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| 1    | 12:20| Review & Discussion of CS 3.4.10 – Responsibility for the Curriculum | CS 3.4.10 – Responsibility for the Curriculum  
"The institution places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty." | Considered the following documents:  
Instructional Unit Reviews??  
Curriculum Review (District and College committees)  
National Accreditation Boards for individual programs  
Quality Enhancement Plan (QEP)-Student Learning Outcomes  
Manual or Handbook for developing new programs (in development by Randal Dawson + others?)  
Unit Plans  
Faculty Handbook  
A.1.3 (Policy) College District Vision, Mission, Values and Goals – Goal #3  
B.2.1 (Policy) Organizational Plan #8  
B.5.1 (Policy) Board Responsibilities #11  
E.1.6 (Policy) Program and Course Offerings  
D.7.1.1 (Procedure) Employee Evaluations | "What is the process for the development, evaluation, and improvement of the curriculum?"  
Not all departments may be doing instructional unit reviews. (Arts & Sciences?) Diane Hester will check on this.  
"What is the role of faculty regarding the content, quantity, and effectiveness of the institution’s curriculum?"  
&  
"What are the policies and procedures for expanding or limiting the curriculum and what are the faculty’s responsibilities?"  
A flowchart exists on the Curriculum Committee AlamoShare website, but no SPC-specific, written policies or procedures were found on expanding or limiting the curriculum. Does one exist? Does it specify faculty responsibility?  
We are concerned that there are no District policies that specify faculty responsibility for the curricula (though it does mention Chancellor and Board responsibilities).  
"How does the institution ensure the quality and effectiveness of its curriculum so that it is appropriate to its educational programs? What standards for review of curriculum quality does the institution use?" | Y |
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| 1:04  | Review & Discussion of CS 3.9.3 – Qualified Staff (Student Affairs and Services) | CS 3.9.3 – Qualified Staff (Student Affairs and Services)  
Considered the following documents:  
- Education Support Services Organizational Chart  
- Procedures:  
  - D.6.1.1 (Procedure) Professional Development  
  - D.6.1.2 (Procedure) Required Training  
  - D.6.1.3 (Procedure) Tuition Reimbursement for Employees and Child Dependents  
- Human Resources – position descriptions for Student Affairs staff  
Roster of Student Affairs staff will be required for this section. Contact Dr. Machen (?) |
| 1:25  | Discussion                      | Clarification needed on required/suggested documentation, due dates of narratives, template/sample of narratives, collection of documentation, Xitracs training.  
Jessica Cooper will contact Dr. Sides for more clarification on these issues. |
| 1:30  | Adjournment                     |                                                                     |