Curriculum Committee

Agenda

Multidisciplinary Center West Conference Room (MCW-312)
October 21, 2014 at 3:00pm

NOTE: ALL COURSES/PROGRAMS UP FOR APPROVAL FROM THIS DATE FORWARD WILL BE EFFECTIVE FALL 2015 UNLESS OTHERWISE NOTED.

APPROVAL OF MINUTES: September 30, 2014

SECTION ONE: REQUIRING COMMITTEE ACTION

I. Curricular Proposals for Approval

A. Credit Courses: Second Reading

1. New

2. Revise
   T=Title (substantial); U=Units, H=Hours (increased); EL=Enrollment Limitation, P=Prereq, C=Coreq (substantial), RP=Recom. Prep., D=Description (substantial); F=Fees (required); FT=Field Trips; R=Repeat (added or increased)
   • THA V10A
     T- from ‘Production and Performance I’ to ‘Performance I’
     U- from ‘1 unit’ to ‘3 units’
     H- from ‘0.5 lecture, 1.5 laboratory weekly’ to ‘1.5 lecture, 4.5 laboratory weekly’
     EL- New (D)

3. Prerequisite(s)/Corequisite(s)/Recommended Preparation
   • THA V10A
     EL-New: Audition and/or interview

4. 88s and 89s

5. Distance Education (new)

6. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions): Second Reading

7. Noncredit Courses

8. Study Abroad/International Education
B. Credit Courses: First Reading

1. New

2. Revise
   T=Title (substantial); U=Units, H=Hours (increased); EL=Enrollment Limitation, P=Prereq, C=Coreq (substantial), RP=Recom. Prep.; D=Description (substantial); F=Fees (required); FT=Field Trips; R=Repeat (added or increased)

   • CD V18
     T- from ‘Special Needs Children’ to ‘Introduction to Children with Special Needs’
     U- from ‘1.5 units’ to ‘3 units’
     H- from ‘1.5 lecture weekly’ to ‘3 lecture weekly’
     P- Remove
     RP- New
     (D)

   • MATH V20
     (D)

   • THA V10B
     T- from ‘Production and Performance II’ to ‘Performance II’
     U- from ‘2 units’ to ‘3 units’
     H- from ‘1 lecture, 3 laboratory weekly’ to ‘1.5 lecture, 4.5 laboratory weekly’
     EL- New
     RP- New
     (D)

   • THA V10C V11A
     ID- from ‘THA V10C’ to ‘THA V11A’
     T- from ‘Production and Performance III’ to ‘Production I’
     (D)

   • THA V10D V11B
     ID- from ‘THA V10D’ to ‘THA V11B’
     T- from ‘Production and Performance IV’ to ‘Production II’
     RP- New
     (D)

3. Prerequisite(s)/Corequisite(s)/Recommended Preparation/Enrollment Limitation(s)

   • CD V18
     P- Remove: ‘CD V62 and HEC V23 with grades of C or better and Current negative TB test report’
     RP- New: CD V02 and CD V62

   • MATH V20
     P-review (MATH V05 or the fourth year of high school mathematics [advanced mathematics] with grade C or better; or placement as measured by the college assessment process)

   • THA V10B
     EL-New: Audition and/or interview
     RP-New: THA V10A
• **THA V11B**  
  RP-New: *THA V05A or THA V05B; and/or THA V11A*

4. 88s and 89s

5. Distance Education (new)

6. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions): First Reading

7. Noncredit Courses

8. Study Abroad/International Education

SECTION TWO:
COURSE AND PROGRAM INFORMATION ONLY—CONSENT AGENDA

II. Curricular Activity: Technical Action

A. Delete (Remove from catalog)

B. Technical Revisions (Nonsubstantial Changes in Catalog)

ID=Course Number; T=Title; U=Units; H=Hours; P=Prereq; C=Coreq; RP=Rec Prep; EL=Enrollment Limitation;  
D=Description; F=Fees; FT=Field Trips; R=Repeat; Was=Formerly; Same as; RS=Record Symbol; Non-degree; TR=Transfer

