  **WVC CURRICULUM COMMITTEE**

 **Minutes**

 **December 7, 2011**

 **2:30-4:30**

 **BUS 6**

 **Membership**

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| --- | --- |
| LeAnn McGinley, Chair, Assessment | Brian Tramontana, Social Science |
| Leslie Hotta, Applied Arts/Sciences | Cheryl Miller, Student Services |
| Robert Anthony, Business | Kuni Hay, VP Instruction |
| Brad Weisberg, Fine Arts | Herlisa Hamp, Admissions & Records  |
| Paulette Boudreaux, Language Arts | Michael Byers, Articulation |
| Betsy Sandford, Library | Thuy Tran, Office of Instruction |
| Chris Dyer, Math/Science | Greg Toland, ASO Absent |
| Patricia Louderback, PE | Lou De Rosa , Music Guest |

1. **Roll Call and Call to Order--** Meeting called to order at 2:35pm by the chair.
2. **Approval of Order of Agenda –** Leslie/Patricia M/S/P
3. **Approval of Minutes 11.30.11** – Bob/Brad M/S/P
4. **CurricUNET Updates—**Cheryl Miller, Betsy Sanford, and Paulette Boudreaux deferred there reports to when Kuni is present. LeAnn showed committee how to access the impact report from a cours proposal in the queue or from Build courses. This report is not functioning and will assit the committee in ensuring that courses changes filter through to other courses for prerequisite and co-requisite changes and for updating certificates and degrees. It was suggested that as many changes as possible come through at the same time.
5. **Course Deactivations/ Actions--**none
6. **Technical Review and Actions**

**COURSES**

ID090D—tabled

BIO 002--tabled

ASTRO 20H, 20LH, 21H, 21LH --tabled

MUS 36A – Betsy/Brian M/S/P

MUS 042 - tabled

CHEM 12A, 12B -- tabled

Other

  **PROGRAMS**

Digital Media New Program Bob/Brian M/S/P

Electronic Publishing  New Program Betsy/Brian M/S/P
Marketing/Digital Communications  New Program Bob/Brad M/S/P

Web and Mobile Design  Certificate New Program Leslie/Patricia M/S/P

Computer Applications Program Revision --tabled

Computer ApplicationsNew Program --tabled

Other

1. **Motion to have as a consent item and administrative change for selected Music course have pass/no pass option entered**. Brad/Bob M/S/P
2. **Motion to rescind the previous Motion as discussion ensured about where previus information may exist such as paper outlines and Datatel. More research is needed.** Brad/Paulette M/S/P
3. **Updates from Vice President Hay:** Kuni thanked the committee for its efforts. She also thanked the committee for moving its meeting day to Monday beginning in Spring 2012. She noted that Curricunet needs to be fixed quickly and that attention needs to be directed to make sure all our documents, reports, and systems reflect the accurate and consisten information and data. She underscored the seriousness of Curriculum issues both at the State level and with accreditation. Issues include up-to-date courses and programs, accurate 320 reports, appropriate HBA tracking, accurate and required contact hours in the schedule, and material fees. Kuni explained she has consulted with Cathy Cox and Norma Alvarez at Mission to provide us support in making changes to our outline report, Curricunet fields, and approval process. She suggested that the full committee meet twice a month with a technical review committee meeting the other weeks. The goal is to have proposals come to the full committee as clean as possible. Betsy and Paulette distributed and very briefly discussed the proposed approval process that the task force developed last June. Kuni requested that the committee meet for 2-3 hours in late January before the semester begins.. LeAnn will email everyone to find out what would be good for everyone. Kuni also stated that agendas and minutes need to be improved, Kuni will bring in some sample.
4. **Adjourn 4:50 PM**