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

APPROVAL OF MINUTES: September 2, 2014

POLICY AND PROCESS DISCUSSION:
2. Curriculum Committee Co-Chair Nominations
   a. Spring 2015 (P. Sezzi sabbatical)
   b. Two year term commencing in June 2015 and ending in May 2017
3. Curriculum Committee Subcommittees Membership
   a. Philosophy and General Education
   b. Curriculum Technical Review & Prerequisites
   c. Distance Education Curriculum Review
4. ACCJC Standard II: Student Learning Programs and Support Services/
   A. Instructional Programs/3. “…current course outlines that include student learning outcomes. …”

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); P=Prereq, C=Coreq (substantial);
         D=Description (substantial); F=Fees (required); FT=Field Trip; R=Repeat (added or increased)
         • MATH V44, (D)
      3. Prerequisite(s)/Corequisite(s)/Recommended Preparation
         • MATH V44
            P- Review ‘MATH V03’ & ‘MATH V35’ & ‘placement as measured by the college assessment process’
            P- Remove ‘MATH V03A-V03E’ & ‘1 year of high school intermediate algebra (Algebra II) with grade of C or better’
            P- Add ‘MATH V12’ & ‘MATH V13B’
      4. 88s and 89s
5. Distance Education (new)
   - **MATH V44** Review:
     - Hybrid (1-50% online)
     - Hybrid (51-99% online)

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)
   - **INTR V95 (D) (REQUEST to be effective SPRING 2015)**
     - FT – from Required to Not Required
   - **MATH V04 (D)**
   - **MATH V05**
   - **MATH V21A (D)**

3. Prerequisite(s)/Corequisite(s)/Recommended Preparation/Enrollment Limitation(s)
   - **INTR V95 (REQUEST to be effective SPRING 2015)**
     - **P**- Add ‘BUS V28A (for Medical Assisting internships only)’ or ‘BUS V97 (for Medical Assisting internships only)’
     - **C**- from ‘enrolled in a minimum of 7 units to include internship’ to ‘enrolled in a minimum of 6 units to include internship’
     - **RP**- from ‘completion of or concurrent enrollment in one course in the discipline’ to ‘Successful completion of at least two courses in the discipline’
     - **EL**- Add ‘For Medical Assisting internships only: current CPR certification; current physical examination showing general good health; proof of freedom from and immunity to communicable diseases; background check; drug clearance; no visible tattoos or visible body piercings except single studs in ear lobes; no acrylic or long nails in clinical settings; completion of 15 units towards a Medical Assisting Certificate of Achievement; and approval of the department chair.’
   - **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’
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.’

4. 88s and 89s
- POLS V89C* Street Law 3 units
  (REQUEST first and second reading to be effective SPRING 2015)
  *experimental course has not undergone technical review, permanent course is in the queue

5. Distance Education (new)
- MATH V04 Review:
  Hybrid (1-50% online)
  Hybrid (51-99% online)

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
- ESL ENGM V31 (REQUEST to be effective SPRING 2015)
  ID – was ‘ESL V31’ to ‘ENGM V31’
- ESL ENGM V42 (REQUEST to be effective SPRING 2015)
  ID – was ‘ESL V42’ to ‘ENGM V42’

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)
- INTR V95 (CO, LC)
- MATH V04 (CO, CC)
- MATH V21A (CO, CC)
• PHYS V01 (CO, CC, LC)

D. Course Review/Update (No catalog changes)
• PHYS V01

E. Prerequisite(s)/Corequisite(s)/Recommended Preparation Review
• ESL ENGM V31 (REQUEST to be effective SPRING 2015)
  RP - Review
• ESL ENGM V42 (REQUEST to be effective SPRING 2015)
  RP - from ‘ESL V41’ to ‘ENGM V41’
  from ‘concurrent enrollment in ESL Oral Communication course’ to
  ‘Concurrent enrollment in an ENGM oral communication course’
  from ‘ESL Reading and Vocabulary course’ to ‘Concurrent enrollment in an
  ENGM reading and vocabulary course’
• PHYS V01
  P - Review

F. Distance Education (Revision/Update – No catalog changes)
• PHYS V01 Review:
  Hybrid (51-99% online)

G. Degrees, Certificates and Awards (Nonsubstantial)

SECTION THREE:
DISCUSSION (CONSENT and/or ACTION)

III. Action/Information/Discussion
A. Distance Education Proposals for Spring 2015 (Information) – G. Arevalo
B. Philosophy and General Education Meeting Dates (Discussion/Action) – G. Arevalo
  ▪ Change meeting date of October 7, 2014 to September 30, 2014
C. Program Submission Process Update (Information) – O. Long
D. Curriculum Committee Training (Discussion/Action) – G. Arevalo
E. Expectations and Responsibilities of Curriculum Committee members (Discussion) – P. Sezzi
F. Amended Online Catalog (Information) – G. Arevalo
G. Goal Setting for 2014-2015 (Discussion) – P. Sezzi
H. 2013-2014 Curriculum Committee Survey (Information) – P. Sezzi
I. Other

NEXT MEETING
September 30, 2014 – 3:00 p.m.
Multidisciplinary Center West Conference Room (MCW-312)
P. Sezzi called the meeting to order at 3:02 p.m.


