



**COLLEGE CURRICULUM YEAR-END REPORT  
2013-2014**

Major Course Revisions: 0  
 New Courses: 1  
 Minor Course Revisions: 43  
 Minor Program Revisions: 4  
 New Programs/Certificates: 0  
 Certificate of Achievement Revisions: 0  
 New Certificates of Achievement: 0  
 General Education Outcomes: 0  
 General Education Distribution List Additions: 0

**Pending Post Catalog Deadline (April-June 2014)**

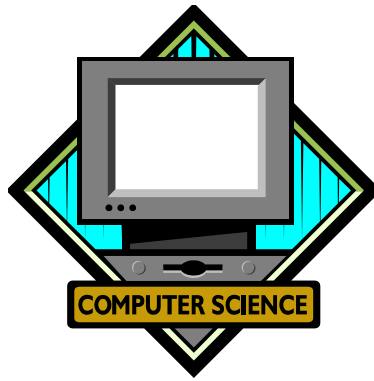
Major Course Revisions: 3  
 Minor Course Revisions: 22  
 Major Certificate and Program Revisions: 4  
 General Education Outcomes: 1  
 General Education List Outcomes: 1



## **Committee Accomplishments**

### **Continuous updates to the Curriculum Handbook**

- New Curriculum Forms and Handbook were approved by the College Academic Senate.
- The electronic signature was created for all Curriculum forms. The completed forms are located on the P-drive under “College Curriculum.” It is no longer necessary for them to be mailed to responsible signatories for manual approval.
- The *New Course Proposal* form (revised October 2014) will include the option of requiring a 2:1 or 3:1 ratio for Lab courses, depending on the type of Lab.
- It was suggested that all programs with brochures, review and/or update websites and written material for consistency with the college catalog.
- Add to *Course Proposal* form: a field that indicates whether or not the proposed course meets “Common Course Outcomes.” There will also be a space to list the outcome. The Academic Dean’s signature will be listed before the Campus Curriculum Chair. A checklist for this form will be updated and ready for Fall 2014
- A request was created via RITS to download the Adobe Master Collection, which includes Adobe Acrobat Pro, on the Board Room computer to edit PDF files, if necessary



### Specific Chair Duties

- ✓ Conducted College Curriculum Committee meetings and added or cancelled meetings in a timely fashion when necessary.
- ✓ Signed all documents electronically when approved by the Committee.
- ✓ Attended and participated in the following: monthly College Academic Senate and presented the Consent Agendas. Also attended Leadership, and other meetings as directed.
- ✓ Answered inquiries by faculty, program directors and deans by email and/or phone in a professional and timely manner.

### Other Committee Challenges

- ✚ Discussed the MAT2 Mechatronics and was assured that all classes (if necessary) and the program will be brought through the curriculum process to appear in the college catalog as a program that can be offered to students as a degree.
- ✚ Deans will now be placed on the Curriculum Committee, not from individual campuses but rather by “divisional representation” –there will no longer be campus representation at this time
- ✚ Looked at the following: Curriculum Life-Cycle including occupational courses—required courses; transfer Courses –primarily General Education; Personal Interest Courses—electives; College Readiness—Developmental. Includes the now completed Common Course Outcomes.
- ✚ We are still trying to close the loop within the Curriculum Process. Transferability of new courses was not a problem this year since we only had one.

- ✚ As compared to previous years, this is the first time that the Curriculum Committee has had so few new/improved and/or otherwise healthy list of new classes, programs and other upgrades. The process has stalled because of a lack of direction of Oakland Community College and its data-driven policy of overlooking what works for the “Community,” Maybe it isn’t our middle name after all.

Respectfully submitted,

Mary Kay Lawless, MA, LPC  
Chair, College Curriculum Committee

