Meeting called to order 1:30 pm

I. Introduction

II. Public Address

III. Discussion Agenda
   A. Non-credit Course Update
      • **BSICSKL 025CE** (E. Sarmiento) M/S/Table Mike R./Tigran
        ✗ SLO rubrics need explanation
        ✗ Address notes in Sect II, Content/Objectives
      • **ESL CVCS 01CE** (E. Sarmiento/D. Solares) M/S/Table Mike R./Tigran
        ✗ SLO rubrics need explanation
        ✗ Sect II, Content/Objectives: needs more subsections, higher Bloom’s terminology
      • **ESL NC009CE** (E. Sarmiento/D. Solares) M/S/Table Mike R./Veronica
        ✗ Complete rubric table
        ✗ Sect II, Content/Objectives: higher Bloom’s terminology
   
   B. Course Updates
      • **English 203** (V. Diaz-Cooper) M/Move to approval agenda Mike R.
      • **Geography 15** (D. Waktola) M/Move to approval agenda Mike R.
        ✗ SLO rubric addendum – revise from % to points in assessment section
      • **Co Sci 484** (Mari Rettke) M/Move to approval agenda Tigran
        ✗ Add “industry certification” in Catalog & Schedule description
        ✗ Change top code to 0701
        ✗ Add SAM code: C
        ✗ Revise Prereq form
      • **TECHTTR 342** (D. Paulsen) M/Move to approval agenda Mike R.
        ✗ Articulation section needs revision
   
   C. Programs
      • **AA-T Spanish** M/S/Table Mike R./Tigran
        ✗ Narrative corrected from AS-T to AA-T
        ✗ Tabled because no rep from discipline present

IV. Approval Agenda
   A. Course Updates
      • **English 203** M/S/Approved Mike R./Louis
        ✗ Prerequisite (English 101) M/S/Approved Mike R./Louis
• Geography 15  
  o Co-requisite (Geog 1)

• Co Sci 484  
  ▶ Approved pending corrections
  o Prerequisite (Co Sci 487)

• TECTHTR 342

M/S/Approved Mike R./Kelly  
M/S/Approved Ebru/Michong

M/S/Approved Kelly/Louis  
M/S/Approved Ebru/Michong

M/S/Approved Michong/Said

B. Minutes  
• February 17, 2015  
  M/S/Approved w/ addition  
  Mike R./Louis

V. Policy Items
1. Carole presented the revised COR approval process flowchart. Now the COR will go from the originator, to dept. chair, to area dean, to curriculum secretary, to SLO/Artic/Lib from which it will escalate after 7 days to vice chair’s inbox. The COR will then be assigned to tech review which also has an escalation period of 7 days. Then COR will be in chair’s inbox who will return it to originator to address tech review notes. Thereafter, the COR is ready to be on the Curriculum agenda. After approval at Curriculum meeting, the course gets approved by Curriculum Dean, Senate, Vice President, President and then back to chair for submitting to district and/or State.

2. Active curriculum committee membership is required. Tech Review will be rotating among members.
   • When you are tech reviewing, please add your name to the notes area, even if you have no comment, so that it is clear that you have completed your review.
   • Try to submit your Tech Review comments early enough to avoid deficient CORs being added to a meeting agenda.
   • Originators should make sure all notes from Tech Reviewers have been addressed.

3. Timeline for COR submissions – Carole created a table with submission dates
   • Committee approved the table dates
   • Takes approximately 1 month for a COR to move from submission on ECD to Curriculum approval agenda.
   • Carole will share the timeline table with Senate and also submit it for publication in the Weekly Mission.

4. Updated New Program Information form (revised) was discussed. New items on that form include the checkboxes at the top indicating the type of Program it is, and the recommended sequencing at the end of the form.

VI. Other Business
Kelly presented the updated Curriculum Survey results.  
Kelly will email committee members materials from the District Academic Senate regarding credit by exam, for discussion at the next Curriculum meeting.

Next Meetings:
• March 17
• April 14, 21
• May 5, 19
• June 2

Meeting adjourned 3:00 p.m.

Transcribed by Susan Ghirardelli