

CurricUNET Steering Committee Meeting Notes

Tuesday, September 29, 2009

Present: Laura, Steve, Sharon, Maria, Jenny, Jose, Ada, Susan, Jing, Sarah, and Eric

Absent: Regina and Patty

Jing briefly reviewed the process and locations on the SharePoint site for colleges to store documents to be exchanged with CurricUNET.

Steve inquired if the colleges are clear about what needs to take place. Skyline, CSM and Cañada all reported they are clear and aware on what needs to be done. CSM is in the process of pdf scanning some legacy documents. Steve suggested that perhaps CurricUNET may prefer to scan it through their own OCR. Cañada is gathering data. This means the colleges may need to snail mail legacy documents to Steve. Once they are OCR'd, Steve will upload to district SharePoint. Jing will arrange for Steve's access. Jose asked if any updates need to go through Jing. Steve suggested that the first round of exchange is the starting point. It's best that any new updates can be stored in separate locations, which Jing will create as subfolders on SharePoint. Jose asked about online catalogs, which include degree/certificate outlines. Steve clarified that he was looking for proposal forms. Maria said Skyline uses memo forms. Steve is okay with either format .

Steve demo'd Chaffey's program review model. The other is Ohlone's model, which he will demo on Oct 9. Steve clarified that the program can do non-instructional services program review. Steve suggested that we need to choose which model we may use. Steve said no current clients have inquired about the program review model to incorporate CalPASS program review online data tables/charts yet. Steve said that responsible parties for editing/managing the program review model ought to be assigned by the colleges. Since SMCCCD has contracted TracDAT for SLO's, CurricUNET is willing to talk to TracDAT to see if datasets can be shared. Steve will check to see if CurricUNET program review data can be refreshed on a semester cycle. Prompted by Jose's question, Susan suggested that program review deployment would require involvement of senate presidents and Patty Dilko. Steve suggested that mid- spring 2010 is a good time to do program review due to the need to establish CurricUNET.

Steve suggested that he prefers to receive processing and approval forms, not necessarily the outlines, prior to the Oct 9 meeting. Next meeting via webinar is Oct 9, 8:30 – 9:30am, webinar format. Jing and Steve will draft agenda. One item will be demo of Ohlone program review model.