



# Curriculum Committee

## Minutes

Multidisciplinary Center West Conference Room (MCW-312)  
March 17, 2015 at 3:00pm

**NOTE: ALL COURSES/PROGRAMS UP FOR APPROVAL FROM THIS DATE FORWARD  
WILL BE EFFECTIVE FALL 2016 UNLESS OTHERWISE NOTED.**

### **I. CALL TO ORDER**

*P. Jefferson called the meeting to order at 3:20 p.m.*

### **II. ROLL CALL**

**VOTING MEMBERS PRESENT:** M. Bowen, C. Branciforte, N. Fredrickson, A. Gaines, P. King, R. Koerner, D. Newcomb, R. Petitfils, and C. Wendt.

*[ABSENT: G. Arevalo, T. Dalton, A. Gonzales (co-chair), and D. Young. (Note vacant seats: AFT Representative, 1 representative from Distance Education, Professional Development, Social Science & Humanities Division, and 2 representatives from Communications & Learning Resources division)]*

**NON-VOTING MEMBERS PRESENT:** S. Bricker, O. Duangpun, P. Jefferson (co-chair), D. Kumpf, O. Long, and J. Osborne (ASVC Rep.). *(ABSENT: T. Harrison, Gwendolyn Lewis-Huddleston, V. Lugo, K. Schrader, and L. Wright)*

**GUESTS:** Jennifer Parker and Ben Somoza

### **III. APPROVAL OF THE AGENDA**

*P. Jefferson called for a motion to approve the agenda.*

Motion by M. Bowen, second by N. Fredrickson

*M. Bowen distributed an updated draft of the Curriculum Committee charge, and noted that the COUN V10C course ID revision should be effective fall 2015.*

Final Resolution: Motion was approved.

Yes: M. Bowen, C. Branciforte, N. Fredrickson, A. Gaines, P. King, R. Koerner, D. Newcomb, R. Petitfils, and C. Wendt.

### **IV. PUBLIC COMMENTS**

None

### **V. APPROVAL OF MINUTES: March 3, 2015**

*P. Jefferson called for a motion to approve the minutes.*

Motion by D. Newcomb, second by M. Bowen

Final Resolution: Motion was approved.

Yes: M. Bowen, C. Branciforte, N. Fredrickson, A. Gaines, P. King, R. Koerner, D. Newcomb, R. Petitfils, and C. Wendt.

**VI. POLICY AND PROCESS DISCUSSION:**

**A. Curriculum Committee ~~Subcommittees~~ Workgroups \***

1. Philosophy and General Education

*It was noted that a meeting has been scheduled for April 7, 2015 at 2 p.m.*

2. Curriculum Technical Review & Prerequisites

- a. DRAFT Charter

*M. Bowen noted that the draft was presented at the last meeting and input was solicited at that time. P. Jefferson requested members bring the charter to their divisions one more time. A brief discussion ensued regarding subcommittee versus workgroup. M. Bowen noted that the correct wording should be workgroup. P. Jefferson reiterated any revisions or notes send via email to M. Bowen.*

- ~~3. Distance Education Curriculum Review~~ \*pending senate adoption

**VII. Curricular Proposals for Approval**

**A. Credit Courses: Second Reading**

1. New

<ul style="list-style-type: none"><li>• <a href="#">CD V22</a> Behavior Management in Early Childhood Education 3 units</li></ul> <p>Motion by M. Bowen, second by D. Newcomb <i>Discussion: Jennifer Parker presented the new course and noted its inclusion (as CD V16) in the Child Development AS/COA.</i> Final Resolution: Motion was approved. Yes: M. Bowen, C. Branciforte, N. Fredrickson, A. Gaines, P. King, R. Koerner, D. Newcomb, R. Petitfils, and C. Wendt.</p>
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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)

<ul style="list-style-type: none"><li>• <a href="#">GERM V01 (D)</a></li></ul> <p>Motion by R. Petitfils, second by C. Branciforte Final Resolution: Motion was approved. Yes: M. Bowen, C. Branciforte, N. Fredrickson, A. Gaines, P. King, D. Newcomb, R. Petitfils, and C. Wendt. Abstain: R. Koerner</p>
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3. Prerequisite(s)/Corequisite(s)/Recommended Preparation

