MINUTES
(approved 9-30-14)

PRESENT:  Mark Majarian (chair), Santanu Bandyopadhyay, Joyce Carrigan, Akilah Courtney, Steve Donley, Angel Garcia, Robert Grantham, Jennie Hurley, Tina Johannsen, Donna Landis, Danny Lind, Kathleen McAlister, Ali Moady, Jessica Nelson, Joyce Peacock, Scott Pickler, Molly Schulps, Cindy Shrout,

ABSENT: Carlos Urquidi

Recorder: Terry Carpenter

Call to Order: by Mark Majarian at 3:07 p.m.

Approval of September 16, 2014 minutes – MSP 13-0-3

Chair Report
Mark spoke about the various Curricunet screens and some of the more difficult ones. The GE Transfer information can be tricky and Jennie Hurley can assist with that area. The requisite screens and validation information can be a little challenging to navigate. Mark offered assistance from himself, Donna and Terry for anyone who needs it regarding Curriculum.

Mark reminded the committee that the next meeting will be held in the Business Building, room 203 to accommodate extra guests for the presentation from Michelle Grimes-Hillman and Craig Rutan regarding placing courses within disciplines. Guests will be able to ask questions and the end of the meeting will be available for the committee to ask questions. No specific direction will be given regarding the ENGL 094 and 099 courses, they will be used as example material to discuss and explore protocols. Cookies and coffee will be available before the meeting in the lobby and no refreshments may be taken into the meeting room.

The Student Representative was introduced, Angel Garcia.

The revisions to the Curriculum Training Guide are being finalized and it will be posted to the Curricunet Home Page soon.
TBA hours
Mark reviewed the guidelines for TBA hours on courses that are not scheduled. These can be lab hours only or a combination of lec/lab hours. These hours are required to be completed by the end of the term. The process to effectively account for these hours for student contact hours varies across different disciplines on campus. Some use the student ID card to log in and log out. Grading should reflect the student’s completion of these hours. These hours are audited and must reflect accurate information for each course. The State gives apportionment for these hours and they are concerned as they have seen many discrepancies in accurately auditing these hours throughout the colleges.

Mark asked the committee for their comments/concerns.
- When Donna submits to the State the COR states scheduled not TBA, also in the catalog. In our class schedule is where we choose how to schedule the course, (ie positive attendance)
- Internally it is our choice how to keep backup materials for an audit
- Ex: Stage Crew class is X number of weeks for X number of hours
- Cannot do TBA hours on non-duty days
- Positive Attendance – seems to be declining – please remind everyone to capture all TBA hours

Mark will send the TBA Hours Compliance Advice Legal Advisory document to the committee members.

MAD certificates – exception to prelaunch
Molly asked the committee for exceptions to the following certificates for late pre-launch.

Animation 2D Graphics Certificate – adding MAD 200 C
Animation 3D Graphics Certificate – adding MAD 200 C

ACTION: MSP

Meeting adjourned at 3:58 pm