conversation of Master Course Outline of Record, which is based on shared elements of all three colleges. Canada Curriculum Committee and Academic Senate initially recommended not display SLOs in CurricUNET due to the frequency of SLOs. Jose reported Cañada will review this recommendation soon.

Some of the recommended revisions to MOR are as follows:

Maria said Skyline traditionally sees the recommended preparation earlier in the display below Units and Hours. Committee agreed to change “recommended preparation” to be “Prerequisites, Co-requisites, and Recommended Preparation.”

Dates: display the Origination Date, Last Curriculum Committee Approval Date

Jose suggested Method of Instruction to be between Course Content and Representative Assignments, followed by Method of Evaluation.

Add “Representative Texts” after Transferability before Resources Needed:

Remove FLC

Add Course Designation to include Credit and Non-credit, and Degree Applicability. Transferability will be in All Fields Report.

Steve explained that All Fields Report outputs information in the order of the checklist on the right hand side of the CurricUNET page. The report is the same across the district. Signature pages are kept digitally, but are printed out for documentation purposes.

ACTION ITEM: Steve will send committee specific items under each of the categories and the MOR.

ACTION ITEM: Steve will send a contact from San Diego CCD who handled electronic signature.

2. Review Workflow Processes for District Colleges (All)

Jing conveyed the recommendation from the District Joint VP Council that consultation is initiated if the course or program is not unique to the originating college. Committee clarified that the discipline dean is the point of contact. Consulted colleges are given 3 business days to provide feedback. The consultation step is informational. Consultation is an outlook email.

3. Data Entry Update (Steve)

Steve said that Degrees and Certificates have been entered. All CORs uploaded to sharepoint should be completely entered by next week. Audit is needed for changes that took place since Oct 8 upload.

4. System GoLive Process (All)

Jose asked about the changes occurring this year. Ada specified the timeframe as Sept to December. Jose noticed earlier that some courses didn't have the right titles or units and asked for a method of verifying data accuracy. Steve responded that he will be conducting quality control.

Steve recommended establishing a date after which all work will be done directly via CurricUNET. The Committee agreed to January 18, 2011 as the date. Changes prior to that will be handled by CurricUNET. Changes are sent to CurricUNET by Admin Analysts via individual FTP site or email in concert with the curriculum action dates.

ACTION ITEM: Steve will provide the Excel reports containing units, title and etc to the Committee.

Jenny stated that Cañada ESL faculty will be doing comprehensive program review and wondered if faculty is ready. Steve said that CurricUNET said will provide help and emphasized that the Jan 18 is important to follow, but flexibility and appropriate accommodation will be provided. Jing mentioned that Steve will be on site around that time.

Jose emphasized that all data entry work should be complete for the next training.

ACTION ITEM: Set up meetings in Dec and Jan as wrap up, follow up and prep. A F2F meeting in January from CurricUNET.

Following the adjournment, Steve discussed with Jing about the Program Review module implementation. It is recommended that a separate group be responsible for the task.

ACTION ITEM: Establish a Program Review Implementation Committee with personnel responsible for program review on college campuses.