



Curriculum Committee Minutes

Monday, September 21, 2026

Room 1101

3:00 p.m.

1. CALL TO ORDER

Meeting called to order at 3:02pm.

Present: Rebecka Renfer, Scott Yates, Katie Elwood, Cheryl Cruse, Juane Van Der Linde, Joanne Tippin, Leimone Waite, Mike Mari, Mark Montgomery, Tim Shelton, Audrey Barto, Marcee Martinez, James Tate, Nickie McGarry, Ben Daw

Guests: Kim Alcorn, Laura Specht, Justina Meeder, Iva Gallmeister, Mark Klever, Will Breitbach, Don Lacy, Craig Thompson

2. INTRODUCTIONS

3. MINUTES OF THE AUGUST 17, 2026 MEETING

Motion to approve the August 17, 2026 minutes by: Elwood/Martinez

Motion passed unanimously.

4. OPPORTUNITIES FOR PUBLIC COMMENT

5. COMMENTS FROM THE CHAIRS

Mike – TOP/CIP Code conversion reminder! We want to alert Senate before we start getting it out to faculty that this is going to happen.

Scott – Yeah, the review period where we're asking faculty for their input will happen in early October. I also have a couple of other things. Some divisions and areas are quite behind in their curriculum reviews for this year. We're much farther behind this year than last year.

Leimone – Is there an updated list so we can remind other faculty?

Scott – Yes, the updated 5 Year Review List was sent out with this meeting invite. While I'm talking about this, I've spoken with Mike and the Curriculum Specialists about it and we may not enforce the necessity of Exception Forms this year since most courses are behind and those forms create an extra workload for the Specialists. I do want faculty to understand that when they delay past the deadline, they're making more work for the specialists, but I also don't want to add to Kim and Laura's workload. Does anyone have any thoughts on that as a committee?

Audrey – Could we just have a form that needs to be filled out with the understanding that it's auto-approved so they don't have to spend time reviewing them?

Scott – Well we want faculty to know there might be a possibility their form might not be approved.

Leimone – Could you just require an exception form later than normal? Like give a grace period? A lot of faculty I talked to just felt overwhelmed with the workload and the first deadline being the first week of school.

Katie – Yeah, that idea sounds good.

Marcee – Scott, what happens if they don't do the Exception Form and they don't do the review this fall?

Scott – It says in our handbook the course may not be offered the following year. But we've also talked about the fact that this punishes students. This is where Mike as the VPI comes in and can help us decide what to do. If the curriculum isn't revised in a timely manner, then we're not in compliance. If we allow faculty to complete them very late, there's still a date at which we can't get them done in time for the catalog . . . and then we're still not in compliance. What's happened in the past is that some courses have been held out of the catalog in their revised form

and then they've had to go through the curriculum process in a delayed manner. Sometimes we've even stopped offering the course because it's so far out of compliance.

Joanne – So I have a lot of courses in my area, and I know we were supposed to get them done in the spring, but there's just been so much going on. Could we just possibly do a global deadline with no exception forms to make everybody's lives easier?

Scott – Yeah I think we could possibly talk with the Office of Instruction about this, or about the delayed Exception Form deadline.

Will – Were faculty reminded about this?

Scott – Yes.

Leimone – In the spring, they were. But then after May, we were told to wait because the new QNET wasn't ready yet.

Scott – Well, we told them more than once (I wrote the emails) that May 30 was the last day to use CNET before the system freeze. And then it became available in August the Friday before school started...so about halfway through August. So it was available to faculty a bit later at that time, but there was fair warning on more than one occasion. There were a few faculty who did put it off but were still really keen to get it done, and they have gotten it done within the first week of school. Ok, that [revised/delayed Exception Form deadline] sounds like a plan. Thanks for the discussion.

6. CURRICULUM REP AREA REPORTS

Katie – I don't have anything to report but I have gotten questions about the training videos. Remember those videos you made for the old system? Are more of those coming for the new system?

Scott – Yes, I plan on making more of those videos but that's usually something I do in the summer and haven't had the time to get to that yet this semester. Laura has also made some How-To Guides that show up on the public page of the new QNET, too.

Justina – We've also linked those to the Office of Instruction's Intranet page for easier access.

James – We've only got two things up for review right now. One has been submitted and one has not.

Leimone – I've had a lot of faculty confused about how to do course revisions when they get the QNET email.