<ul style="list-style-type: none"><li>• <a href="#">CD V22</a> <b>RP-new:</b> 'CD V02 or CD V03'</li></ul> <p>Motion by M. Bowen, second by R. Koerner Final Resolution: Motion was approved. Yes: M. Bowen, C. Branciforte, N. Fredrickson, A. Gaines, P. King, R. Koerner, D. Newcomb, R. Petitfils, and C. Wendt.</p>
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4. 88s and 89s

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5. Distance Education

<ul style="list-style-type: none"><li>• <a href="#">CD V22</a> <b>New: Hybrid (1-50% online)</b></li></ul>
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Motion by N. Fredrickson, second by D. Newcomb  
 Final Resolution: Motion was approved.  
 Yes: M. Bowen, C. Branciforte, N. Fredrickson, A. Gaines, P. King, R. Koerner, D. Newcomb, R. Petitfils, and C. Wendt.

- **GERM V01**  
**Review: Hybrid (51-99% online)**  
 Motion by M. Bowen, second by R. Koerner  
*Discussion: Ben Somoza presented the review of distance education for the course. A through discussion ensued regarding success rate, pedagogy, and amount of face to face time.*  
 Final Resolution: Motion was approved.  
 Yes: C. Branciforte, N. Fredrickson, A. Gaines, P. King, D. Newcomb, and C. Wendt.  
 No: M. Bowen and R. Koerner  
 Abstain: R. Petitfils

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

- **CHEM V01B FT-** from 'Not Required' to 'May Be Required'  
 Motion by R. Petitfils, second by M. Bowen  
 Final Resolution: Motion was approved.  
 Yes: M. Bowen, C. Branciforte, N. Fredrickson, A. Gaines, P. King, R. Koerner, D. Newcomb, R. Petitfils, and C. Wendt.
- ~~GW V02Q~~ **COUN V10C\*** ID change  
**\*Effective Fall 2015**  
 Motion for first and second reading effective for fall 2015, by M. Bowen, second by D. Newcomb  
*Discussion: M. Bowen presented the course and noted that it needs further update after the ID change approval. After a brief discussion, consensus was to not approve the course until the COR was fully updated.*  
 Final Resolution: Motion was not approved.  
 Yes: none  
 No: M. Bowen, C. Branciforte, N. Fredrickson, A. Gaines, P. King, R. Koerner, D. Newcomb, R. Petitfils, and C. Wendt.

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

- **CHEM V01B**

**P-review:** 'CHEM V01A with grade of C or better'

Motion by M. Bowen, second by P. King

Final Resolution: Motion was approved.

Yes: M. Bowen, C. Branciforte, N. Fredrickson, A. Gaines, P. King, R.

Koerner, D. Newcomb, R. Petitfils, and C. Wendt.

4. 88s and 89s

5. Distance Education

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

7. Noncredit Courses

8. Study Abroad/International Education

## VIII. COURSE AND PROGRAM INFORMATION ONLY—CONSENT AGENDA

### A. Curricular Activity: Technical Action

1. Delete (Remove from catalog)

- **GW V01A/V01G/V02T/V90\***  
**\*Effective Fall 2015**

2. 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

- **AUTO V27** (Was=Formerly, not NEW; correction from 04.29.14 meeting)  
*Formerly AUTO V14*
- **AUTO V27L** (Was=Formerly, not NEW; correction from 04.29.14 meeting)  
*Formerly AUTO V14LA*
- **AUTO V38** (Was=Formerly, not NEW; correction from 12.02.14 meeting)  
*Formerly AUTO V18*
- **AUTO V38L** (Was=Formerly, not NEW; correction from 12.02.14 meeting)  
*Formerly AUTO V18L*
- **AUTO V34** (Was=Formerly, not NEW; correction from 12.02.14 meeting)  
*Formerly AUTO V20*
- **AUTO V34L** (Was=Formerly, not NEW; correction from 12.02.14 meeting)  
*Formerly AUTO V20LA*
- **AUTO V30** (Was=Formerly, not NEW; correction from 11.18.14 meeting)  
*Formerly AUTO V22*
- **AUTO V30L** (Was=Formerly, not NEW; correction from 11.18.14 meeting)  
*Formerly AUTO V22LA*

3. Technical Revision (Articulation Purposes)

*Does not require DTRW-I or Board approval*

- **CHEM V01B (CO, CC)**

**4. Course Review/Update (No catalog changes)**

**5. Prerequisite(s)/Corequisite(s)/Recommended Preparation Review**

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

**7. Degrees, Certificates and Awards (Nonsubstantial)**

Motion by M. Bowen, second by N. Fredrickson

*Discussion: M. Bowen noted that the GW courses have been changed to Counseling. He stated that the AUTO courses listed are technical errors to approve, as some were incorrectly approved as new but should have been revisions per automotive department.*

Final Resolution: Motion was approved.

