



**OFFICE OF THE VICE PRESIDENT OF INSTRUCTION  
CURRICULUM AND GENERAL EDUCATION COMMITTEE**

Minutes of the Curriculum and General Education Committee Meeting  
September 20, 2019, 12:10 p.m. to 2:00 p.m., in the Cougar Room.

*Members Present:* A. Bledsoe, K. Bandy, A. Bledsoe, K. Carlson, J. Chaidez, V. Jacobi, J. Grimes, J. Martinez, M. Mayfield, L. Minor, M. Oja, H. Russell, J. Rangel-Escobedo.

*Members Absent:* D. Rodenhauser, B. Young

*Guests:* T. Payne

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**MINUTES**

**I. APPROVAL OF MINUTES:** From the August 22, 2019 Curriculum & General Education meeting

*On a motion by J. Grimes, seconded by H. Russell, M. Oja abstained, majority carried, the August 2019 minutes were approved.*

**II. ACTION ITEM**

**A. 19/20 Curriculum & General Education Meeting Schedule/Charter**

*On a motion by J. Martinez, seconded by J. Rangel-Escobedo, and unanimously carried by all, the 2019/2020 charter was approved. It was approved with the removal of "on the third Friday of the month at 12:10", and removing the last sentence, "at the beginning of each semester". These revisions were under Meeting Schedule.*

**III. DISCUSSION ITEMS**

*Item E was moved to the top of the Discussion list. A Committee Self Evaluation Process was briefly discussed. Dr. Minor shared an example of what that process might look like. The goal is to have an effective self-evaluation process in the works. More direction is coming from the Senate Council. IR is working on drafting a self-evaluation document to help with the overall self-evaluation process. The idea is to have a standardized model. Specific direction may come from the Academic Senate. The importance of a self-eval. sub-committee was discussed, especially for the Accreditation process. A brief discussion was had regarding student representation on certain committees. A potential problem with student involvement is having the same student on multiple committees. As a campus we want to avoid overloading our students with committee obligations. Students can learn great leadership skills as members of these committees. The discussion was ended by reminding everyone of the self-evaluation process & more direction to come from the Academic Senate.*

**A. Curriculum submissions and timelines (Courses - Fall, Programs - Spring)**

*The committee was asked to consider a new curriculum submission timeline. They were asked to submit courses in the Fall, programs in the Spring, or vice-versa. This may allow curriculum to be revised in a more thorough and complete manner. If division update programs with courses they have recently revised, it would make for a neater catalog. The group visited the TC curriculum webpage for reminders of the resources and documents they have available during the revision/submission process.*

**B. Credit by exam**

**C. Cost factor on Course memo**

*The committee discussed adding a cost factor to new course proposals. This would account for potential expenses a new course would bring. The goal of this factor would be to have qualified faculty available for the new proposal. No action was taken. This item may be discussed at a future C & GE meeting.*

**D. Division/Curriculum clean-up**

*Part of curriculum clean-up is correctly assigning TOP codes to programs, TOP codes that would benefit our student population. A clean-up workgroup was discussed. This workgroup would be responsible for cleaning out current programs that have inactivated courses, drafting memos for division chairs, as well as recommending TOP codes. The goal would be to facilitate the process for some division chairs. No substantial changes would be made by this workgroup, all divisions will still have the last word on every and all proposals drafted. The focus of this workgroup would be to remove old courses from current programs. This would make our catalog more accurate. M. Oja shared her thoughts on the TOP code subject, she would like more training for faculty on the TOP code process. The Banner (technical) aspect was briefly discussed, the committee was made aware that no changes would be made or proposed without the consent of each corresponding division.*

**E. Committee self-evaluation process**

**F. Board Policies and Academic Procedures review**

*The group visited the Board webpage where they went over different AP & BP's revised in the last couple of months. The current standing of Upper division credits, and awarding multiple degree were reviewed. These policies had been discussed at previous C & GE meetings. The group was reminded they are a sub-committee of the Academic Senate, they are able to make recommendations on various curriculum related topics.*

**III. INFORMATIONAL ITEM:**

1. Program Status, please see the table below:

<b>Program</b>	<b>Tech Review Approved</b>	<b>C &amp; GE Approved</b>	<b>Board Approved</b>	<b>State Approved</b>	<b>Revisions</b>
<b>*AA-T Elementary Teacher Education</b>	2/24/2015	3/9/2015	4/8/2015	Under review	Returned to Division for Revisions

**\* New Program**

**V. NEXT MEETING: October 18th, 2019 from 12:10 to 2:00 p.m. in the Cougar room.**

VJ:nl