

**SMCCCD CurricUNET Steering Committee Meeting (Webinar)**  
**Friday, November 20, 2009**  
**8:30 – 9:30 am**  
**Notes**

*Present: Laura, Steve, Christine, Jose, Maria, Kevin, Susan, Ada, Jing*

1. Information Received

	Archived COR*	Workflow**	Hierarchy**	User List
Cañada	Done	Done	Done	Done
CSM	Upcoming	Done	Done	Done
Skyline	Upcoming	Done	Upcoming	Upcoming

Steve reviewed the info received based on the above grid. He is pleased with them. No clarification needed.

2. Workflow:

Steve asked for clarification regarding the end of the curriculum process when typically the curriculum reports are compiled at the district level in coordination with the three colleges. This prompted discussion regarding college level consultation. Committee members recognized the need for consultation, particularly for new courses and courses that are the same or similar with other district colleges. Currently, consultation occurs informally and sporadically among faculty and sometimes deans, while using curricUNET to handle the process would be ideal. Meanwhile, Jose, Ada, and Maria touch base with each other during the technical review phase regarding units and prerequisites. While District Curriculum Committee routinely shares information about colleges' curriculum development, it is not ideal to use that body for several reasons, including timing. There is a need to check for Title 5 compliance, such as repeatability, hours by arrangements, etc . Jing mentioned Trustees have repeatedly asked for reducing confusion in course names through district-wide collaboration.

Steve shared Peralta CCD's workflow, where department chairs can decide if consultation is needed, if, yes, there is a 10 day time limit for the sister colleges to review and respond. After the 10 days pass, the originating college proceeds forward.

Those present on the call agreed to the following:

- 1) that this be brought to the Joint VP Council,
- 2) that consultation should involve respective deans and curriculum chairs, and
- 3) that consultation should occur prior to college's curriculum committee take action.

3. Discussion of the Hierarchy

Everything looks great so far, according to Steve. Jose pointed out that division hierarchy includes only subject codes, but not degree/certificate. Steve is ok with that.

4. Questions and Answers

Kevin stated that currently, forms from the originating faculty go to deans without much opportunity for revision, except signing off. Suggested to strengthen the process so that deans can make minor changes and the review process happen earlier. Steve responded that in curricUNET one is allowed to change all or nothing. Group agreed that this issue may be local to CSM and might be resolved during the implementation process.

Group also agreed that every originating faculty needs to use curricUNET. Therefore, training is needed. Work to plan for training is necessary.

Group inquired the status of a draft curriculum form from Steve for the committee to review.

**Action Item:** Draft form from Steve to be available in the near future.

5. Next Call (Friday, December 4, 8:30 – 9:30am, webinar format)