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	<p>all the activity for each course. They email their faculty so they are aware what days they are meeting and when to contact them for guidance. They encourage all the department heads to take ownership of their area curriculum. Additionally, they have a spreadsheet that keeps tracking of all the courses that are in submissions with any and all changes. After hearing from FA, they also think that some type of conferencing info could be helpful.</p> <p>: It's very helpful to allow meeting time in an alternative method so those that would not normally participate may get involved. We need to create a cultural change regarding due dates. Work on curriculum all year. Something to consider is to create deadlines for each stage in the approval process that way no one office is overwhelmed or hung up due to the numbers of courses needed review. Hartwell sees a frustration from the faculty as they perceive writing curriculum as a painful necessity and not really part of what they do. They are not happy about the use of cumbersome software that's not user friendly to do their curriculum.</p>
<p>5. Curriculum Structure & Brown Act</p>	<p>:</p> <p>Escoto introduced Julie Bruno, representative to the System Advisory Committee on Curriculum (SACC). Bruno recognized our unusual structure but acknowledged that our challenges are not different from other colleges. Similar to FH, all faculty love to teach and maybe not so much the writing and compliance part. After listening to the committee describe some of the frustrations, she suggested perhaps setting due dates for the different stages might be helpful. In reference to the Brown Act responsibilities, since we are approving curriculum at the division level, we must post agendas and minutes in a public place where they are accessible 24-7. Posting online only, is not enough. Curriculum website might be a place for division agendas too.</p> <p>We should be concerned and aware of the curriculum as a whole. CCC is responsible to see the overall picture. New courses are not really discussed at CCC, they are discussed mostly between departments that it directly impacts. Murray would love to have a relational database so if you removed a course, you would be able to see all the programs that would be affected. How do we handle conflicting courses as they are built and before the course is fully approved?</p> <p>-</p> <p>: They are working on model curriculum in the high-unit majors such as Engineering. SACC is also producing a handbook. Baccalaureate project is being developed.</p>

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