SMCCD DISTRICT CURRICULUM COMMITTEE
Minutes of September 16, 2010 Meeting

Present: Christine Roumbanis, Skyline College, Committee Chair
                Laura Demsetz, CSM
                Susan Estes, VPI, CSM

Meeting called to order at 2:00 p.m.

I. CurricUNET update
Susan relayed the following information from Jing Luan, who could not attend the meeting.

CurricUNET: Worksflows were refined at visits to each college. Training/rollout will occur in November. VPIs and Jing will meet to discuss the inclusion of consultation across the district in the college work flows. Future training should be planned for and purchased. Program review training/rollout is likely to occur in Spring 2011.

TrackDAT: Training for non-instructional staff has taken place at each college. A training manual has been developed by district TracDat Support person Chandra Vanajakshi in association with SLOAC Coordinators. Communication with CurricUNET has been tested successfully. User rights are being assigned.

Members present discussed the need to determine the appropriate time for upload of revised SLOs from TrakDAT to CurricUNET so that the course outline of record in CurrcUNET is accurate for the current catalog year. A once-a-year update in April or May seems best, given curriculum committee schedules, catalog deadlines, and ACCJC reporting requirements.

II. Physics 250 Coordination
Changes in the content of Physics 250 at Skyline effective Fall 2010 mean that the course content is no longer the same across the three colleges and may need to be rearticulated. Laura provided a summary of the course descriptions; Christine will take this information to the appropriate dean and faculty at Skyline. Laura will also forward information on differences between the photography classes at CSM and at Skyline. Members present discussed the importance of consultation in CurricUNET work flows, so that cross-district discussions can take place as curriculum changes are being considered rather than after the fact.

III. Distance Education Definitions
Christine presented the SMCCCD Distance Education Course Definitions that had been discussed at District Academic Senate. There was discussion of the following issues:

- Version control: The version of definitions reviewed by district academic senate (afternoon of 8/13?) was different than the version reviewed by the VPIs (morning of 8/13).

- We discussed the addition of a fifth entry, perhaps called "traditional," to help clarify of the difference between a "web-assisted" course and a course in which some material is posted on a course website. Based on what was presented at the Curriculum Institute over the summer, any course in which online instruction replaces face-to-face instruction on a regularly schedule basis (regardless of percentage) must be approved by the local curriculum committee (and then the board) for distance mode. A web-assisted course could be defined as a course in which some, but less than 50%, of instruction makes use of distance learning to replace face-to-face class time. In a "traditional" course, all meetings would be face-to-face. Notes, reference materials, assignments, and out-of-class exercises might make use of online resources, but online interaction would not replace

face-to-face contact hours. With these definitions, separate distance-mode approval would be required for a web-assisted course, but not for a traditional course that made use of web resources.

- In the definition of an online course, there is a need for clarification regarding classes in which instruction occurs online but exams must be taken in a proctored setting. In particular, should the sentence "Testing may be done online via proctoring arrangements or other means." really read "Testing may be done online, via proctoring arrangements, or through other means." If exams must be proctored (and provision is made for proctoring at locations distance from the college), but there are no other requirements for physical presence of the student, would the class be considered online? Would the schedule of classes include an indication that proctored exams are a part of the course and information on proctoring arrangements?

- Methods of attendance for hybrid and web-assisted courses must be clarified. If positive attendance is required (as was -- and perhaps still is -- the case for hybrid courses), is attendance required for each scheduled face-to-face meeting or must there also be some sort of verification of web-presence in addition to the submission of required assignments.

IV. Campus Updates:

Skyline – Eight program review presentations took place in April/May 2011. The Curriculum Committee will host a program review workshop on Wednesday, November 3. A new Drama Department has been approved and will be added to the Social Science/Creative Arts/Library Division. A new Cardiovasular Training online class will be offered in Spring 2011, allowing students to complete Skyline's AA/AS degree requirements fully online.

CSM – CSM has also approved an online course, FITN 134, Track and Trail Aerobics.

Meeting adjourned at 3:30 p.m.

These minutes were prepared by Laura Demsetz.