1. Catherine Phipps called the meeting to order at 2:00 pm. A quorum was present. It was moved and seconded to the meeting minutes as amended.

2. Jean Hernandez, Vice-President for Instruction, introduced Dr. David Scott, NWCCU. Dr. Scott is part of the Accreditation Team visiting our college. Dr. Scott asked the committee about what challenges in curriculum is the committee working with. One committee member commented that one issue is addressing Online Courses - making sure that these were not “canned” courses. Other issues are, Instruction versus presentations, Student communication issues, implement student to student and faculty to student discussion, and being diligent that curriculum that committee reviews curriculum that comes before the committee is rigorous and meets college/committee standards.

Dr. Scott also asked the committee about where is curriculum going in terms of program and college outcomes; a bigger challenge to review changes to curriculum. How will this improve outcomes? The committee responded by saying that their role is having consistency in asking critical questions. Also, making sure that the curriculum is faculty driven. The work is very intentional and is motivated by peer review. Committee members are excited about each other’s curriculum in many different disciplines and staying current and meeting the needs of students.

3. Sub-Committee Reports.
   a. Program Review Subcommittee – Jessie McDonald (Chair) Yilin Sun, Paco Mesch, Stephen Coates-White, Jessie Mc Donald reported on Program Review Subcommittee. The committee met with Jean Hernandez to get some clarity about what they will be looking at when doing their part of the program review process. They don’t want to get into evaluating content. They want real data as well as anecdotal information. Their first program review will be with Nursing. Jessie will hand out a schedule at the next meeting.

   b. Course/Program Revision Subcommittee – Doug Clapper, (Chair) Sandra Bolt, Frank Post, and Kathy Witham.
Doug reported on the course revisions submitted by ESL. The subcommittee wants another week to review the 6 ESL courses submitted. Doug explained that the ESL faculty wants to raise the prerequisite compass scores. The committee didn’t know what previous Compass Test Scores were. They met with Don Bissonnette, and found out that the test scores were lowered, those may have been too low. The issues around the test scores are some ESL students are getting into English without being prepared. Jean met with some faculty from both English and BTS; Barbra Silas, Don Bissonnette, Blanca Farrelly, and Kathy Whitham. Compass test scores is the only thing changing on the course outlines.

c. Course/Program Origination Subcommittee- Shireen Deboo (Chair), Asha Esterberg, Tom Mayberry, Cary Schroyer,

Two new courses were brought before the committee, ENGLISH 79 & Math 79 – SAT Prep for both courses. Both of these courses were previously offered as ENGL 198 and MATH 198. These courses are pre-college credit courses. They are just covering SAT content. Suzanne Quillian teaches the English course. There is confusion of offering an ENG/Math 198. The ENGL & Math 198 courses need to be deleted. These SAT Prep courses are offered multiple times a quarter. It was moved and seconded to approve the establishment of these courses. Motion carried.

4. Jean reminded the committee about changes to the Bylaw, make a change in the title of General Studies to Basic and Transitional Studies. This change will be voted on at the next meeting.

5. Mark Baumann and Peg McNair from the District Office came to discuss the 2010-2012 – District Wide Catalog. – Peg McNair explained some of the catalog process. She discussed the editing process and the editing of the description that is put online in SMS and what appears on the Web. There are two course description fields in SMS, Course description is 1 is the shared course description 2 there is more leeway and allows for campus specific information. Course description 2 is what is downloaded for the Quarterly Class Schedule. If there is no course description 2, Course description 1 is the default.

Meeting adjourned at 3: 30 pm

Next meeting will be on November 9, 2009 at 2:00 pm in RS 30

Meeting Dates for fall quarter - Mondays in RS 30

November 9
November 23
December 7