



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

Minutes of the Curriculum and General Education Committee Meeting
Monday December 8, 2014, 12:10p.m., Cougar Room

Members Present: K. Bandy, D. Bogle, K. Carlson, B. Devine, S. Eastman, S. Eveland, G. Golling, V. Jacobi, M. Williams, Instructional Resource R. Ledford, SLO Resource B. Young, K. Ziegler, and ASB Representative Adam Hightower

Members Absent: A. Anderson, T. Thompson, and PTK Representative

I. APPROVAL OF MINUTES: from the November 12, 2014 Curriculum & General Education Committee meeting

On a motion by S. Eveland, seconded by K. Ziegler, and unanimously carried, the minutes from the November 12, 2014 Curriculum and General Education were approved.

II. APPLIED TECHNOLOGY

A. Course Updates

1. BUSN 1051 General Accounting

On a motion by S. Eveland, seconded by K. Bandy, and unanimously carried, the course update to BUSN 1051 was approved to move forward to the January 14, 2015 District Board meeting.

2. IES 1100 Basic Employee Safety for General Industry

On a motion by G. Golling, seconded by K. Carlson, and unanimously carried, the course update to IES 1100 was approved to move forward to the January 14, 2015 District Board meeting.

3. IES 1125 Passport and Medic First Aid Refresher

On a motion by K. Bandy, seconded by B. Devine, and unanimously carried, the course update to IES 1125 was approved to move forward to the January 14, 2015 District Board meeting.

B. Change of Grade Mode

1. Request for all Industrial Education Safety Courses to be offered with a letter grade option

On a motion by S. Eveland, seconded by B. Devine, and unanimously carried, the change of grade mode to all IES courses was approved to move forward to the January 14, 2015 District Board meeting.

III. DISCUSSION

1. CORs that are five years or older

The list of CORs that are five years or older was handed out again to each Curriculum member. The courses were color coded to show which have been updated and approved by Curriculum, updated but not yet approved by Curriculum, or inactivated. Out of 206 courses on the list, 22 had been updated or inactivated. Courses that need to be inactivated as they haven't been taught or there are no plans to

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teach should be dealt with and inactivated first. Secondly, courses that will have the biggest impact on programs should be dealt with next. Division Chairs need to take the list back to their divisions to discuss a timeline for the CORs to be updated in the spring. The Curriculum and General Education committee has five meetings left for the year, and the CORs need to be spread out evenly, so the committee isn't dealing with all the courses in the May meeting. When CORs are requested from the Curriculum Technician, the supplemental data table will be included as well as suggested updates to things like the coding as well as the textbook. V. Jacobi spoke about the ILS courses in the Learning Support division. She said that they are waiting for a new director of the TIL to be hired before the ILS courses are updated. The director should start by March, and the CORs are expected in April or May. S. Eastman spoke about the dental hygiene courses. She expects them to be ready for the February Curriculum and General Education meeting. V. Jacobi said that she will be asking for a timeline from the division chairs on the other CORs.

IV. INFORMATIONAL ITEM

- A. The following non-credit courses will be coded as repeatable in Banner: All ILS courses, ESL 0001, 0010, 0020, 0030, 0040, 0050, and 0090, and TUTR 0260
- B. The following course was voted and approved via email to be inactivated:
 - 1. ART 1710 Basic Photography
- C. Program Status, please see the table below:

Program	Tech Review	C & GE	Board	State	Revisions
A.A Physical Education					Sent back requiring revisions
A. A. Liberal Arts: Health and PE					Sent back requiring revisions
A.A. Liberal Arts: Arts and Humanities					In Final Review
A.S. & Certificate Disabilities Studies	11/19/2013	1/17/2014	2/12/2014		Certificate sent back requiring revisions
AA-T Anthropology	4/1/2014	4/9/2014	5/14/2014		In Secondary Review
Certificates: Early Intervention Assistant I & II	5/6/2014	5/14/2014	6/11/2014		
Energy Technology Field Tech	9/30/2014	10/13/2014	11/12/2014		

V. NEXT MEETING

The next Curriculum and General Education Committee is **Thursday, January 15, 2015** from **11:10-1:00pm** in the **Cougar Room**.

MW/VJ:dk