



NAPA VALLEY COLLEGE

Curriculum Committee

October 21, 2022

9:00 – 10:30 a.m.

Via Zoom—Recording [Link](#) (Passcode: G1\$5Dk=d)

Minutes

This meeting was conducted virtually pursuant to Government Code section 54953(e)(1)(A) and the Memorandum from Napa County Executive Officer Minh C. Tran and Public Health Officer Karen Relucio, M.D., dated September 27, 2021, regarding Recommendation for Continued Remote Attendance at Brown Act meetings.

Members Present: Arcie Alvarado, Seth Anderson, Shawna Bynum, Naomi Chianese, Bob Freschi, Paul Gospodarczyk, Josh Hanson, Brian Larsen, Karen Larsen, Tia Madison, Nancy McEnery, Eric Martinez, Katherine Rhyno, Shawntel Ridgle, Bob Van der Velde

Members Absent: Rhue Bruggeman, Jerry Dunlap, Bob Harris, Douglas Marriott, Stacey Howard

Public Present: none

1.0 Welcome and Call to Order (9:00 a.m.) – Called to order at 9:02 am

2.0 Adoption of the Agenda – MSP (motioned, seconded, passed 11/0) to adopt agenda as stands.

3.0 Approval of Submitted Minutes from October 7, 2022 – MSP (11/0) to approve minutes as presented.
+Attachments

4.0 General Announcements (3 minutes)

Curriculum Committee members invited to make announcements to the committee.

-Tickets are going fast for Beauty and the Beast. There as a sneak preview at the open house. Performance opens November 4th, get your tickets now.

-Members of the community are welcome to audition for upcoming shows!

5.0 Public Comment (3 minute)

Members of the public are invited to comment on items on the agenda.

-No public in attendance.

6.0 Information Item (6 minutes)

6.1 ASCCC Fall Plenary Session Resolutions

+Attachment

Faculty Co-Chair will update the committee on some curriculum-related resolutions that the ASCCC's Plenary Meetings in November. Feedback on these should be directed to Dr. Eileene Tejada.

-Each year ASCCC's Fall Plenary resolutions are debated and approved. There are a few pertaining to curriculum this year.

- 04.01 F22: White paper on the GE pattern purposed to be completed by Spring of 2024.
- 07.01 F22: Requesting changes to Title 5 to align AS Degree GEs with Cal IGETC. This section has not been updated in over 20 years. If this passes, the next steps will be to work with the Chancellor's office via the state Curriculum Committee.
- 07.02 F22: More info about what the Baccalaureate GE path should look like at CCCs.

- 07.03 F22: Common Course Numbering System resolution. Hope to have more concrete information early 2023.
- 15.01 F22: State AS is prepared to move forward endorsing the state CallGETC pattern with one exception. If this resolution passes, we would be urging the CSU to change the Lifelong Learning and Self Development area to be a graduation requirement rather than an upper division GE.

-If you have any feedback or comments on any of these resolutions, please share with AS President E. Tejada. She is the official representative from NVC.

7.0 Discussion Item (45 minutes)

7.1 CourseLeaf Training for Curriculum Committee Members +Attachments

Faculty Co-Chair and Curriculum Analyst provided training session and walkthrough for committee members on how to use CourseLeaf and recapped roles and processes for curriculum review.

-Timeline originally issued was confirmed. Though proposals are not due until January faculty are encouraged to get them in sooner! Early December is preferred. Deadlines are posted on our CC webpage (along with a link to CourseLeaf).

-Notice, there are two separate sites for CourseLeaf. One for reviewing and submitting, the other for public access.

-Good turnout at office hours Wednesday and will continue.

-Faculty log in is NVC email without the @napavalley.edu and your usual single-sign-on password.

-To review a course, click on the faculty reviewer role. Workflow shows on the right along with time stamps for approval. Modifications are shown in red and green.

-As soon as someone moves a proposal, emails are sent. The link to log in will be in that email.

-Initial emails (for CC faculty reviewers) will go to Seth who will forward to the assigned faculty reviewer.

-Deans will get emails when courses are ready for review in their areas. Keep in mind the following:

- Double check conditions of enrollment and other areas of Title 5 compliance.

-Faculty reviewing courses keep in mind:

- All elements of the COR are on one screen (scroll down).
- Focus on content and instruction section. Make sure there is clear alignment with SLOs.
- Check for missing fields.
- Be sure to check the online section (formerly DE review).
- Textbooks should be 6-7 years old at the latest for transferable classes.

-Articulation Officer will look at the GE/Transfer Area and input those Course Codes.

-Katherine will input the rest of the Course Codes at her level.

-Once review is done select the appropriate of the three options:

- Approve – Moves proposal to next step in workflow
- Roll back – Use sparingly! Faculty will need to make changes and start workflow over – only use for major issues as it will restart the entire process.
- Provide comments for suggested changes (Use blue edit button). Click yes to send workflow to the initiator. Then scroll all the way down to the bottom and enter feedback in the “Reviewer Comments” field. Save Changes, then **click approve** to forward those comments to the course author.

-The faculty author can make changes (or decide they weren't needed).

-Faculty reviewers are assigned by Seth who keeps track of them on a spreadsheet and tries to assign to faculty outside the discipline.

-Faculty reps in division get an email at the same time as the dean to ensure that department or division level discussion have taken place as needed (division reps should check with faculty directly).

-The walkthrough document Seth made gives screenshots and step-by-step instructions.

-Reach out to Seth at any time in the process with questions.

8.0 Action Item (15 minutes)

8.1 Approve Curriculum Handbook Chapter 6: Course Outline of Record +Attachments

The committee will discuss and vote whether to approve major revisions to Chapter 6 of the Curriculum Handbook, which includes specific details and instruction for each of the fields on the COR.

MSP (13/0) – This draft includes the DEI details added as discussed at the most recent review of the document.

9.0 Future Items

- 9.1** Feedback on CourseLeaf implementation
- 9.2** Public-facing site for hosting CORs
- 9.3** Updated checklists for curriculum authors and reviewers
- 9.4** Revision of Curriculum Handbook Chapters 7 through 9
- 9.5** Work Experience Education (AP 4103)
- 9.6** Planning for Common Course Numbering
- 9.7** Other

10.0 Adjourn – adjourned at 9:47 am

All supporting documents for this agenda can be found on the Curriculum Committee website:

<https://www.napavalley.edu/Committees/AS/curriculumcommittee/Pages/Curriculum-Committee-Meetings-2020-2021.aspx>