

**CYPRESS COLLEGE
CURRICULUM COMMITTEE
Tuesday, May 5, 2015
3:00 p.m.**

**MINUTES
(approved 5/19/15)**

PRESENT: Mark Majarian (chair), Drew Alhadeff, Santanu Bandyopadhyay, Joyce Carrigan, Akilah Courtney, Steve Donley, Jennie Hurley, Jane Jepson, Tina Johannsen, Krystal Kosacki (AS), Donna Landis, Kathleen McAlister, Ali Moady, Jessica Nelson, Joyce Peacock, Molly Schulps, Cindy Shrout

ABSENT: Danny Lind, Carlos Urquidi

GUEST: Susan Klein

Recorder: Terry Carpenter

Call to Order: by Mark Majarian at 3:08 p.m.

Approval of April 21, 2015 minutes – MSP 12-0-2

Chair Report

Mark displayed and explained the C-ID quarterly report and the process. Also the update included the list of our curriculum that is in progress, or already approved, etc. He will send the report out to the committee electronically. ADT/AST degrees are up for review every 5 years.

Mark reviewed some of the highlights from the California Community Colleges Chancellors Office Friday update for May 2015. Revisions have been completed on the Curriculum Review process. “The process for reviewing course outlines of record (CORs) was revised to include only hours, units, open status, repeatability and TBAs. The Academic Affairs staff also eliminated the two-year District Governing Board Approval Date requirement for courses, certificates, and degrees. Colleges will continue to be responsible for review and update of dated curriculum.”

The Baccalaureate Degree Pilot Program for Mortuary Science was reviewed and the ASCCC Bachelor’s Degree Task Force Workgroup met April 16, 2015 at Mt. San Antonio College. The task force is hosting a meeting on May 7 in San Diego to present proposal ideas. On July 9-11 Mark, Donna, Pat, Jennie, and Joyce will attend the Curriculum Institute Conference.

Postponed motion for Curriculum Committee practices governing allocation of Top Codes

Mark contacted various colleges through a listserv and asked how they handle the TOPS codes decisions for curriculum. Three out of seven colleges responded that their TOPS Codes were subject to review by their Curriculum Chair and/or committee. Four colleges responded that the assignments of their TOPS Codes are the responsibility of their CIO and system specialist or deans. The postponed motion was read to the committee and discussed. Steve shared with the committee that three years ago, at a CIO Conference, the TOPS Codes were discussed and it was said that it is also a MIS reporting issue and that the CIO makes the final decision. The TOPS Codes format of numbers was explained with the first two numbers indicating the discipline, the next two numbers are the sub discipline, and the last two numbers is a logical subset of the 2nd level (field of study). Many times the Instruction Office handles system office requests for individual corrections as a listed agenda item that does not have time to go through the regular process in order to be approved for the fall semester.

A motion was made to rescind the postponed motion “if there is a disagreement with the TOPS Codes, the Instruction Office will refer it to the course originator, Dept. Chair and the Dean.”

ACTION: MSP 13-0-1

Curriculum Rep Rotation

Mark discussed the process to select Curriculum Representatives and the current Divisions up for rotation. Kathleen spoke with Eldon regarding her interest to serve another 3 year term.

Tech Review Groups

The Tech Review Groups were reviewed and changes were made according to the amount of Curriculum going through this cycle for each Division.

Protocol for Late Submissions

A handout regarding the Protocol for Late Submissions that was created in 2013 was provided to committee members and discussed. This was a guideline for committee members only. A motion to amend the document is as follows “the originator has to go to their Curriculum Rep to petition” will be revised and brought back to the committee for their approval.

Adjourned 4:47 p.m.