

Curriculum Committee Meeting, November 14, 2014

Present: Carol DeCoursey, Fred Fredrickson, Edie Heppler, Jay Hurwitz, Chuck Kimbrough, Carol Leyton, Carole Maynard, Jim Maynard, Chris Steele, Mona Zimerman, Ted Watts

Chuck Kimbrough, acting as chair, called the meeting to order at 11:07 a.m.

The meeting was being recorded. Chuck brought up the issue of recording the meeting, saying that the answers he got from his sources were mixed. A few people objected to the recording on the basis of privacy issues. It was pointed out that this was a public meeting and recording is permissible at public meetings. Chuck took a vote on the issue and the recording was stopped. Chuck will talk to BC legal about recording and also about getting access to instructor information.

The minutes of the previous meeting were approved with 2 changes. Discussion of instructors will take place in the committee as a whole in order to keep the discussion off the record.

There was a discussion of the differences between Hollis' duties and Angela's. Hollis is customer service.

Survey of student topics needs to be done for course development and instructor recruitment.

Chris will email info on the most recent survey to Chuck and Mona.

Chuck brought up deadlines for providing courses for spring. We may need classroom projections, catalog deadlines, contract deadlines, and son on from Administration so we can plan.

Discussion on how it is determined whether a course is offered. Can we make a recommendation about overlap of instructors having two similar courses at the same time?

Jim Maynard moved that:

One member of this committee be assigned task of vetting instructors.

Motion dropped, this action belongs to Angela.

Motion that:

If Angela gets an instructor that she questions she can send to Curriculum Committee through Kathy.

Motion passed

Old Business

1. Class Preview (aka Open House) December 5
 - a. Lead to coordinate with Events and Marketing
No one volunteered to do this.
2. Recruitment of instructors for Spring Quarter 2015
 - a. Review draft of recruitment letter
Angela made changes and approved the letter.
 - b. Reconnect with former instructors
Letter will be used for confirmation or outreach
 - c. Proposed procedures for screening committee
Discussion of instructors giving email address
Discussion of prescreening instructors in meeting of the whole.
3. Results of research:
 - a. Instructor information: Chuck status on U of W permission form
 - b. Public access to TSO email info: Chuck status
4. Liaison with other Retiree Programs
 - a. Jim and Carole status
Met with Angela 11/13 to discuss creation of consortium with other programs. Suggested that this be coordinated at BC with the Administration. Some folks didn't think other programs would buy into that. Not resolved.
5. Student Survey
 - a. Angela's feedback re BCCE constraints

Jim will work with Marketing (Sue Black) whomever is assigned/volunteers to work on survey of what instructors teach would send to all of TELOS Need to define purpose of survey

Motion: That rest of agenda is tabled. Motion passed.

Motion: That meeting is adjourned. Motion passed. Meeting adjourned at 1:15 p.m.

Mona Zimmerman, Secretary