GUESTS: Karen Harrison, Marian Carrasco Nungaray

APPROVAL OF MINUTES: April 29, 2014
P. Sezzi called for a motion to approve the minutes. Motion by D. Newcomb, second by M. Bowen
Final Resolution: Motion was approved.
Abstentions: A. Gonzales (arrived after the vote)

POLICY AND PROCESS DISCUSSION:
1. Curriculum Committee Survey
   P. Sezzi tabled until the next meeting. A discussion ensued wherein P. Sezzi noted he will be on sabbatical Spring 2015 and the committee will need to select a co-chair to serve in his absence.

2. Technical Review Process
   P. Jefferson discussed the current process and intention to revise the process to increase efficiency and sustainability. He requested input from the committee in the form of email to himself and P. Sezzi no later than September 23rd to be placed on the September 30th Curriculum Committee Agenda.

3. Expectations and Responsibilities of Curriculum Committee members
   P. Sezzi touched on the results from last year. He stated that he will send the final version for the next meeting. A discussion ensued that included the topics of training for committee members, information flow from committee to divisions/departments, a
signature sheet (electronic or physical) for new courses and/or proposals from respective departments documenting support for said course and/or proposal, and tracking the last time a course was offered (through fall 2011.)

   P. Sezzi instructed members to write down three goals for the committee to achieve this academic year and he collected the results.

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); P=Prereq, C=Coreq (substantial);
   D=Description (substantial); F=Fees (required); FT=Field Trip; R=Repeat (added or increased)

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

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

   • **MATH V44, (D)**
     Alex presented the revision and noted the impetus was to align with C-ID descriptor MATH 110.
     Motion by N. Fredrickson, second by T. Dalton
     Final Resolution: Motion was approved.
3. Prerequisite(s)/Corequisite(s)/Recommended Preparation/Enrollment Limitation(s)

- **MATH V44**
  - P: Review ‘MATH V03’ & ‘MATH V35’
  - P: Remove ‘MATH V03A-V03E’ & ‘1 year of high school intermediate algebra (Algebra II) with grade of C or better’
  - P: Add ‘MATH V12’ & ‘MATH V13B’

Alex presented the revisions to the committee.

Motion by M. Bowen, second by G. Arevalo

A discussion ensued regarding the assessment process and how the alternatives are communicated to students. G. Arevalo agreed to follow-up on the latter.

Final Resolution: Motion was approved, with the stipulation that G. Arevalo would follow-up at DTRW-I regarding alternative assessment measurements and communication to students.


4. 88s and 89s

5. Distance Education (new)

- **MATH V44** (Review: 1-99% Hybrid)

  M. Bowen stated the percentages should be listed twice (1-50% and 51-99%), P. Sezzi concurred.

Motion by M. Bowen, second by D. Newcomb

A discussion ensued regarding how this information is communicated to students and the CRN notes in the searchable schedule.

Final Resolution: Motion was approved.


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)

- MATH
  V01A/V01B/V01C/V01D/V01E/V03A/V03B/V03C/V03D/V03E/V09A/V09B/V09C/V10A/V10B/V10C/V24

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

- CJ V03 (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)

- AUTO V27 (CO)
- CJ V03 (CO, CC)
- ICA V02 (CO, CC, LC)
- JAPN V51A (CO)
- JAPN V51B (CO)
- MATH V44 (CO, CC)

D. Course Review/Update (No catalog changes)

- AUTO V27
- ICA V02
- JAPN V51A
- JAPN V51B
- MATH V44

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

- AUTO V27 (C-Review)
- JAPN V51A (P-Review)
- JAPN V51B (P-Review)

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

G. Degrees, Certificates and Awards (Nonsubstantial)

G. Arevalo requested to pull the Math courses listed for deletion for discussion.

Motion by M. Bowen, second by N. Fredrickson
Final Resolution:  Motion (with the exception of math course deletions) was approved.
A discussion ensued regarding the math courses listed for deletion. The discussion moved to Math V09 and the fact that it is not offered. It was noted that the Math department is in support of offering the course. It was also noted that the issue of offering courses below competency requires further inquiry.