Yes: M. Bowen, C. Branciforte, N. Fredrickson, A. Gaines, P. King, R. Koerner, D. Newcomb, R. Petitfils, and C. Wendt.

**IX. DISCUSSION/INFORMATION (CONSENT and/or ACTION)**

A. DTRW-I Report for Meeting Held 03.12.15 (Information) – P. Jefferson

- AS-T Nutrition and Dietetics
- Early Fall 2016 Registration (impact on curriculum submission)
- POSC update

*P. Jefferson provided information as stated above.*

B. Curriculum Committee Charge for Making Decisions at Ventura College Document (Information/Discussion) – P. Jefferson

- Review and Submit Responses no later than March 27, 2015

*P. Jefferson requested the members review the handout provided by M. Bowen.*

C. ~~Non-Credit Instruction and Training (Information/Discussion)~~ – P. Jefferson

*P. Jefferson stated this item was discussed at the last meeting.*

D. C-ID Update (Information) – G. Arevalo

*This item was tabled due to absence of G. Arevalo.*

E. Other

*D. Newcomb stated her intention to present a revised form for Proficiency Awards and a new form for Proficiency Award revisions.*

Motion to place revised/new PA form on next agenda made by M. Bowen, second by D. Newcomb

Final Resolution: Motion was approved.

Yes: M. Bowen, C. Branciforte, N. Fredrickson, A. Gaines, P. King, R. Koerner, D. Newcomb, R. Petitfils, and C. Wendt.

**P. Jefferson adjourned the meeting at 4:25 p.m.**

**NEXT MEETING**

April 7, 2015 – 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***

Written materials relating to a Curriculum Committee meeting item that are distributed to at least a majority of the Curriculum Committee members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at Ventura College located at 4667 Telegraph Road, Ventura, CA 93003 or at the Curriculum Committee meeting.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the office of

Patrick Jefferson, Executive Vice President

Ventura College  
4667 Telegraph Road  
Ventura, CA 93003  
(805) 289-6464

# Curriculum Technical Review and Prerequisites Subcommittee Charter

## Background:

The Ventura College Curriculum Committee runs much more efficiently when the technical aspects of curriculum documents are in correct form before they are presented to the full committee. The Curriculum Committee can then concentrate on the essence of proposals (*e.g.*, pedagogy, educational validity, appropriateness to mission, *etc.*). Therefore, the Curriculum Technical Review and Prerequisites Subcommittee will review the details of documents before they are presented to the Curriculum Committee for approval.

## Charge:

The Curriculum Technical Review and Prerequisites Subcommittee (hereinafter, “Technical Review”) is a standing subcommittee of the Ventura College Curriculum Committee, which in turn is a standing subcommittee of the Ventura College Academic Senate.

Its purpose is to facilitate and expedite the curriculum development process by ensuring that curriculum documents (including, but not limited to, course outlines of record (CORs)) are in the proper form, correct, complete, and clearly communicated. It also ensures that curriculum documents meet the expectations of the District, the State, and (when applicable) the California public university systems and/or C-ID. Technical Review does not judge the content and/or educational validity of the proposed curriculum; that remains the purview of the Curriculum Committee.

Because this subcommittee does not have subject matter jurisdiction, and its meeting schedule is not fixed by charter, ordinance, resolution, or formal action of the Curriculum Committee, Academic Senate, or any other legislative body, it does not constitute a “legislative body” as this term is defined in California Government Code § 54952, and is therefore exempt from those provisions of the Ralph M. Brown Act (Cal. Govt. Code § 54950 *et seq.*) governing the conduct of legislative bodies and their members. The subcommittee nevertheless welcomes interested visitors (campus faculty and staff as well as members of the outside community) who desire assistance or advice in resolving technical issues related to the development and maintenance of CORs and programs. Please forward requests for consideration of any relevant issue(s) directly to the chair of the subcommittee.

## Functions:

- Assists faculty in understanding and working through curriculum documents
- Applies education regulations, professional standards recommended by the Academic Senate for the California Community Colleges, and Board of Trustees policies to the format and structure of curriculum documents.
- Recommends structural improvements to proposers of CORs and communicates the readiness of CORs for approval to the Curriculum Committee.

