

Curriculum Committee
May 18, 2018
Nursing Conference Room

Present: Sara Vigil, Susan Grohman, Nicholas Casados , Betsy Sanchez, Dr. Sharon Lalla, Henrietta Maestas, Gene Sandoval and Mary Duran (Liaison)

Call to Order. Susan Grohman called the meeting to order at 10:26 am

Approval of Agenda. Sara Vigil entertained a motion to approve the agenda as presented; it was seconded by Betsy Sanchez.

Approval of Minutes - April 30, 2018. Gene Sandoval entertained a motion to approve the minutes with two minor corrections; it was seconded by Betsy Sanchez.

Informational/ Discussion Items:

- General Meeting Discussion
 - Discussed modification of the course curriculum form. At this point in time we do not know if / when they have been approved completely by all required. The group discussed possibly attaching a checklist before it comes to the curriculum committee. The group discussed the Initial plan for the curriculum committee
- Catalog maintenance form - discussed adding credit, hour, CIP code
- Susan Grohman brought up a campus-wide syllabus. There is currently a syllabus format included in the faculty handbook that is terrible.

Gene Sandoval noted that Lita Bernal is working on a syllabus that she is planning to propose; he will bring copies to next meeting in the Fall.

Dr. Lalla noted - the show-cause report noted that the syllabi were fairly consistent.

- Is there anything on faculty qualifications in the faculty handbook? - This is under Criterion 3 - we got hit on this and it is in the guidelines we follow, however the guidelines have not been updated on faculty qualifications.

Sara Vigil will follow-up on this and advise Dr. Sharon Lalla. It will then be put on the to-do list.

- **Expectations of Curriculum Committee - Dr. Sharon Lalla.**

Curriculum Profiles - The group discussed updating or replacing them on the website. Many departments have done so.

The group discussed having program profiles on the website. This would make it easier for faculty to have available for student advisement, as some courses have changed. Dr. Sharon Lalla suggested asking the directors to make sure curriculum profiles are updated.

Group proposed that a smaller group (Betsy Sanchez and two academic directors) meet for further discussion and provide an update.

Action Items. There were no action items.

New or Follow-up Items for Next Meeting's Agenda

- Syllabus (Lita Bernal is working on) and curriculum profile
- Timeline in common core course numbers.
- Creating checklist for routing curriculum documents

Next Meeting - TBA

Adjourn. Gene Sandoval entertained a motion to adjourn at 11:13 a.m.; it was seconded by Betsy Sanchez