Advisory Committee for Educational Services (ACES)
Thursday, December 2, 2010
District Office
Videoconference Meeting

AGENDA

1. Status of CurricUNET Implementation

2. Stand-alone Courses

3. Evaluation of ACES

4. Non-Credit Course Repetition

5. General Education Degree

6. Program Inventory

7. ACES Representation to Consultation Council, Develop Proposal to Chancellor

8. Curriculum Review at District Level

9. District-wide Faculty Meeting

10. Other

11. Next Meetings: February 24, 2011, 1-4 p.m.
                     April 28, 2011, 9:30-12 noon

Kern Community College District
Office of Educational Services
December 2, 2010

Summary of the
Advisory Committee for Educational Services (ACES) Meeting
Thursday, December 2, 2010, 9:30 a.m. – 12:00 noon, District Office
Videoconference Meeting

Present: Janet Fulks, Curriculum Chair, Bakersfield College
                  Nan Gomez-Heitzeberg, Vice President, Bakersfield College
                  Janna Oldham, Curriculum Technician, Bakersfield College
                  Wally Simmons, Faculty, Bakersfield College
                  Ann Beheler, Vice President, Academic Affairs, Porterville
                      College
                  Judy Fallert, Curriculum Technician, Porterville College
                  Susan Regier, Faculty Member, Porterville College
                  Miles Vega, Faculty/Curriculum Chair/Articulation Officer,
                      Porterville College
                  Sally Errea, Educational Services Assistant, District Office
                  Doris Givens, Vice Chancellor, Educational Services, District
                      Office
                  Dennis VanderWerff, Consultant, District Office

The summary of the previous meeting, September 23, 2010, was distributed and
reviewed by those present.

1.   Status of CurricUNET Implementation Calendar

Dennis VanderWerff provided the group an update of the CurricUNET
implementation process. Dennis indicated a comparison of active courses and
currently offered courses will be run soon. It was recommended removing all
courses that are no longer being offered. The curriculum upload from Banner will
occur before the course outline of records (COR's) are loaded. Discussion
ensued regarding when CurricUNET will load the (COR's). This process could
take a month. CurricUNET staff will input the COR's. Concern was expressed
CurricUNET staff not tamper with updated course information as many hours
have been spent in this endeavor.

Discussion ensued regarding the short title of courses versus the long title. A
decision needs to be made whether to use the short and long course titles.

Action: Doris Givens and Dennis VanderWerff will contact George
           Tamas, President, CurricUNET, to discuss the loading of the
           COR's.

Discussion ensued regarding the SB 1440. Curriculum is to be developed by Fall 2011. The group agreed to use the State form, 580, and ACES would like CurricUNET to upload this form to the system.

Action: **Janet Fulks will email the form numbers to Dennis. Dennis will follow-up with CurricUNET.**

2. Stand-alone Courses

Doris reported she recently attended a statewide Chief Instructional Officers' meeting and it was communicated that there are 470,000 standalone courses for California Community Colleges. After the conference, she obtained a report of standalone courses in the Kern Community College District using the previous four semesters. Discussion ensued regarding basic skills and general education courses that do not belong to a program. It may be necessary to use a unique program identifier for these courses and the Colleges would have the discretion to add or remove courses.

Action: **It was recommended using a unique course identifier for standalone courses are used. When including standalone courses as part of a program, the Colleges must report this information to the State Chancellor's Office.**

Discussion ensued regarding deleting courses and developing a process to clean up the College catalogs.

Action: **Sally Errea will develop a form for the Colleges to use for presenting deleted courses to the Board of Trustees. It is not necessary to attach course outlines to this form.**

3 Evaluation of ACES

Discussion ensued regarding the evaluation of ACES. The group agreed there are not sufficient activities to evaluate the work of ACES this year as this year was devoted to the implementation of CurricUNET. It was reported the pilot project regarding a common course identifier for mathematics was not able to move forward due to lack of support.

Action: **It was agreed each member would provide a narrative regarding ACES activities and accomplishments to assist in the providing an update of ACES' activities. It was suggested waiting until CurricUNET is implemented. It was suggested have a status report prepared for the April 28th meeting to share with the College Academic Senates before the end of the year.**

A question was raised regarding the use of SCANS documentation in the curriculum development process for CTE courses. It was noted that not all the Colleges are including this documentation for CTE courses. This is a State requirement.

