

# CURRICULUM COMMITTEE MINUTES

January 23, 2020, 3:30-4:30 pm, Council Conference Room

**Members Present:** Lynnette Hoerner (chair, FT faculty – AST, voting), Katherine Sykes (secretary, Veteran Services rep, nonvoting), Ellie Camann (FT faculty – GEY, voting), Kate Haddon (nonvoting), Janiece Knepe-Walter (FT faculty – ECE/EDU, voting), Carlos Medina (FT faculty – PHY, voting), Martha Rivero (FT faculty – DMS, voting), Barbra Sobhani (Honors Program director, nonvoting),

*Have 7 voting members, so we need at least 4 (3.5 is half) for a quorum.*

**Members Absent:** Jeremy Cox (CTE faculty – FIW, voting), Candace Garrod (FT faculty – CSC, voting), Keith Swain (FT faculty – PSY, voting), Jesse Turay (Degree Check, nonvoting)

## **Visitors:**

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Administrative: We have a quorum. Jeremy Cox is on leave for the semester. TuongVi Nguyen now works at one of the four-year colleges in the Denver Metro area, so we'll be offering a nonvoting seat to another member of Advising.

In course descriptions, "Course will cover ..." is preferred to "... will be covered."

DMS courses: the ones in CCNS are the ones Martha wants to use for the revisions with SFCC.

CURRICULUM REVIEW: Class already in CCNS; first offering at RRCC

IHP 155 Introduction to Qigong

- a) Not making any changes, Ellen Speare but would like to offer it here.
- b) Ellen's cover sheet says that many students have asked for this course.
- c) Approved by all voting members present contingent upon dean approval.

## FORMSTACK DISCUSSION:

Katherine asked for information about which questions are the same between all of the course approval requests. This will simplify building the forms in FormStack .

We should add state definitions for GenEd and GT to the forms for consistency and clarify.

The best practices for diversity and inclusion question should be on each form option.

1. Is this a course approval or a program approval?
  - This question can be added once there is a program approval process
2. What kind of course approval is this?
  - a. Academic
  - b. CTE
  - c. GT
3. Approval process: Dean then ITL then Curriculum Committee then Linda Comeaux

Barb with ILT notes: Special Topics classes should go before the Curriculum Committee, especially the outcomes.

What happens if a faculty member wants to run a special topics class in the summer?

Deans shouldn't approve a special topics class that hasn't been offered too many times. What's the process to make sure this doesn't happen?

Special topics courses should not roll from semester to semester. Kate said she could check those for the upcoming semesters, since she works directly with the schedule.

Katherine and Lynnette plan to meet to build the FormStack on Wednesday, January 29.

MEETING ADJOURNED.