**more discussion about the new QNET system*

Juane – Nothing.

Marcee – I don't have anything to report either.

Joanne – I spoke with ECE and there was some confusion in terms of when things are due. I've really been holding off on doing this because my competencies have been changed by the Board. I also think I did some of them wrong. It's a pretty intuitive system but there is some stuff that has changed.

**more discussion about the new QNET system*

Mark – Nothing.

Ben – Nothing, just cleaning up some stuff from spring.

Audrey – I have one question about new courses. The deadline for those is October 12, but the Cal-GETC deadline is past – back in May? We've got a new Data Science program in the works and I'm curious if we can still get that on the books for Fall 2027.

Rebecka – I think what you want is UC-TCA approval first and that will happen in July, so I think you'll be ok.

Scott – And once they get UC-TCA approval, they're likely to get Cal-GETC approval right?

Rebecka – Uh no, not necessarily.

Audrey – And then I have an Area Rep question too. How many of you send out notes after each and every meeting? Is there some other method of communication you have with communicating with your areas?

Scott – So basically, how and when do you communicate with your areas, as Curriculum Reps?

James – Whenever I need to.

Tim – Yeah, when something's pertinent.

Marcee – I give general updates at our division meetings and then like Tim said, if something is important, I'll send something out.

Katie – I usually send out a general welcome email at the beginning of the Fall semester.

Scott – I would appreciate having Area Reps initiate communication with faculty like Katie's doing. Letting faculty know who they can come to for help, what their role is, etc., is a great way of doing it.

Tim – Nothing.

Cheryl – I'm not sure if you're interested in this but an instructor reached out to me because she thought our bookstore email was spam. But the email was basically saying nobody bought the book in the bookstore.

Nickie – Nothing.

Rebecka – Nothing.

7. GENERAL EDUCATION COMMITTEE REPORT

Rebecka – Our first meeting will be on Thursday at 2pm. We'll be reviewing a few courses for Cal-GETC and the local GE area for approval.

8. CURRICULUM TRAINING

IDEAA and UDL training.

Scott discussed the new IDEAA (Inclusion, Diversity, Equity, Accessibility, and Anti-Racism) and UDL (Universal Design for Learning) section of the COR. This section is not yet in QNET. The section includes a new prompt, checklist, and review statement. These will improve the way our CORs and curriculum review processes meet new Title 5 requirements. Faculty should check *at least* one box from the checklist and write about *at least* one specific item in the COR that they have reviewed and/or improved in order to promote IDEAA and UDL.

9. DISCUSSION/ACTION ITEMS – COURSE DEACTIVATIONS

9.1 MUS 51 Opera in Performance

Last run: Fall 2018

Justification: Curriculum review

Proposal Impacts:

- *None*

Motion to approve 9.1 by: Elwood/Tate

Motion passed unanimously.

10. DISCUSSION/ACTION ITEMS – COURSE/PROGRAM REVISIONS

10.1 BUAD 45 Human Relations on the Job

Last run: Fall 2026

Proposed Revisions:

- Minor updates to Objectives
- Minor updates to Course Content
- Updated Texts and Materials
- Minor updates to DEIA Statement
- Minor updates to Course Assignments
- Minor updates to SLOs

10.2 BUAD 91 Principles of Management

Last run: Fall 2026

Proposed Revisions:

- Updated Objectives
- Updated Course Content
- Updated Texts and Materials
- Minor updates to DEIA Statement
- Minor updates to Course Assignments
- Updated SLOs

Motion to approve 10.1-10.2 by: Van der Linde/Waite

Motion passed unanimously.

10.3 ENGL 17 Introduction to Shakespeare

Last run: Spring 2026

Proposed Revisions:

- Minor updates to Course Content

Minor update to Texts
Updated Typical Assignment
Updated SLOs
Minor update to Distance Education

Motion to approve 10.3 by: Daw/Tate

Motion passed unanimously.

11. DISCUSSION ITEMS

11.1 Curriculum Handbook Bot

Presented by Cheryl Cruse.

11.2 Updated 5-Year-Review List

Presented by Scott.

Scott reminded everyone that a lot of 5-Year Reviews are late. He asked curriculum reps to contact faculty in their area who have not reviewed their curriculum and let them know they are available to help and that there are resources, like the Curriculum Bot and the QNET guides, available.

12. ADJOURN

Meeting adjourned at 4:42pm.