

SMCCCD CurricUNET Steering Committee Meeting (Webinar and F2F)

Tuesday, August 31, 2010

1:00 pm– 2:00 pm

Notes

Present: Maria Norris, Steve Thyberg, Jing Luan (chair), Christine Roumbanis, Laura Demsetz, Susan Estes, Alicia Aguirre, Jenny Castello, Jose Pena, Ada Delaplaine, Sarah Perkins

1. Review Minutes from May 14, 2010
Group reviewed minutes and action items. All action items were accomplished. Steve is almost complete with the additional list of changes submitted by Laura on behalf of the three colleges over summer.
2. Review CurricUNET [Work Plan/Process](#) to date (Jing, Steve)
Project is progressing according to plan with minor adjustments. Steve demonstrated the new interface and reported that he has been meeting with the key curriculum staff on each college campus to go over remaining issues and workflow setup. The meetings have gone well. Jing stated the new interface looks much improved.

SLOs from TracDAT have been loaded into CurricUNET. Steve asked committee to comment on the approach of dealing with new courses' SLOs. As new courses **are developed**, their SLOs need to be entered into CurricUNET as they are not yet available in TracDAT and the SLOs will have to be entered into TracDAT manually by the course faculty. Once the new course is activated, the SLOs in CurricUNET for these courses will be read only and the courses SLOs will be managed in TracDAT.

At this point, Cañada does not plan to show SLOs in **course outlines of record** in CurricUNET, but will in TracDAT.

Jose asked if all historical courses are in TracDAT. Jing will check.

ACTION ITEM: Jing checks with ITS to see if all historical courses have been loaded into TracDAT.

3. COR Workflow Process at Three Colleges (All, Steve)
Steve has created workflows for each college. Group discussed who will be sending notices to whom at the sister colleges for consultation. It was agreed that both the discipline deans and instructors should be notified by the originating college. Steve said the system needs to have a list of predetermined personnel who are automatically prompted by the originating college for consultation, if consultation is needed. He also needs a crosswalk for those departments that are the same but with different names. Group also identified the need for developing a set of criteria for consultation. The VPIs and the District Curriculum Committee will meet to discuss this. Group agreed to not set a prescribed number of days for consultation to be complete, but a week is reasonable.

ACTION ITEM: Jing arranges a meeting for the VPIs and the District Curriculum Committee to develop consultation criteria in the next month.

ACTION ITEM: Steve works with the instructional office staff to predetermine personnel at three colleges for consultation purposes.

ACTION ITEM: Steve works with the instructional office staff to develop a crosswalk.

4. Discuss Computation of Units and Hours in the System (All)
Steve asked the committee to review the approach to deal with courses with variable units. He has developed a screen that will be displayed if the course originator checks it as having variable units. The approach was acceptable to everyone present. He also demonstrated the calculation of unit load that will be using 16 weeks as a multiplier. Susan pointed out that load calculation will be dean's responsibilities, which was agreed by Sarah and Maria. HBA (hours by arrangement) will be calculated using a separate formula in order to balance between homework and HBAs. All calculations will be done by the system behind the scenes.
5. Communication between CurricUNET and TracDAT (Steve)
Covered in Item 2.
6. Discuss Training and Rollout of CurricUNET (All)
Minor adjustment to the rollout schedule has been made. Previously group agreed that CurricUNET could go live on a smaller scale with limited users in the 2nd week in July 2010. Steve stated that during the next 6 weeks his staff will be entering all CORs into the system for the three colleges as well as degree and certification information. Meanwhile, the Steering Committee members should pilot test the system. Group agreed that if the outlines are finalized, the system is error free and the workflow runs smoothly, it is the time for CurricUNET to be considered as ready to go (for prime time).

With that being said, Steve suggested and group agreed that November will be the time for Train-the-Trainer. Participants will be super admins, instructional office staff, curriculum committee members and other lead faculty.

Additionally, group agreed that any new changes to the courses will be stored in a separate location and will be entered into CurricUNET before it rolls out.

ACTION ITEM: Train-the-trainer sessions be set up soon for November.

7. Update on Program Review Module (Jing)
Tabled.