



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

Minutes of the Curriculum and General Education Committee Meeting  
August 20, 2020, 12:00pm -2:00pm., via Zoom.

*Members Present:* K. Bandy, M. Bishop, K. Carlson, J. Chaidez, V. Jacobi, M. Jiles, M. Mayfield, L. Minor, T. Payne, J. Rangel-Escobedo, D. Rodenhauser, D. Vohnout, and B. Young

*Member absent:* S. Balason

*Guests:* T. Thompson

*Recorder:* N. Lopez

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**MINUTES**

**I. PUBLIC COMMENTARY**

*Call to order at 12:11. No public commentary.*

- II. APPROVAL OF MINUTES:** From the August 20, 2020 Curriculum & General Education meeting  
*On a motion by M. Mayfield, seconded by K. Carlson, and unanimously carried by all, the minutes were approved.*

**III. DISCUSSION ITEMS**

**A. Curriculum Institute Update**

*V. Jacobi gave the group an update regarding this years Curriculum Institute. This year was the most attended conference because it was held virtually. Divisions were reminded about the Chancellors Office periodic review cycle, they (C/O) will be randomly reviewing programs throughout the year. Instruction will help Divisions compile, prepare, organize resources as needed for revisions.*

**B. New Curriculum Members**

*D. Rodenhauser, M. Jiles, and M. Bishop were introduced as new Curriculum & General Education Committee members. D. Rodenhauser will represent Business, Arts & Humanities, M. Jiles will represent Social Science, and M. Bishop will serve as the Director of Distance Education.*

**B. 20/21 Curriculum & General Education Meeting and Charter**

*The 20-21 C & GE Charter was updated as part of the annual charter review. Minor revisions were made to members job titles. A review date will be added as a footer. This item will be voted on at our September 10<sup>th</sup>, 2020 C & GE Meeting.*

**C. Courses under five-year review**

*Each division was given a list of courses that fall under the five-year review cycle. Instruction will work with every Division to make sure they have all the resources they need. Divisions were reminded about the Emergency DL process, they were encouraged to submit all Emergency DL applications in their divisions.*

**IV. TRAINING**

A. Required training of Curriculum Committee for certification

*The committee held its annual curriculum certification training. This training is required for our District to be eligible for continued local approval certification. This annual training certifies our commitment to review all course and program submissions. The group briefly discussed the local Distance Learning process and the adjustments made to comply with the State mandates. The group was commended for all the hard work completed in the 2019-2020 academic year. A copy of the training presentation will be e-mailed to every member*

**V. NEXT MEETING: Fall 2020 TBD, via Zoom.**