Motion by M. Bowen, second by G. Arevalo
Final Resolution: Motion, to delete math courses as noted, was approved.

SECTION THREE:
DISCUSSION (CONSENT and/or ACTION)

III. Action/Information/Discussion

A. 2014-2015 Curriculum Committee Meeting Schedule (Discussion/Action) – G. Arevalo
   ▪ Change meeting date of October 7, 2014 to September 30, 2014

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

B. Articulation Officer Updates (Information/Action) – G. Arevalo
   G. Arevalo presented information on the topics noted below.
   ▪ Philosophy and General Education subcommittee Draft approval guide
     Motion by A. Kolesnik, second by A. Gonzales
     Final Resolution: Motion was approved.
   ▪ IGETC 1.5
   ▪ UC TCA Report
   ▪ Summary of 2013-2014 Curricular Changes
   ▪ Chancellor’s Office Update (from Curriculum Institute July 10, 2014)

C. Curriculum Committee Subcommittee: Distance Education Curriculum Review (Discussion) – P. Sezzi (table)
   P. Jefferson tabled until the next meeting.

D. Other

MEETING ADJOURNED at 5:06 p.m.

NEXT MEETING
September 16, 2014 – 3:00 p.m.
Multidisciplinary Center West Conference Room (MCW-312)
Expectations and Responsibilities of Curriculum Committee Members:

1. Take good notes
2. Listen well
3. Provide info in a timely manner
4. To review/approve courses with integrity
5. Educate campus faculty and deans as to curriculum needing revisions or work and what is expected along with clear and doable deadlines
6. Stay abreast and communicate the campus faculty and deans any new changes or upcoming proposed changes in curriculum by state or ....
7. Provide friendly customer service in assisting the faculty and deans in achieving curriculum goals in a timely manner
8. Oversee the application of courses for associate degree, certificate of achievement and transfer processes
9. Maintain academic standards as required by state and accreditation
10. Oversee course descriptions as it pertains to different disciplines
11. Help the campus to see the big picture on what to offer students of our diverse community
12. Help the committee offer courses that will transfer
13. Be familiar with the process
14. Be prepared
15. Speak up
16. Critically evaluate course outlines and not rubber stamp courses
17. Look into overall effect of unit changes or structural changes
18. Give counselors a strong voice in that regard
19. Assure ... adherence to rules/regulations of college curriculum design, update, etc.
20. Assure that curriculum provides quality education for community
21. Assist with tech review process as needed/communicate with division, etc.
22. For all curriculum committee members to review courses/programs prior to Curriculum Committee meeting
23. For us to always have a quorum at all meetings
24. For Curriculum Committee members to come prepared
25. For the Curriculum Committee to ask deep questions about content, rigor and appropriateness of curricular submissions whenever appropriate
26. Critically review proposed curriculum to make sure standards/regulations are met
27. Provide curriculum development support/resource to other faculty members
28. Focus on thoughtful review and provide helpful feedback to faculty
29. To ensure the curriculum is “sound” and “transportable”
30. Active participants in the development of courses and programs – currency and regulatory
31. To communicate meeting information and goals to their depts./divisions
32. Review courses and programs
33. Understand mandated curricular changes
34. Report back to dept./divisions about curricular updates
35. Review of course outlines
36. Submitting courses for tech review
37. Preparing and oversight of outlines
38. Alignment of courses with state regulations
39. Careful review of courses
40. Communicate department’s decisions
41. Consider other departments decisions and communicate to dept.
42. A member of this committee must attend regularly
43. A member of this committee read courses up for curriculum review
44. A member of this committee help guide the courses through the process
45. A member of this committee remain objective to the process (not simply represent their constituency)
46. To disseminate information regarding curriculum changes, course review/updates and deadlines to faculty within our division in a timely manner
47. Review curriculum for all departments and assure that they meet appropriate guidelines
48. Discuss the bigger picture and overall direction that the college wants its community to go. i.e., new program of course, policy changes, etc.
49. Prepare for the curriculum issues outside of meeting so that each member can contribute both for their own area of expertise, but other areas as well
50. To contribute to the tech review process
51. To help others write and create course descriptions that are accurate
52. To approve proposed courses that meet established criteria
53. Full participation
54. Attend each meeting
55. Dedicated to committee and to any work one might accept to do for the committee
56. Reflect student’s opinions when needed
57. Be prepared (on time, preview agenda …)
58. Attend every meeting
59. Be familiar with state laws and regulations regarding curriculum in order to be able to exercise good judgment when discussing or approving courses
60. Understand that participation means more than attending biweekly meetings – every member should at least skim the outlines and program proposals. This is not a rubber-stamp committee.
61. Ask questions freely to learn about curriculum
Goals for the Curriculum Committee:

1. “Norming” of how we review
2. Develop rubric for how we shall proceed for courses/programs that deviate from our accepted “norms”
3. Review all outstanding proposals in a timely manner (by the end of the year)
4. Find a permanent solution to the tech review issue
5. To review in a timely manner
6. To educate committee and give them the necessary knowledge they need
7. To finish any priorities
8. To refine the tech review process
9. To learn more about CurricuNet
10. Assure that the VC curriculum stays current and up-to-date
11. Continue developing new programs, i.e., voc areas and ADTs to meet student and community needs
12. Get Michael Bowen more release time for tech review starting in Spring 2014
13. Have a process in place to make the committee function more smoothly
14. Get through the backlog of courses
15. Maintain good communication with all programs concerning courses and degrees
16. Help with review process to ensure compliance
17. Improve coherence between department and programs in our instructional mission
18. Streamline process
19. Set realistic timelines – so we are not always in crisis mode
20. Get help for Michael or more release time
21. Better training for new members
22. Improve the tech review process
23. Prepare training materials to guide new members and faculty reviewers
24. More training
25. More participation
26. More effective communication across the institution
27. Complete review of submitted curriculum items to help meet deadlines
28. Follow/develop course/change prioritization procedures
29. To review in a timely manner all curricular submission, both courses and programs
30. To have 100% compliance with ADTs (i.e., 100% of our local degrees should have a similar ADT by the end of the academic year)
31. To have 80% of possible ADTs on the books by the end of the academic year
32. More professional development / training for the committee members (i.e., PACAH, CurricuNet, etc.)
33. Improve tech review process
34. Get Mike more release time so we can work on bigger questions
35. Get degrees done
36. Clarify how this committee with function (as discussed)
37. Make broader campus more aware of what happens in this committee and the significance to their day-to-day work here
38. Train faculty on the approval process of curriculum
39. Create two year program/discipline matrix for student educational planning
40. Communicate all curriculum needs early. With clear step-by-step details with timely deadlines to complete curriculum work
41. Provide excellent and friendly customer service to assist our busy faculty in being able to complete curriculum needs
42. Approve courses that are benefitting students
43. Share info and ideas to group that are valuable to students and college
44. Learn more about course writing
45. Learn everyone’s name and discipline
46. Learn nuances of agenda
47. Learn process
48. Survive first year cycle
Wordle (minus the word “committee”) created using the suggested goals of the Curriculum Committee members taken at Sept 2, 2014, our first meeting of AY 2014-15. Here are the suggested goals as written by committee members:

- Tech review process resolved – full-time person, 2 part-time, etc.
- Make sure representation of departments happens
- Training
- Create a flow process to address the needs of growing curriculum matters and programs
- Better tech review process
- More active participation of Curriculum Committee members
- Get better representation from divisions
- Solve tech review problem
- Speed up review process
- Create tech review format that is robust
• Do training for curriculum process for all
• Ensure robust conversation in departments about curriculum
• Decide upon a technical review process
• Do CurricuNet training/review for members and departmental reviewers
• Develop schedule for review of non-transferable courses
• Develop a sustainable technical review process that ensures coverage of all courses and programs (i.e., credit, non-credit, not-for-credit, degree applicable, non-degree applicable, degrees, certificates and proficiency awards)
• Figure out a way to increase active participation at Curriculum Committee meetings
• Ensure that divisional reps are taking information from Curriculum Committee back to their divisions and that division issues are brought forward to the Curriculum Committee meeting
• Figure out a Tech Review process – make it easier
• Find a way to understand all the acronyms
• Follow the agenda
• Get meetings to 1 hour
• Training for new members
• Know the deadlines
• Streamline the Tech Review process
• Know the rules of COR
• Decide how often non-transferable and non-credit courses need to be reviewed and how to prioritize which courses should be done first
• Plan technical review release time early enough in the semester so that MB knows how many classes to sign up for at the scheduling meeting
• Establish a Curriculum Committee workshop for...
• Establish or develop an ongoing Curriculum Committee FAQ list (Vol 1, 2, etc.)
• Revise the duties and expectation to reflect specific responsibilities for staff, voting, members and reps
• Approve courses with integrity
• Be inviting; make curriculum fun and interesting
• Approve courses fast
• Stay on track and adhere to the agenda – more productive meetings
• Keep CurricuNet training for all at meeting – good review for all
• Clarify the responsibilities of members and how to report back
• Establish a matrix of offerings (2 year cycle)
• And put in print (catalog, etc.) of when courses are offered
• Establish a better tech review process