### **Focus of Technical Review:**

- Course numbering, units/hours (to Carnegie and PCAH standards), repeatability, lecture/lab structure, formatting, readability (*e.g.*, spelling, grammar, and overall cohesion), and completeness of forms
- Clarity and accuracy of course description, and uniformity of course descriptions based on established college standards
- Clarity and measurability of course objectives, consistency with course title and description, and specification of an appropriate level of critical thinking skills (depending on whether a course is credit or non-credit); typically, 3–10 succinct statements of what students will be able to do after completing the class
- Consistency of course content with course objectives, with the understanding that course content is sufficiently generic to serve as a clarifying guide to instructors, not as a mandatory syllabus to be imposed on instructors in contravention of their academic freedom
- Validation of prerequisites, corequisites, recommended preparation, and enrollment limitations, and ensuring their consistency with education regulations
- Satisfaction of requirements concerning textbook information (current?) and appropriate writing, computational, and/or skill-based learning activities
- Overall completeness of the COR form
- Readiness for articulation input to the Curriculum Committee

### **Membership:**

Technical Review is chaired by a faculty member designated by the Chief Instructional Officer. This faculty member is an *ex officio* voting member of the Curriculum Committee. He or she should possess expertise regarding the aspects of the Education Code, Title 5, statewide Academic Senate good practices, Board of Trustees policies, and college standards which relate to CORs, including requisites. Other members of this subcommittee include the Chief Instructional Officer or designee, the faculty Curriculum Committee co-chair, the Articulation Officer, the college Registrar or designee, the Recorder (Administrative Assistant to the Chief Instructional Officer or designee), the Instructional Data Specialist, the Technical Data Specialist, and other student learning office staff and/or Curriculum Committee members as needed for their expertise in curriculum structural review.

### **Procedures and Timelines:**

- Technical Review takes place for new, revised, updated, and deleted courses and programs.
- Technical Review takes place via Curricunet (all courses) and/or email (programs and new courses) year-round, including summer when workloads are unusually heavy. Every



effort is made to complete the technical review within a reasonable time from the date a curriculum proposal reaches Technical Review. To be placed on the curriculum agenda, all technical review issues must be resolved no fewer than 7 calendar days prior to a curriculum meeting. If technical issues remain unresolved with fewer than 7 calendar days remaining until the next meeting, the request will ordinarily be delayed until such time that all technical issues are resolved within 7 days prior to the meeting.

- Per Curriculum Committee policy, program proposals are not forwarded to the curriculum committee until all courses in the program pattern have been approved or are ready for approval.

**Approvals:**

Approved by the Curriculum Technical Review and Prerequisites Subcommittee, (date)

Approved by the Curriculum Committee, (date)

Approved by the Academic Senate, (date)

# Memo

**To:** Curriculum Committee  
**From:** Guadalupe Guillen, Counseling Department Chair  
**Date:** March 4, 2015  
**Re:** Deletion of Guidance Workshop Classes

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The Counseling Department would like to delete the following Guidance Workshop courses. The deletions/revisions are necessary because of the creation of the new COUN (Counseling) discipline which was formerly approved jointly by Counseling, EOPS and the EVP on 9/9/14 (see attachment).

GW V01A Deleted – a new course (Coun V01) was created

GW V01G Deleted – a new course (Coun V02) was created

GW V02T Deleted – a new course (Coun V02) was created

GW V02A Revised – new Counseling discipline (Coun V03 formerly as GW V02A)

GW V02B Revised – new Counseling discipline (Coun V04 formerly as GW V02B)

GW V88 Revised – new Counseling discipline (Coun V88 formerly as GW V88)

GW V89 Revised – new Counseling discipline (Coun V89 formerly as GW V89)

GW V90 Deleted – new Counseling discipline created; course no longer needed

## Curriculum Committee (GOVERNANCE)

**Charge:** The Curriculum Committee, a subcommittee of the Academic Senate, has the sole responsibility and authority to initiate and evaluate the programs and curricula of the college ~~in terms of~~with respect to purpose, objectives, content, revision and methods of instruction. -The Curriculum Committee makes direct recommendations to the Governing Board with respect to all academic, occupational, and technical education courses and instructional programs of study. The Curriculum Committee conducts review of all credit and non-credit programs and curricula in accordance to the California Code of Regulations, Title 5, and as guided by the *Program and Course Approval Handbook* published by the California Community Colleges Chancellor's Office. The Curriculum Committee conducts curricular reviews ~~in-on~~ a timely and regular basis to ensure that ~~the~~all courses are updated on a periodic cycle to ensure currency and viability for articulation.- The Curriculum Committee conducts annual training for persons involved in curriculum development and review, ~~in compliance with the~~ California Community College Chancellor's Office requirement for local curriculum approval certification. In addition, the Committee monitors compliance with portions of Accreditation Standard IIA. The faculty Co-Chair of the Curriculum Committee serves as a member of the Accreditation Steering Committee.