Action: **John Means will discuss this issue with the State Chancellor's office to determine if the SCANS form is still necessary when developing CTE courses.**

Questions were raised regarding CB codes 10 and 23 which relate to funding. This information should be included in the CurricUNET COR template. It was also noted that a clarification is necessary as curriculum chairs need to be aware of the importance of coding this information properly.

Action: **Dennis will research if CurricUNET can add an area for noting CB codes 10 and 23 on the COR template and report at a subsequent meeting.**

Discussion ensued regarding a catalog of Banner standing reports and a description and how important this information is to staff.

Action: **The group would like a report of all available Banner reports and instructions on how to obtain access.**

4.   Non-Credit Course Repetition

Action: **This item will be removed from the agenda.**

5.   General Education Degree

Discussion ensued regarding if the Colleges are considering implementing a certificate for General Education, for more than 18 units. It would be a way to capture completions, certificate of achievements, and improve student outcomes.

Further discussion regarding the number of units required to meet the general education requirement. It was suggested that Board Policy be reviewed regarding this requirement.

Action: **Doris will follow-up on the Board Policy issue and report at the next meeting.**

6.   Program Inventory

The group indicated the need to access the State Program Inventory to review courses by College programs. This information needs to be accessible by next semester to compare the State data with CurricUNET. It was suggested contacting Joe Darin at the State Chancellor's Office at the State Chancellor's Office

7.   ACES Representation to Consultation Council, Develop Proposal to Chancellor

Doris reported ACES will not have a representative on the Consultation Council as she is a member and is responsible for reporting out to the group.

8.   Curriculum Review at District Level

Action: This item will be removed from the agenda.

9.   District-wide Faculty Meeting

Discussion ensued regarding scheduling a date for the District-wide faculty governance meeting.

Action: The date selected for a District-wide Faculty meeting was March 18, 2011.

10.   Other

It was reported that Dennis recently attended a DegreeWorks Conference, which is a degree auditing system for students. It accomplishes a variety of needs for students. The District is researching this system; no decision has been made whether to purchase. The product will be vetted through all campus groups to ensure communication. More information will follow.

It was reported that Doris is leading the update of the Kern Community College District Strategic Plan. A working group will be assembled comprised of College representatives. The goal is to have an updated Strategic Plan by April 2011.

11.   Next Meetings

The next meetings are scheduled as follows:

- February 24, 2011, 1:00 p.m.—5:00 p.m.
- April 28, 2011, 9:30 a.m.—12 noon

/se

Kern Community College District
Office of Educational Services
April 25, 2011

Summary of the
Advisory Committee for Educational Services (ACES) Meeting
Thursday, February 24, 2011, 1:00 p.m. - 5:00 p.m., District Office

Present: Janet Fulks, Curriculum Chair, Bakersfield College
                            Nan Gomez-Heitzeberg, Vice President, Bakersfield College
                            Mary Jane Johnson, Scheduling Technician, Bakersfield
                                College
                            Janna Oldham, Curriculum Technician, Bakersfield College
                            Ann Beheler, Vice President, Academic Affairs, Porterville
                                College
                            Judy Fallert, Curriculum Technician, Porterville College
                            Miles Vega, Faculty/Curriculum Chair/Articulation Officer,
                                Porterville College
                            Sally Errea, Educational Services Assistant, District Office
                            Doris Givens, Vice Chancellor, Educational Services, District
                                Office
                            Dennis VanderWerff, Consultant, District Office

Guest: Jeff Dodge, CurricUNET Representative

1.   Status of CurricUNET Implementation

Jeff Dodge joined the meeting and shared how new courses can be entered into
programs in the system. Jeff indicated the manual load of course and program
data had been completed, but, when reviewing in the system, it was not
available. Jeff Dodge was going to research. Jeff also indicated that it was time
to move the Kern District to the next phase, to the support team. The Kern
District staff communicated that since there were still issues with the entering of
data into the software, the District is still in the development phase. Jeff
indicated the support team can better deal with these issues

Discussion ensued regarding the implementation of CurricUNET and issues were
expressed regarding not having the system fully up and running. Concerns were
expressed regarding the approval ques, course outline of record form and the
Board report not fully functioning to meet the needs of the District.

