APPROVED   SAN DIEGO MESA COLLEGE   APPROVED
CURRICULUM REVIEW COMMITTEE

Minutes
Thursday, March 17, 2005

Present:	**E. Armstrong(proxy), Y. Bergland, P. Christopher, C. DuPraw, P. Fischer, K. Foster, P. Gustin, L. Kaiser, P. Liska, S. Newell, R. Olson, J. Pautler, W. Tappen, K. Wong**
Excused:	**M. Fritch,**
Absent:	**J. Hudson, S. Flor, L. Horsman, D. Furrow, D. Gergens, A. Hoffman, A. Saballet,**
Guests:	**T. Al-Mukhtar, D. Barrie, D. Budzynski, A. Edwards, W. Khalil, L. Ornelas**

Minutes/Agenda

∗ MSC K. Foster/J. Pautler to approve the revised agenda of March 17, 2005.
∗ MSC Y. Bergland/J. Pautler to approve the minutes of March 3, 2005.

Announcements
∗ P. Gustin welcomed members and guests. Self-introductions were made by guests.
∗ T. Al-Mukhtar presented the ReDesign Plan for the MEDA program and explained the major changes listed in the handouts. A. Edwards was also present to assist in answering committee members' questions/concerns. To facilitate the implementation of curriculum presented in the ReDesign Plan a subcommittee was formed consisting of P. Gustin, K. Foster, Y. Bergland, C. DuPraw and P. Fischer with additional member to assist in evaluations requested.

First Read Curriculum

∗ MSC J. Pautler/K. Foster to submit **ARTF 265A** Distance Ed proposal to CIC.
∗ MSC Y. Bergland/J. Pautler to submit **PHYN 120** activation to CIC.
∗ MSC P. Fischer/J. Pautler to submit **DRAM 105** Distance Ed proposal to CIC upon proposal type adjustment.

Technical Review Committee

The following proposals are in Tech Review. The specified liaison and date submitted to Tech Review are included.
  * **CACM 101, 105, 110, 111, 120, 130, 131, 140, 150, 201, 205, 211, 270 & 290** – New Courses – Mesa only (12/2/04 & 2/3/05) (v2)
  * **HOSP 101, 115, 120 & 130** – New Courses – Mesa only (2/3/05) (v2)[**HOSP 140** has been removed by originator]
  * **HOTL 110 & 140** – New Courses – Mesa only (2/3/05) (v2)
  * **CHIC 138** –Integration – Aligned – A. Hoffman (12/2/04) (v2)
  * **HIST 168** –Integration – Mesa only – D. Furrow (12/2/04) (v2)
  * **HIST 171** - Integration – Mesa only – D. Furrow (2/3/05) (v2)
∗ As of 12/4/2003 proposals that are still in Tech Review after 12 months from date entered will be reviewed and then returned to the originators/deans. L. Armstrong informed the committee that she will follow up with the Deans prior to proposals being returned to originators.

Second Read Curriculum
* MSC K. Foster/Y. Bergland to submit **PHYE 253AB** revisions to CIC.
* MSC Y. Bergland/P. Fischer to approve the adjustment of the **PSYC 265A** a new course Mesa only proposal previously approved to **PSYC 166** a reactivation/integration Mesa only proposal and submit to CIC with the "Honors" being removed from the title.
* MSC J. Pautler/K. Foster to submit **CHEM 251** an aligned integration to CIC with the addition of a request for IGETC.

City
* MSC P. Fischer/K. Foster to support **PHYS 120AB** – revisions.
* **CHIL 153** – new course was reviewed without comment.

Miramar
* MSC K. Foster/J. Pautler to support **DSPS 020** – new course.

Information/Discussion

* P. Gustin informed the committee that CIC is currently reviewing who should be the responsible personnel for sending program information to the State for approval, stand alone course offerings, and the 6-year review criteria.

* The CurricUNET steering committee is continuing to discuss the proposal approval process and increase ease of inputting changes to proposals. Several major items currently being discussed are the following:
    * The comparison of a proposal's review done by college committees and by Instructional Services' personnel is demonstrating that the college committees are doing an excellent review of the outlines, SLOs and other course related information but the CR report needs to be reviewed more critically.
    * The originator's choice of the correct type of proposal is a major concern as this affects a proposal's movement through the approval process causing delays and/or the exclusion of appropriate administrator's review approval. The steering committee has suggested that a new screen with type of proposal choices be added and acknowledged as being read prior to an originator's ability to create a proposal. A suggestion from Mesa CRC is that a check box be added to the side bar description, outline, etc. so the originator reviews the proposal and has the opportunity to adjust to the correct proposal type early on.
    * The copy icon completely deletes old information and replaces it with the new information and the old information is not retrievable. Mesa CRC suggested that a warning pop-up be added to alert originators. Also suggested was to request originators to copy information into a regular Word document and then cut and paste the final information into CurricUNET.
    * Action check boxes have been added to reviewers' queue screens to indicate the reviewer has taken an action on the proposal that is currently in their queue. This check box is only visible to the reviewer and informs a reviewer that the proposal has been reviewed by them even though it is still present in their queue.

* The consensus of committee members is that more training sessions are needed (possibly monthly) to inform and assist both originators and reviewers as numerous changes are taking place within CurricUNET 2.

* A request from Mesa CRC is to have the steering committee review how CurricUNET 2 notifies originators when their proposal is ready to be launched into the approval process. This concern may be resolved upon the approval by CIC to have the college Tech Review Chair be included in a proposals review prior to being launched.

* Another request from Mesa CRC to the steering committee is to address the concern that the Industry Advisory's review of a proposal is causing delays of a proposal's movement through the flowchart approval process.

* The consensus of committee members was to approve having proposals reviewed by the Tech Review Chair prior to allowing originators to launch them into the approval process. P. Gustin stated that this added step within the CurricUNET process will be presented to CIC for approval. Discussion of committee member involvement in review of proposals at this level will continue to be discussed in future meetings.

* J. Pautler informed the committee of proposals that are currently in the prelaunch level in CurricUNET 2. No action was taken to assign liaisons to these proposals.

* P. Liska made the important announcement that she has just been notified that the CAN office will be closing as of July 1, 2005. More information will be emailed to committee members as it becomes available.

* The CIC action summary handout for the 3/10/05 CIC meeting was distributed

* MSC K. Foster/P. Fischer to adjourn the meeting at 3:45 p.m.

Minutes approved by

Elizabeth Armstrong and Paula Gustin, Co-Chairs
NEXT MEETING April 7, 2005 Room LRC 229, 2:00 pm.