• **GERM V02**  
  (D)
• **ITAL V01**  
  (D)

C. Technical Revision (Articulation Purposes)  
*Does not require DTRW-I or Board approval*

CO=Course Objectives (substantial); CC=Course Content (substantial); LC=Lab Content (substantial)

• **CD V18** (CO, CC)  
• **GERM V02** (CO)  
• **ITAL V01** (CO)  
• **MATH V20** (CO, CC)  
• **THA V10B** (CO, CC, LC)  
• **THA V11A** (CO, CC, LC)  
• **THA V11B** (CO, CC, LC)

D. Course Review/Update (No catalog changes)

E. Prerequisite(s)/Corequisite(s)/Recommended Preparation Review

• **GERM V02**  
  P- review (GERM V01 or 2 years of high school German or equivalent)
F. Distance Education (Revision/Update – No catalog changes)
   • MATH V20 (Review: Hybrid [51-99% online])

G. Degrees, Certificates and Awards (Nonsubstantial)

SECTION THREE:
DISCUSSION (CONSENT and/or ACTION)

III. Action/Information/Discussion
   A. DTRW-I Report for meeting held 10.09.14 (Discussion/Action) – P. Jefferson/G. Arevalo
   B. California Community Colleges Chancellor’s Office Memo (Information) – G. Arevalo
      ▪ Strategies for Meeting Associate Degree for Transfer (ADT) Goal
   C. Philosophy and General Education Subcommittee (Information) – G. Arevalo
      ▪ Dispersal of courses for technical review
   D. Expectations and Responsibilities of Curriculum Committee members (Discussion) – P. Sezzi
   E. Goal Setting for 2014-2015 (Discussion) – P. Sezzi
   F. Other

NEXT MEETING
November 4, 2014 – 3:00 p.m.
Multidisciplinary Center West Conference Room (MCW-312)

DEADLINE
for effective date of Fall 2016
May 1, 2015
for all courses, degrees and distance education
P. Jefferson called the meeting to order at 3:15 p.m.


(ABSENT: M. De La Rocha, P. King, R. Koerner [sabbatical fall 2014], P. Martin, D. Young and 2 representatives from Communications & Learning Resources division)

NON-VOTING MEMBERS PRESENT: S. Bricker, O. Duangpun, and P. Jefferson (co-chair),

(ABSENT: ASVC Rep, T. Harrison, D. Kumpf, O. Long V. Lugo, A. Sanford, and K. Schrader)

GUESTS: Jay Varela and Corey Wendt

APPROVAL OF MINUTES: September 16, 2014
P. Sezzi called for a motion to approve the minutes.
Motion by N. Fredrickson, second by M. Bowen
Final Resolution: Motion was approved.

POLICY AND PROCESS DISCUSSION:

1. Technical Review Process
   P. Jefferson provided a synopsis of input received. He also noted the possibility of pursuing noncredit courses. The process discussed included adding another person in the role of Technical Review to work with and have the same release time as the current Technical Review Chair, Michael Bowen. The course outlines could be divided by section and dispersed so that curriculum members would be responsible to review certain section(s). P. Jefferson stated that he would with his colleagues to draft a revised technical review process and also to recruit the additional person.

   P. Sezzi noted that training would be mandatory for the 2015-16 Curriculum Committee members. At issue was the conflict regarding mandatory training during fall flex week due to the members not being ratified until flex week. N. Fredrickson made a motion to conduct the mandatory training at the first Curriculum Committee meeting in fall 2015, A. Gonzales seconded that motion. It was noted that training during flex in January would be for new members and serve as a refresher for current members.
2. **Curriculum Committee Subcommittees** Membership
   
a. **Philosophy and General Education**

   Members were selected as follows: G. Arevalo, S. Bricker, N. Fredrickson, A. Gaines, A. Gonzales, A. Kolesnik, D. Newcomb, and P. Sezzi.

