

M-I-N-U-T-E-S
Curriculum Committee
Tuesday, October 12, 2021, 11:00 AM
Zoom

Present: Bets McNie (Chair), Amber Janssen, Christine Isakson, Frank Yip for Alex Parker, Dianne Meredith, Scott Green, Amy Parsons, Tony Snell, Don Maier (Non-voting), Kevin Mandernack (Non-voting), Lina Neto (Non-voting), Julia Odom (Non-voting), Shari Smiljanic-Villa (Non-voting), Graham Benton (Non-voting), and Pat Harper (Non-voting)

Absent: Alex Parker, Jeff Ward and Maria Martinez (Non-voting)

Guest: Colin Dewey

I. Approval of Agenda and Minutes

- * Bets called for approval of the agenda for October 12, 2021. She asked that Chair Remarks be added as the fourth topic. Scott motioned for approval; Amy seconded the motion. The agenda was approved 8-Yes/0-No/0-Abstentions.
- * Bets called for approval of the minutes for September 14, 2021. Scott motioned for approval; Christine seconded the motion. The minutes were approved 7-Yes/0-No/1-Abstention.

II. New Business

- * **CCR 10/21-01 EGL 302 Nonfiction Writing** – New GWAR Course. Colin Dewey explained that this course would be equivalent to EGL 300 Advanced Writing. Julie Chisholm designed the class and would be the person to teach it. Students can take this class instead of EGL 300. Graham stated that GWAR is a system-wide requirement. He asked if there are any system-wide rules or regulations governing classes that satisfy this system-wide requirement? Are there specific learning outcomes that must be put into this class or are campuses given more autonomy for developing their own GWAR courses? Colin replied that as long as they meet the requirements of the accreditor, campuses are given free rein to determine what their outcomes are. WASC and IWAC requirements do have to be met. Graham, as a non-voting member, is in favor of expanding our offerings so students have the freedom of choice in how they want to satisfy this requirement. Dianne asked if this course will be offered any particular semester or both semesters, or stagger it in some way. Colin would like to offer it whenever and as often as we have faculty available to teach it. Bets called for approval of this CCR. Amber motioned for approval; Christine seconded the motion. The unanimous vote was 8-Yes/0-No/0-Abstentions.

- * **CCR 10/21-02 HUM 380 Ethical Inquiry** – Add “Equivalent to HUM 400” to the course description. It will satisfy the ethics requirement for Cal Maritime. Scott asked why HUM 400 is a 400-level course. Colin stated that it should be a 300-level course but it was designated as a 400-level course quite awhile ago so he doesn’t know why. Julia stated that we need to make a notation in several places so that advisors and students will see that either course can be taken to satisfy the ethics requirement. Amy motioned for approval; Scott seconded the motion. The unanimous vote was 8-Yes/0-No/0-Abstentions.
- * **CCR 10/21-03 HUM 400 Ethics** – Remove community service requirement, revise the course description, add the prerequisite of EGL 220. Colin stated that the only students who would be excluded from taking this class with the new prerequisite are freshmen or sophomores who are trying to jump ahead. They have no business taking this upper division humanities course. Amy motioned for approval; Amber seconded the motion. The unanimous vote was 8-Yes/0-No/0-Abstentions.
- * **Chair Remarks** – Bets will send a communication to the department chairs, but please relay to your department that we need Curriculum Committee submissions at least one week prior to the meeting, which includes the Department Chair form, the STCW form, if relevant, and the GE Committee form, if relevant.

We need to form some subcommittees to tackle some projects.

1. Need to develop a CCR database that can be accessed by all members of the campus community. Need to explore if there is some funding from Academic Affairs to support a database development.
 - Explore how missing CCRs can be created and cataloged.
 - Obtain scanned documents from the Registrar’s Office.
2. Need to work on the development of the new Curriculum Committee policy.
3. Need to develop a new CCR form, which needs to be vetted by different departments, Julia, Shari and Graham.
4. Need to develop a flow chart and timeline for change of curriculum, new majors, etc. Also needs to be vetted by departments and other folks.

Graham suggested that we start with an audit to find out what we don’t know. What are we missing? The paper CCRs can be scanned. There are software programs out there that can help us with the electronic processing of CCRs, but the programs aren’t cheap. Julia shared that about a year and a half ago, CCRs that were in binders in her office were scanned to a Registrar’s Office shared drive. Christine is a member of the Academic Scheduling Taskforce that is looking for class scheduling software. Besides software for class scheduling, one of the vendors has a full suite of applications, including a curriculum scheduling component. The Registrar’s Office just received a proposal, with pricing, for a bundle of these components. They have to figure out if they have the budget for something like this. It would take care of archiving, routing, the saving of that information, storing it, transparency for people to see what’s in progress, what’s approved, what’s archived, and it’s searchable. We would also be able to create different forms. In the meantime, we do need to get back into Smartsheet.

Membership in Subcommittees

Development of CCR Database and Access – Christine, Tony, Julia, Amy, Amber

Flowchart Timeline – Dianne, Scott, Kevin, Julia

CCR Form – Dianne, Don

CC Policy – Lina, Amy, Graham, Bets

Bets will check with Alex to see which subcommittee he would like to be on.

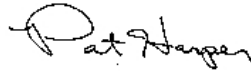
- * **Revision of CCR Form** – The committee briefly reviewed the draft CCR form. Bets looks forward to seeing what the subcommittee does with it.

- * **Open Floor** – Christine would like to know how we go about getting WASC approval for online instruction in the spring semester due to the pandemic. It doesn't mean that we will go online; we just want to be prepared. Graham stated that it would be a Cabinet decision. He will report back at the next meeting. This topic will be placed on the next agenda under Old Business. Scott mentioned that the US Coast Guard doesn't care what WASC says about temporary changes to modality. We need to see if the Coast Guard would approve this also if there was a local or national emergency.

The subcommittees will meet and report back in a month at the next meeting.

The meeting was adjourned at 12:06 PM.

Respectfully submitted,



Pat Harper, Secretary