Del Mar College
Curriculum Committee (CC) Meeting
MINUTES

Date: September 11, 2009
Location: White Library, Room 432

Members: Vice President of Student Services (VPSS) José Rivera, Interim Vice President of Administration and Finance (IVPAF) Dr. Lee Sloan, Interim Dean Mike Anzaldúa, Interim Dean Dr. Larry Lee, Dr. Carol Alexander, Dr. Mary Lou Crowl, Dr. Sue Crowson, Mr. Henry Garcia, Ms. Carol Ann Flowers, Karl Kemm, Dr. James Klein, Dr. Judi Phillips, Ms. Lisa Pollakis, Dr. Loyd Poplin, Mr. Ken Rosier, Mr. Duncan Samo, Ms. Lynn Sansing, Ms. Jan Spigner, Ms. Chris Tetzlaff-Belhasen, Mr. Walter Thieme, and Mr. Sonny Vela

Members Absent: Interim Vice President of Instruction (IVPI) Marjorie Villani, Mr. George Dunson, Mr. Joe Goode, Ms. Frances Jordan, Ms. Diana Mareth, Ms. Jennifer McWha, and Mr. Tobias Montez.

Guest: Dr. Becky Flores, Benita Flores, Dr. Jonda Halcomb, Ms. Vickie Natale, Mr. John Nelson, Ms. Kristen Wilkerson, and Ms. Mary Ann Williams

Call to Order
Dr. James Klein called the meeting to order at 1:02 p.m.

Approval of Minutes
Dr. Judi Phillips motioned, seconded by Mr. Duncan Samo, to approve the June 19, 2009, meeting minutes. The motion carried unanimously.

Curriculum Committee Structure and Mission by Dr. James Klein
Dr. Klein provided an overview of the Curriculum Committee membership, responsibilities, and bylaws. Members reviewed the meeting schedule for 2009-2010. The targeted goal to review all proposed changes is by the end of the fall semester. The approved changes will be forwarded to the College Relations Office by December to follow the catalog timeline process.

New Forms and Webpage for Proposing Curriculum Changes by Dr. James Klein
Dr. Klein presented the Curriculum Committee webpage on the College website to committee members. The webpage displays the agendas, minutes, committee charge, membership, forms, bylaws, and meeting schedule. The website will be updated to reflect the new members presented before Faculty Council on September 4. Members discussed the meeting scheduled and proposal submissions timeline.

Core Curriculum Committee Update by Mary Ann Williams
Mary Ann Williams is Chair of the Core Curriculum Committee. Members are working on drafting bylaws for the Core Curriculum Committee. The Core Curriculum Committee members serve on a volunteer basis and are representative of instructional areas with courses that are part of the core curriculum. Mr. Alan Clark will provide a presentation to the Core Curriculum Committee regarding the addition courses to include as part of the core curriculum.

Changes to Associate of Arts in Teaching Degrees by Kristen Wilkerson
Ms. Kristen Wilkerson discussed state mandated changes by the Texas Higher Education Coordinating Board (THECB) affecting the Associate of Arts in Teaching Degrees. Members reviewed a handout of the revisions approved in 2009 by the THECB. The changes will be presented at the September 25 meeting.
WECM Changes to DMC Curriculum by Dr. Larry Lee
Dr. Larry Lee provided a handout regarding the Guidelines for Instructional Programs in Workforce Education (GIPWE) and the Workforce Education Course Manual (WECM). WECM is a web-based inventory of current workforce education courses available for use by public two-year colleges for state funding. WECM course review workshops conducted throughout the year are comprised of six to eight members engaged in a two-day review process. Dr. Lee discussed the four types of WECM course changes as additions, revisions, archive pending, and archive. Dr. Lee anticipates the presentation of approximately 100 state-mandated WECM course changes. Dr. Lee and IVPI Villani are pursuing an alternative submission process for WECM changes presented to the Curriculum Committee. The October 23 meeting will be reserved for presentation of WECM course changes.

Associate in Applied Science Degrees by Dr. Lee Sloan
The Associate in Applied Science (AAS) programs are focused on a specific career outcome. The AAS degrees are non-transferable. The programs are created based on a documented demand for employment. The programs must meet all criteria established by the THECB for implementation. The continuation criteria require a certain number of graduates every five years, an 85% placement in the workforce, and state licensure for graduates. The THECB can withdraw a program if it does not meet these requirements. The AAS degrees must meet federal and state standards for outcome measures. The credit and noncredit programs are reviewed every four years by an accrediting agency desk audit or site visit. Dr. Sloan discussed the series of certificates within the AAS degrees.

Proposed Alterations to Academic Standards Committee Bylaws by Dr. James Klein
Dr. Klein presented the proposed alterations to the Academic Standards Committee (ASC) bylaws. The ASC bylaws were presented and approved by the Curriculum and Academic Standards Committee on June 19, the Instructional and Student Development Council (ISD) on September 2, and the Faculty Council on September 4. The bylaws will be presented to Chairs’ Council on September 16, 2009.

The ISD Council provided a revision to the committee charge to read “receipt of program reviews.” A second recommendation was provided to remove prerequisites and co-requisites from the responsibilities of the ASC. Curriculum Committee (CC) members discussed the suggestion from the ISD Council regarding the addition of the Director of E-Learning to serve in a resource capacity as an ex officio, non-voting member of the ASC. The consensus was to accept the alterations provided by the ISD Council.

The CC members provided a revision to I.A.4. as follows, “Directors shall not be eligible to fill the counselor/librarian seat on the ASC.” A second recommendation was discussed regarding removal of the phrase, “unable or unwilling,” in item I.C.

The CC members discussed item III.B. regarding a designate from the VPI Office assigned to record the minutes of each ASC meeting. The consensus was to allow the VPI Office staff to take the ASC minutes.

ACTION TAKEN: Dr. Judi Phillips motioned, seconded by Ms. Lynn Sansing, to approve the Academic Standards Committee bylaws as amended. The motion carried unanimously.

Mr. Samo motioned, seconded by Ms. Pollakis, to adjourn the meeting at 2:19 p.m. The motion carried unanimously. The next Curriculum Committee meeting is scheduled on Friday, September 25, 2009 at 1 p.m. at the East Campus, White Library, Room 432.