MINUTES

PRESENT:
Otto Lee Interim Assistant Chancellor of Instructional Services and Economic
Development – District Office
Libby Andersen Articulation Officer – City College
Liz Armstrong Vice President, Instruction – Mesa College
Carolyn Buck Articulation Officer – Mesa College
Gail Conrad Academic Senate President – Mesa College
Diane Glow Curriculum Chair – Miramar College
Paula Gustin Curriculum Chair – Mesa College
Jan Lombardi Curriculum Chair – City College
Helen Webb Academic Senate Representative – Miramar College

ABSENT:
Marianne Tortorici Vice President, Instruction – City College
Sandy Schaffer Past Academic Senate President – CET
Pam Deegan Vice President, Instruction – Miramar College
Lynn Neault Assistant Chancellor, Student Services – District Office (Ex Officio)
Myra Harada Manager, Curriculum & Instructional Services – District Office

STAFF:
Laurie Van Houten Curriculum Analyst, Instructional Services – District Office
Carlota Vidrio Senior Secretary, Instructional Service Planning and Technology – District Office
Sandy Mooney Administrative Technician, Instructional Services – District Office

GUEST:
George Tamas – C.E.O., Governet
Steve Thyberg – Vice President of Technology, Governet

Otto Lee called the meeting to order at 9:45 a.m.
I. DISCUSSION ON CURRICUNET

George Tamas, C.E.O. of Governet and Steve Thyberg, V.P. of Technology, led a presentation and discussion on the history, technical issues, and future enhancements of CurricUNET.

During the discussion Tamas advised the committee that once CurricUNET Version 1 is no longer used, there will no longer be two systems operating on the servers, CurricUNET Version 2’s performance will increase dramatically. He also informed the committee of the optimum computer requirements to run CurricUNET: 512 mb RAM, Windows XP operating software, the latest version of Internet Explorer and Flash.

II. REPORT FROM CurricUNET STEERING COMMITTEE

Paula Gustin and Libby Andersen both reported the committee is making progress. Laurie Van Houten reported on how the steering committee brings issues forward from the colleges and works on ways to resolve them. Elizabeth Armstrong said she is very encouraged by the progress of the committee. Gustin stated the committee should also look at more global issues such as processes and other needs of the colleges.

III. DATATEL IMPLEMENTATION MEETING SUMMARY

Otto Lee requested that Van Houten give a brief summary of the first Datatel Curriculum/Instruction Management Team meeting. According to Van Houten, the meeting gathered team members together to go over expectations and team structure. She also stated that CurricUNET will be the first system to interface with the Datatel System (Colleague). Tamas said the sooner Governet can be involved with the mapping the better to ensure CurricUNET and Colleague become truly integrated systems. Lee and the Council concurred.

IV. MINUTES AND AGENDA

A. Approval of: December 9, 2004 Minutes

The minutes were approved. M/S/P (Andersen, Conrad)

Action: Andersen: Instructional Services will notify members of the Ad Hoc Committee to get the committee meetings started.
B. Approval of: January 20, 2005 Agenda

The agenda was approved as amended. M/S/P (Andersen, Glow)

V. CURRICULUM REVIEW / APPROVAL

A. Approval of Curriculum

Item removed from consent agenda for discussion.

Child Development (CHIL) 210, Supervision of Early Childhood Programs

All other items from were approved by consent. M/S/P (Andersen, Glow)

B. Approval of Program Changes

All items were approved by consent. M/S/P (Lombardi/Glow)

C. Curriculum Items Discussed

Child Development (CHIL) 210, Supervision of Early Childhood Programs

Jan Lombardi or Paula Gustin will advise Instructional Services when this course is to be put back on the agenda.

VI. ANNOUNCEMENTS

A. Lee reminded the Council that after courses and programs have been approved by the Board, notification should be sent to the campuses and should be forwarded up to the state office. Instructional Services should be the ones to generate the notifications. Lee will place discussion on the agenda of the procedures, the roles, and responsibilities for the State approval process.

B. Andersen discussed the District’s Strategic Planning Committee which will convene next month and start accepting projects for funding. She encouraged anyone involved in curriculum to submit projects for funding through their College representative.

C. The next CIC meeting is February 10, 2005 at 1:00 PM in room 272. The curriculum deadline for the February 24th CIC meeting is, Friday, February 4, 2005.

VII. ADJOURNMENT

Lee adjourned the meeting at 1:05 p.m.