

curricUNET Steering Committee Meeting Notes

Tuesday, September 15, 2009

ITS Conference Room

The committee reviewed Draft Preliminary Workplan and the Task List/Data Needs for Start Up document with Steve Thyberg. The district's contract for CurricUNET is such that each college will be able to define their own approval process, but the forms must be uniform across the district. The group agreed to fall 2010 as the “go live” date.

The three colleges will begin gathering the necessary forms and documentation. For now, Jing will act as the chair of the committee, transmitting documents between the Colleges and Steve at curricUNET, and posting document on curricUNET sharepoint site. Each college may submit forms to Steve separately through one person designated as contact, but Jing should be copied on submissions.

Steve will review the colleges' curriculum forms and processes and develop a draft with superset of data elements identified for committee to review. In addition, Steve will send additional materials to Jing for him to distribute to the committee.

It was suggested that the weeklong training scheduled in spring 2010 best be done with part of the time spent with all three colleges being together.

Next meeting via webinar is Sept 29, same time. Jing and Steve will draft agenda, which may include a review of the program review module.