   A meeting was scheduled for Tuesday, October 7th at 3:30 p.m. in MCW 312.

   P. Sezzi noted that the committee is lacking two representatives from the Communications and Learning Resources division.

b. **Curriculum Technical Review & Prerequisites**

   No discussion.

c. **Distance Education Curriculum Review**

   No discussion.

3. **ACCJC Standard II**: Student Learning Programs and Support Services/
A. **Instructional Programs/ Items 3 (SLO in COR and syllabus) and 6 (schedule courses)**

   P. Jefferson noted that the initial input of SLOs into CORs in CurricUNET would be assigned to his colleagues as a one-time project to be coordinated by his assistant Linda Resendiz. He noted that he would provide the committee updates on the project as it progresses. After the initial data input is complete, it would then be the responsibility of faculty to update their SLOs in all applicable systems when necessary. It was noted that a new “SLO update only” process within CurricUNET is being developed.

**SECTION ONE:**
REQUIREING COMMITTEE ACTION

I. **Curricular Proposals for Approval**

A. **Credit Courses: Second Reading**

1. New

2. Revise

   T=Title (substantial); U=Units, H=Hours (increased); P=Prereq, C=Coreq (substantial);

   D=Description (substantial); F=Fees (required); FT=Field Trip; R=Repeat (added or increased)

   - **MATH V04** (D; P)
   - **MATH V05** (P)
   - **MATH V21A** (D)

   Motion by G. Arevalo, second by A. Gonzales

   Final Resolution: Motion was approved.


3. **Prerequisite(s)/Corequisite(s)/Recommended Preparation**

   - **MATH V04**

   P- Review ‘MATH V03’ or ‘Placement as measured by the college assessment process’
P - Remove 'MATH V03E'.
P - Add 'MATH V13B'.

**MATH V05**
P - Review 'MATH V03' or 'Placement as measured by the college assessment process'.
P - Remove 'MATH V03E'.
P - Add 'MATH V13B'.

**RP - Review 'MATH V02' & 'Knowledge of plane geometry'.**

**MATH V21A**
P - Review 'MATH V04 and MATH V05 with grades of C or better' or 'MATH V20 with grade of C or better' or 'the fourth year of high school mathematics (advanced mathematics) with a grade of C or better' or 'placement as measured by the college assessment process.'

Motion by D. Newcomb, second by A. Kolesnik
Final Resolution: Motion was approved.

4. 88s and 89s

5. Distance Education (new)

**MATH V04** Review:
- Hybrid (1-50% online)
- Hybrid (51-99% online)

Motion by A. Gonzales, second by M. Bowen
Final Resolution: Motion was approved.

6. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions): Second Reading

7. Noncredit Courses

8. Study Abroad/International Education

**B. Credit Courses: First Reading**

1. New

2. Revise
   T=Title (substantial); U=Units, H=Hours (increased); EL=Enrollment Limitation, P=Prereq, C=Coreq (substantial);
   D=Description (substantial); F=Fees (required); FT=Field Trips; R=Repeat (added or increased)

   **THA V10A**
   T- from 'Production and Performance I' to 'Performance I'
J. Varela presented the revisions to this course and noted that the basis for the proposed changes was to align the course with C-ID Descriptor THTR 191. Discussion ensued regarding the other three courses in this series.

Motion to table this course and bring back as second reading with other three (THA V10B/C/D) courses, by M. Bowen, second by A. Kolesnik. Motion was approved.

3. Prerequisite(s)/Corequisite(s)/Recommended Preparation/Enrollment Limitation(s)
   ▪ **THA V10A**
   **EL-New:** Audition and/or interview

Motion to table this course and bring back as second reading with other three (THA V10B/C/D) courses, by M. Bowen, second by A. Kolesnik. Motion was approved.

