

Curriculum Advisory Committee
Meeting minutes

DATE: February 24, 2021 LOCATION: Virtual Meeting Via Zoom @ 3:00 pm - 5:00 pm			
<u>Attendees:</u>			
	Richard Abend, ESL → Voting Member	✓	Vanessa Lord, Life Science → voting member
	Diane Boynton, Acting Dean of Instruction -- Liberal Arts	✓	Laura Loop, Nursing → voting member
	Judy Cutting, Dean of Instruction -- CTE	✓	Gamble Madsen, Chair/Creative Arts → voting member
✓	Bill Easton, Library → voting member	✓	Erin O'Hare, Kinesiology, → voting member
✓	Keith Eubanks, Humanities → voting member	✓	Beth Penney, Basic Skills/Humanities → voting member
✓	He Seon Ihn, Articulation Officer → voting member	✓	David Seagal, Business & Technology → voting member
✓	Lynn Iwamoto, Physical Sciences → voting member		Vincent van Joolen, Dean of Instruction --- Stem
	LaRon Johnson, Counselling/Student Services → voting member	✓	Rachel Whitworth, Social Sciences → voting member
✓	Kim Kingswold, Curriculum/Catalog Technician	✓	John Skellenger, Academic Affairs Coordinator
✓	Jon Knolle, Interim VP of Academic Affairs		John Baek, Student Representative
	Guests		
	Jennifer Taylor	✓	Adria Gerard (Academic Sen. President)
✓	Kendra Cabrera	✓	Dawn Rae Davis
✓	Jared Turner		

Meeting Chaired by: Gamble Madsen
 Notes Submitted by: John Skellenger

Guests:

Agenda Item	Action
Call to Order	3:05 pm
Announcements	
n/a	
Approval of February 24, 2021 Agenda	Motion to recommend: Rachel Seconded: Lynn CAC Committee Voted: Aye
Approval of February 17, 2021 Minutes	Motion to recommend: Bill Seconded: Lynn CAC Committee Voted: Aye
Consent Agenda (effective Fall 2021)	
<u>Deletion</u> (correction to 2/17): Interior Design Associate in Science	Motion to recommend: Beth Seconded: Rachel CAC Committee Voted: Aye

Action Agenda

Business Administration 2.0 Associate in
Science for Transfer

New

Motion to recommend: Lynn
Seconded: Beth
CAC Committee Voted: Aye

Discussion Agenda

Review of revised draft guidelines for cross-listed courses (to be integrated into AP 4022: Course Approval)

Gamble received feedback and suggestions for the draft guidelines and integrated them into the document we looked at last week. The section describing the parent and child relationship was removed per committee input; however, some guests thought that some information should remain as it is important.

There was an overall consensus among the committee and its guests that the process of joining and separating courses should be collegial. Both cross listing and separating courses require discussions from faculty in both disciplines to ensure that cross listing is logical and that it continues to be the best option for both the faculty and students. Students are the school's priority and we need to do what is best for their success. It was ultimately agreed that cross listing is a partnership between the two disciplines. When one discipline is the primary teacher of the course, collaboration with the other discipline is not always easy. Cross listed courses are difficult to maintain as they take more time to collaborate, plan, draft, revise and agree on curriculum.

The process for and consequences of separating cross listed courses proved to be a more difficult consensus to come to and wasn't achieved in this meeting. Disciplines evolve over time and sometimes it is not always appropriate to remain cross listed. The overall majority agreed that some sort of notification was needed, but the details of the notification varied between an email, in person meeting, or multiple meetings to discuss. One point of view suggested that if one of the disciplines decides that the cross listing is no longer serving their discipline, they should be able to end the cross listing without any challenges. This supports the school's position that faculty are responsible for creating and maintaining their curriculum. Other members and guests suggested that more than a notification was necessary to fulfill the collegial nature of

the relationship, and that one faculty member shouldn't be able to finalize the separation of the cross listing. Ending a cross listing could have negative effects on one discipline more than another and that should be considered in this process.

There were several suggestions of how to resolve disagreements about ending a cross listing. Some thought that it should be resolved between the two faculty members, meeting multiple times over multiple semesters if necessary. Others thought a third party perspective would be beneficial (division chair) or engagement with a faculty-led committee such as CAC or Academic Senate. However, it was observed that faculty should not have to plead to colleagues outside of their discipline to end a cross listed relationship. Going to a third party could also be seen as losing autonomy over one's curriculum. There was also hesitation about being considered "mediators" or "jurors" in situations of disagreement.

Gamble will make additional edits and bring a new draft of the guidelines to the next CAC meeting on March 3, 2021.

Course Leaf (CIM): Courses questionnaire, course proposal form planning

This was not discussed due to the time and length of discussion of the guidelines.