**Subcommittees:** The Curriculum Committee has established three standing subcommittees: (1) Philosophy and General Education, (2) Curriculum Technical Review & Prerequisites, and (3) Distance Education Curriculum Review. These subcommittees will respond directly to the Curriculum Committee on an "as needed" basis, and whenever courses and/or programs related to the topics listed above are placed on the Curriculum Committee agenda. The charge and composition of all Curriculum Committee subcommittees shall be determined, reviewed, and approved by the Curriculum Committee ~~and~~ on an annual basis and no later than September 15 of each academic year. ~~Also, t~~he Curriculum Committee will appoint additional subcommittees, ad hoc committees, or task forces for such special studies as are needed.

**Membership:** The Curriculum Committee has a defined membership. ~~Voting Divisional members representatives of the Curriculum Committee~~ shall be faculty appointed by their respective divisions prior to the start of the academic year. -Membership shall be non-proportional, with each division ~~receiving having~~ two (2) ~~members voting representatives~~. Additionally, one AFT representative, ~~a one~~ librarian, the Articulation Officer, ~~the Curriculum Technical Review and Prerequisites Chair~~, and the Faculty Co-Chair shall also be voting faculty members of the Committee, but shall not serve as Divisional representatives to the ~~committee~~Committee. ~~Ex-officio~~, non-voting members of the Curriculum Committee shall include the ~~following~~-Recorder (Administrative Assistant to the Chief Instructional Officer, or designee), the college Registrar, the Chief Instructional Officer (who shall also serve as Co-Chair of the Committee), ASB President, or designee, and ~~the~~ Academic Deans. A quorum shall be considered established at a given meeting if and only if a roll call indicates that a majority of voting members are present.

**Co-Chairs:** The Curriculum Committee is co-chaired by: (1) a faculty member nominated and voted on by the Curriculum Committee and (2) the Executive Vice President. The Faculty Co-Chair of the Curriculum Committee shall serve a two-year term commencing on June 1 and ending on May 31, and does not serve as one of the Division representatives. -The Curriculum Committee will accept nominations and vote for the Faculty Co-Chair for the upcoming ~~two two~~-year ~~academic~~ term no later than the last Curriculum Committee meeting in October of the academic year preceding ~~the beginning of~~ his/her term. Only current voting members of the Curriculum Committee are eligible to be nominated or elected to the position of Faculty Co-Chair. The Faculty Co-Chair of the Curriculum Committee shall serve a two year term commencing in June and ending in May and does not serve as one of the Division representatives.

**Meetings:** 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays, ~~3:00 - 5:00 p.m.,~~ Campus Center-Multidisciplinary Center West (MCW) Conference Room

**Comment [MSB1]:** Is this true? I thought our recommendations were filtered through DTRW-I.

**Comment [MSB2]:** The plural form is indicated on the [www.cccco.edu](http://www.cccco.edu) website.

**Comment [MSB3]:** Is this still applicable? It sounds like the training we used to do for local stand-alone course approvals.

**Comment [MSB4]:** These may need to be renamed "workgroups" so they are not subject to Brown Act requirements. Some colleges also have a Minimum Quals subcommittee, which, like our P&GE group, only meets as needed. Also, isn't the DE subcommittee now a committee of the whole? "Standing subcommittees" also seems inconsistent with the concept of "on an 'as needed' basis."

**Comment [MSB5]:** Should be "Ex officio," no hyphen, no italics.

**Comment [MSB6]:** Consider changing the start time to 3:30 to accommodate the block schedule.

This message was sent with High importance.

Hello [Patrick/Angelica](#),

As you might know, an Action Team comprised of faculty, staff and administration has been working diligently to revise the Making Decisions at Ventura College document. We are coming close to completing our task but we need your assistance and input.