4. 88s and 89s

5. Distance Education (new)

6. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions): First Reading

7. Noncredit Courses

8. Study Abroad/International Education

SECTION TWO:
COURSE AND PROGRAM INFORMATION ONLY—CONSENT AGENDA

II. Curricular Activity: Technical Action
   A. Delete (Remove from catalog)
B. Technical Revisions (Nonsubstantial Changes in Catalog)

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- **MATH V21B**

C. Technical Revision (Articulation Purposes)

*Does not require DTRW-I or Board approval*

CO=Course Objectives (substantial); CC=Course Content (substantial); LC=Lab Content (substantial)

- **MATH V21B (CO, CC)**
- **THA V10A (CO, CC, LC)**

D. Course Review/Update (No catalog changes)

- **HED V95** (Update) *(REQUEST to be effective SPRING 2015)*

E. Prerequisite(s)/Corequisite(s)/Recommended Preparation Review

- **MATH V21B**
  - P-Review *(MATH V21A or equivalent with grade C or better)*

F. Distance Education (Revision/Update – No catalog changes)

- **HED V95** *(New: 100% fully online)* *(REQUEST to be effective SPRING 2015)*

G. Degrees, Certificates and Awards (Nonsubstantial)

P. Jefferson pulled HED V95 for discussion. He noted that it is an exception to the procedure to approve a course for distance education to be effective Spring 2015 and that this course would be the final exception.

Motion by A. Kolesnik, second by N. Fredrickson

Final Resolution: Motion was approved.


SECTION THREE:
DISCUSSION (CONSENT and/or ACTION)

III. Action/Information/Discussion

A. Curriculum Committee Co-Chair

- Nominations for Spring 2015 (Discussion/Action) – P. Jefferson
  - G. Arevalo nominated Mark Pauley.
  - P. Sezzi nominated Angelica Gonzalez.
  - A. Kolesnik and D. Newcomb supported the nomination.
  - A brief discussion ensued.

Motion by P. Sezzi, second by A. Kolesnik

Final Resolution: Motion was approved.

P. Sezzi confirmed A. Gonzales would serve as Curriculum Committee Co-Chair for spring 2015 (P. Sezzi would be on sabbatical.)

It was noted that another representative would be needed from the Student Services division.

- Two year term commencing in June 2015 and ending in May 2017 (Discussion) – P. Jefferson

  P. Jefferson postponed this item to Spring 2015.


- Math and English Placement Language
  G. Arevalo and P. Jefferson provided a synopsis of the September 18th DTRW-I meeting including Math and English placement language.

C. 2015-16 Curriculum Deadlines to be effective Fall 2016 (Discussion/Action) – P. Sezzi

  P. Sezzi noted that the staggered deadlines have been ineffective. New deadlines were proposed as follows:
  - May 1st for all courses, degrees, and distance education
  - Sept 1st experimental courses 88/89 effective for the following spring semester
  - Feb 1st experimental courses 88/89 effective for the following fall semester

D. Program and New Course Approval Request Form (Information) – P. Jefferson

  P. Jefferson presented the form to the committee and stated that would be required as part of curriculum submission process. The form, with the minor correction (‘3/4’ to ‘majority’) will be available on the Curriculum Committee website under the left navigation section titled “Resources.”

E. Philosophy and General Education Meeting Dates (Discussion/Action) – G. Arevalo

  Item addressed in Policy and Process Discussion at the beginning of the meeting.

F. Associate Degree for Transfer (ADT) Chancellor’s Office Templates (Information) – G. Arevalo

  G. Arevalo provided an update on this item.

G. Expectations and Responsibilities of Curriculum Committee members (Discussion) – P. Sezzi

  No discussion.

H. Goal Setting for 2014-2015 (Discussion) – P. Sezzi

  No discussion.

I. 2013-2014 Curriculum Committee Survey (Information) – P. Sezzi

  No discussion.

J. Other

  No discussion.

MEETING ADJOURNED at 5:01 p.m.

NEXT MEETING

October 21, 2014 – 3:00 p.m.
Multidisciplinary Center West Conference Room (MCW-312)
October 6, 2014

TO: Chief Instructional Officers
    Articulation Officers
    Curriculum Chairs

FROM: Pamela D. Walker
      Vice Chancellor, Academic Affairs

SUBJECT: Strategies for Meeting Associate Degree for Transfer (ADT) Goal

With the impending Fall 2014 deadline of the 100% Goal for ADTs, the following guidance is presented as potential strategies for meeting the commitment.