manual load has been completed; not sure about program information; jeff said it
was completed prior to manual load; janet said everything is missing; nothing is
entered according to janet; when you add courses they don't go programs; jeff
said a way to add courses to program

want to go through a program and show how to add in there

corey said programdata for cc is in haven't worked with extensively; went in and cleaned up in nov/dec and mapped to catalog; info was in but haven't worked with; don't know how to add courses; seemed to be working

dennis said he worked with two faculty chairs and walked through process of building programs; so don't know what the problem is

jeff invited todd Anderson as well

went into program area,
click programs; jeff, added program matrix and conditions of enrollments was added for our district; will check why no coursesin biology for bc

there was concern expressed about not have program data in the curriculunet system;

jeff dodge will get to us on why there are no courses in the system;

with the data side excepted; moved through form; will get data situation restored;

text editor will continue to be used on program page,

changes to slo were recommended; jeff will take care of issues;

it's a contract management and should be discussed with sean

are we agreeing we're not out of development and should not move to support team; what is holding us back asked todd Anderson, they can make changes, you can make corrections, have a bigger support group in phase 2; dennis said we did agreed we were finished with templates for database, we have never agreed we were going to stop dealing with fixes to the database; janet said we do not have ques that work, they need to be developed for multiple users; we don't have a single reports that work ad we have other reports; don't have functional reports; not reality of the reality of program on campuses;

todd, said it a function of support and r=creating reports;

fact is not everything bugs in templates, bugs in curriculum report; so many errors to guaranteee quality in curriculum;

need to get a definitive list so we can work toward that end

janet has at least 12 things that bc has identified; janet said, have reported and sent them and not getting checked or not done in the way we thought it would be;

cor links you get different thngs, you get frames
todd asked for examples of errors;

can we put together a lit; this team will do that

what would criteria be to move to phase 2 for both curricunet and kccd; we don't have level of confidence;

group agreed to develop a list; dennis suggested everyone submit items to dennis and he will be put in a table and reference to a specific screen or course outline of record; and will share and agree on the report; dennis will send to todd Anderson; dennis will vet and to todd by the end of next week; dennis asked everyone to review and what is the appropriate timeframe to coplete by todd

want to get together to make sure that everyone gets together when proposing chairs; techs and curriculum chairs should get together;

need a meeting of curriculum techs and curriculum chairs,

Advisory Committee for Educational Services (ACES)
Thursday, February 25, 2010, California Room
12 noon – 3 p.m.

AGENDA

1. Proposal Review for Establishing ACES (1 hour)

    a. History, Purpose, Commitment, Opportunity

2.   Operation of ACES (1 hour)

    a. Develop a Work Plan
    b. Set Priorities

3.   Implementation of CurricUNET (1 hour)

    a. Schedule of Events
    b. Implementation Calendar

4. Other

5. Next Meeting—April 29, 2010

Advisory Committee for Educational Services (ACES)
Thursday, September 23, 2010
Bakersfield College
1:00 p.m. -2:15 p.m., Board of Trustees' Room
2:20 p.m. – 5 p.m., Library Room 148
Face- to-face meeting

AGENDA

1. Status of CurricUNET Implementation and Training

   a. Draft Calendar of Events
   b.

2. College Catalog and Schedule Development

3. Stand-alone Courses

4. Evaluation of ACES

5. Non-Credit Course Repetition

6. General Education Degree

7. Program Inventory

8. ACES Representation to Consultation Council, Develop Proposal to Chancellor

9. Curriculum Review at District Level

10. District-wide Faculty Meeting

11. Approval of Curriculum and Submission to Board

12. Other

13. Next Meetings: December 2, 2010, 9:30-12 noon
                     February 24, 2011, 1-4 p.m.
                     April 28, 2011, 9:30-12 noon

Kern Community College District
Office of Educational Services
October 12, 2009

CurricUNET Subcommittee Meeting
Monday, October 12, 2009
2:30 p.m. – 4:00 p.m.

<u>Tentative Agenda</u>

1.   Review Summary of Previous Meeting (5 min.)

2.   Report by Representatives Regarding ACES Document (10 min.)

3.   Review District Course Outline of Record Form (30 min.)

4.   Other

5.   Upcoming Meetings for ACES or CurricUNET Subcommittee

   ✓ October 29, 2009, 12 noon – 3 p.m.
   ✓ February 25, 2010, 12 noon – 3 p.m.
   ✓ April 29, 2010, 12 noon – 3 p.m.