Below you will see the current charge, membership, assigned chair, and meetings dates for the [Curriculum Committee](#) as described in the current version of Making Decisions at Ventura College. Please review this information with your committee or group and make any necessary revisions.

Please send your suggested changes to me by FRIDAY, MARCH 27. Thank you.

### Curriculum Committee (GOVERNANCE)

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Curriculum Committee shall serve a two year term commencing in June and ending in May and does not serve as one of the Division representatives.

**Meetings:** 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays, 3:00 – 5:00 p.m., Campus Center Conference Room

## Course Identification Numbering System (C-ID)

### ANNOUNCEMENTS:

#### **Public Health Science TMC**

The Intersegmental Curriculum Workgroup (ICW) agreed to release the hold on the Public Health Science draft TMC in light of the direction the Allied Health/Exercise Science FDRG is taking with their proposed TMC. The finalized Public Health Science TMC will be available on the C-ID website once the ICW formally accepts the TMC. The CCC Chancellor's Office template will most likely be available September 1, 2015.

#### **FDRG Updates:**

The following faculty discipline review group (FDRG) for each discipline met recently to discuss potential descriptors and TMCs in their disciplines:

- *Social Justice Studies* (AOE) – The FDRG initially referred to as “Diversity Studies” has proposed to call its TMC “Social Justice Studies” and are working on the creation of an area of emphasis (AOE) TMC and associated descriptors. Locally, Associate Degrees would be referred to as “Social Justice Studies – XXX”, where the XXX refers to the focus of the local option selection (e.g., Chicano Studies, Asian American Studies, Gender Issues). A follow up meeting is scheduled for mid-March.
- *Biotechnology* (CCC) – The FDRG discussed the recent results of the descriptor vetting and will have finalized descriptor available mid-April.
- *Exercise Science/Allied Health* (AOE) – The FDRG reviewed possible courses for the Exercise Science/Allied Health AOE TMC. More research is being conducted by the FDRG to determine whether a TMC for this area of emphasis is possible.

FDRG meetings for Graphic Arts/Graphic Design, Global and International Studies, and Social Work will all take place in mid-March.

#### **Basic Skills Descriptors:**

Faculty discipline review groups (FDRGs) have been formed for math, English, ESL, and reading disciplines and are currently reviewing CB21 rubrics (<http://www.cccbsi.org/cb21-information>; used to code sequential basic skills courses) and designing C-ID descriptors for those basic skills courses that are generally comparable across the community colleges. This work is, in part, a response to a request from the Common Assessment Initiative (CAI; <http://cccassess.org/>) to draft descriptors for basic skills courses. Ultimately, community colleges using an assessment test for placement will be required to use a statewide “common assessment” for placing students in math, English, ESL, and reading. More information will be provided on the C-ID website once draft descriptors are available for vetting.

#### **5-Year Descriptor Review:**

The FDRGs for Communication Studies, Psychology, and Sociology have reviewed feedback on the proposed non-substantive changes to the discipline descriptors. The changes have all been accepted by the FDRG and the updated descriptors will be posted with the revisions from the 5-year review in the near future. An announcement will be made once the descriptors are finalized.

As the changes were non-substantive, courses that have been submitted or approved for the descriptors will not need to be resubmitted. Both Communication Studies and Psychology FDRGs identified a need to draft an additional descriptor for their discipline. More information will be provided on the C-ID website once draft descriptors are available for vetting.

The following disciplines are scheduled to undergo the 5-year review process starting fall 2015:

Administration of Justice	Physics
Early Childhood Education	Political Science
Geology	Studio Arts
History	Theater Arts
Kinesiology	Mathematics

#### **5-Year TMC Review:**

The TMCs for Communication Studies, Psychology, and Sociology will soon begin their review. The FDRGs are currently identifying any changes or revisions that they wish to propose. A survey will be sent to statewide faculty asking for their input on any proposed changes, as well as additional suggestions for changes.

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### CSU CORE RECRUITMENT:

While we welcome and would benefit from additional CSU reviewers in most disciplines, we urgently need additional CSU reviewers to review the indicated descriptors:

Anthropology: 110, 115L, 120, 130

**Art History: All descriptors.**

FTVE: 100, 105, 110, 120, 125, 135

Math: 120, 160, 955.

**Studio Arts: All descriptors.**

Theater: 114

**Please email [krystinne@asccc.org](mailto:krystinne@asccc.org) if you have CCC/CSU faculty recommendations, or are interested in serving!**