Background

The 100% ADT Goal states that by Fall 2014, each college will have ADTs in 100% of the majors they offer in which there is a Transfer Model Curriculum (TMC). Each California Community College (CCC) certified their commitment to developing ADTs on their “AA-T & AS-T 100% Goal Certification Form.” To date, the CCCs collectively have met 91% of the overall CCC system goal, with more than half of the CCCs at—or exceeding—their individual goal.

With the deadline fast approaching and some CCCs not yet at 100%, the System Advisory Committee on Curriculum (SACC) recommended that California Community Colleges Chancellor’s Office (CCCCO) provide guidance on the options available to all CCCs that could help them reach their goal.

Strategies for Colleges to Consider

Attached are options that have been successfully implemented at other CCCs. Please work with the CCCCO reviewer to determine if any of these options will work for the college. Send questions regarding ADTs to curriculum@cccco.edu, so that they may be routed to the appropriate staff person.

cc: Academic Affairs Division Staff, CCCCO
    System Advisory Committee for Curriculum (SACC)
    Jeff Spano, CCCCO
    Bob Quinn, CCCCO

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1 Board of Governor’s adopted goal, May 2012
2 Academic Affairs memo, November 21, 2012
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<th>ISSUES</th>
<th>STRATEGIES</th>
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| Ensuring a faster review…                           | • Start a draft proposal in the Curriculum Inventory – this is a head start in preparing the record for submission, as well as indicates to the CCCCCO that an ADT is in development.  
• Contact a CCCCCO reviewer if the CCC is struggling with the double-counted units.  
• Submit a complete proposal:  
  o Narrative – Items 1 & 2 are required, Item 3 is optional.  
  o ADT Template – GE Areas are complete, omit extraneous text.  
  o ASSIST Reports – attach the correct type (AAM/BCT/GECC).  
  o Course CORs – ensure all CORs entered on the TMC Template are attached and selected in the Course Report section.  
• Address all of the items that the CCCCCO Reviewer has indicated:  
  o Scroll through the comments window to ensure all of the feedback from the CCCCCO reviewer is in view. |
| Meeting the 60-unit requirement…                   | • Revise the high unit courses – align the local course unit value with the TMCs course unit value. If the CCC offers a 4 or 5 unit version of a course, the CCC can submit a substantial change and create a 3-unit version of the course.  
• Increase the double-counted units:  
  o Increase the articulated units for the discipline.  
  o Utilize courses that fulfill the CSU GE/IGETC area.  
• Weigh the benefits and drawbacks of offering only one GE pattern. Though the CCCCCO recommends that both patterns be available to the student, the CCC may find that the ADT will only meet the 60-unit requirement under either the CSU GE or the IGETC pattern. Note that this option will require clear guidance for the student on which pattern to take in order for the ADT to be awarded. |
| Reassessing courses not submitted to C-ID or do not have a valid C-ID status… | • Consider whether the course that has not been submitted to C-ID or does not have an approved C-ID status is necessary for the program at this time. If it is not necessary, the course can be omitted from the proposal and then added (via a nonsubstantial change) after it has been approved in C-ID.  
• Move the non-approved C-ID course to a section of the template that requires an ASSIST Report (AAM/GECC/BCT). |
| Reevaluating the college ADT goal…                | • Some CCCs overestimated the number of ADTs that could be developed, while others reported AA/AS degrees in majors they did not offer. To more accurately reflect the CCC’s curricula, consider resubmitting a 100% Goal Certification Worksheet located at:  
  [http://extranet.cccco.edu/Portals/1/AA/Credit/AATASTCertificationFormCorrected.docx](http://extranet.cccco.edu/Portals/1/AA/Credit/AATASTCertificationFormCorrected.docx) |