



# Curriculum Committee

## Minutes

Multidisciplinary Center West Conference Room (MCW-312)  
September 16, 2014

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

**P. Sezzi called the meeting to order at 3:10 p.m.**

**VOTING MEMBERS PRESENT:** G. Arevalo, M. Bowen, T. Dalton, M. De La Rocha, N. Fredrickson, A. Gonzales, P. King, A. Kolesnik, P. Sezzi (co-chair), and D. Young  
(*ABSENT: A. Gaines, R. Koerner [sabbatical fall 2014], D. Newcomb, P. Martin, and 2 representatives from Communications & Learning Resources division*)

**NON-VOTING MEMBERS PRESENT:** S. Bricker, O. Duangpun, G. Lewis-Huddleston, and O. Long  
(*ABSENT: ASVC Rep, T. Harrison, P. Jefferson [co-chair], D. Kumpf, V. Lugo, A. Sanford, and K. Schrader*)

**GUESTS:** Colleen Coffey, Corinna McKoy

### **APPROVAL OF MINUTES: September 2, 2014**

P. Sezzi called for a motion to approve the minutes.

Motion by A. Kolesnik, second by D. Young

Final Resolution: Motion was approved.

Yes: G. Arevalo, M. Bowen, T. Dalton, M. De La Rocha, N. Fredrickson, A. Gonzales, P. King, A. Kolesnik, P. Sezzi (co-chair), and D. Young

### **POLICY AND PROCESS DISCUSSION:**

#### **1. Technical Review Process: Input due to Co-Chairs by 9/23/14**

*P. Sezzi reiterated the request for input on how to revise/renew the technical review process for greater efficiency and sustainability.*

#### **2. Curriculum Committee Co-Chair Nominations**

##### **a. Spring 2015 (P. Sezzi sabbatical)**

*P. Sezzi responded to an inquiry regarding the duties associated with the role, including sitting on Academic Senate, attending [DTRW-I](#) the second Thursday of each month at the district office, [Curriculum Committee](#) the first and third Tuesday, Tech Review the second and fourth Tuesday, and co-chair for Philosophy and General Education subcommittee.*

##### **b. Two year term commencing in June 2015 and ending in May 2017**

*P. Sezzi tabled until the next meeting.*

**3. Curriculum Committee Subcommittees Membership**

*G. Arevalo presented this item and reviewed the three types of committees: governance, operational, and advisory. She mentioned the three listed subcommittees of Curriculum Committee and inquired if changes were necessary, touching on membership, and Brown Act compliance. M. De La Rocha noted that Curriculum Committee was itself a subcommittee of the Academic Senate and as such any determinations made regarding type and membership should be made by the Academic Senate. A discussion ensued that centered on the Distance Education Curriculum Review subcommittee.*

Motion, to suspend the rule to define membership by September 15<sup>th</sup> and to define membership at our next meeting was made, by D. Young, second by A. Kolesnik  
Final Resolution: Motion was approved.

Yes: G. Arevalo, M. Bowen, T. Dalton, M. De La Rocha, N. Fredrickson, A. Gonzales, P. King, A. Kolesnik, P. Sezzi (co-chair), and D. Young

*P. Sezzi noted that a call for membership for these committees would be made at Academic Senate.*

- 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. ..."****

*P. Sezzi noted that a past decision was made not to list student learning outcomes (SLOs) in the course outline of record (COR) and that the system being used to house student learning outcomes is TracDat. He stated that the new ACCJC Standards require the SLOs be included in the COR. A conversation ensued regarding the issue of populating the SLOs into the CORs and the ongoing maintenance of this data in two systems going forward. G. Arevalo shared that the office of student learning would take responsibility for populating the SLOs this one time and that after that point it would be faculty responsibility to ensure the SLOs are updated in both systems. She added that a new routing system was being developed for a SLO only update in CurricUNET to streamline the process and bypass technical review because SLOs do not require Curriculum Committee approval. M. Bowen made the recommendation that the SLO update only would not count for the five year review cycle. P. Sezzi concurred.*

**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)**

A. Kolesnik presented the revision and noted the impetus for the revision was to align with C-ID descriptor MATH 110.

Motion by G. Arevalo, second by D. Young

Final Resolution: Motion was approved.

Yes: G. Arevalo, M. Bowen, T. Dalton, M. De La Rocha, N. Fredrickson, A. Gonzales, P. King, A. Kolesnik, P. Sezzi (co-chair), and D. Young

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**'

Motion by D. Young, second by M. Bowen

Final Resolution: Motion was approved.

Yes: G. Arevalo, M. Bowen, T. Dalton, M. De La Rocha, N. Fredrickson, A. Gonzales, P. King, A. Kolesnik, P. Sezzi (co-chair), and D. Young

4. 88s and 89s

5. Distance Education (new)

- **MATH V44** Review:

Hybrid (1-50% online)

Hybrid (51-99% online)

Motion by M. Bowen, second by N. Fredrickson

Final Resolution: Motion was approved.

Yes: G. Arevalo, M. Bowen, T. Dalton, M. De La Rocha, N. Fredrickson, A. Gonzales, P. King, A. Kolesnik, P. Sezzi (co-chair), and D. Young

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’

*P. Sezzi presented INTR V95 on behalf of Debbie Newcomb and noted that the revisions pertain only to Medical Assisting internships. M. Bowen noted that D. Newcomb did an excellent job and that where applicable others should use the same language when updating their internships.*

Motion, for first and second reading for a Spring 2015 effective date made, by A. Kolesnik, second by D. Young

Final Resolution: Motion was approved.

Yes: G. Arevalo, M. Bowen, T. Dalton, M. De La Rocha, N. Fredrickson, A. Gonzales, P. King, A. Kolesnik, P. Sezzi (co-chair), and D. Young

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

Alex presented the proposed updates for the math courses.

Motion by D. Young, second by N. Fredrickson

Final Resolution: Motion was approved.

Yes: G. Arevalo, M. Bowen, T. Dalton, M. De La Rocha, N. Fredrickson, A. Gonzales, P. King, A. Kolesnik, P. Sezzi (co-chair), and D. Young

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’

**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 M. Bowen, second by G. Arevalo, with the note that INTR V95 was first and second reading for a Spring 2015 effective date.

Final Resolution: Motion was approved.

Yes: G. Arevalo, M. Bowen, T. Dalton, M. De La Rocha, N. Fredrickson, A. Gonzales, P. King, A. Kolesnik, P. Sezzi (co-chair), and D. Young

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  
Upon request the agenda was reordered and this item was taken first.*

*M. De La Rocha introduced guests Colleen Coffey and Corinna McKoy. He stated that this course is part of a new initiative launched by the California Community Colleges and the State Bar of California.*

*The 2+2+3 Community Colleges Pathway to Law School initiative creates a partnership among 24 of the state's community colleges and six law schools along with their respective undergraduate institutions. M. De La Rocha stated that this course is part of that program and elaborated on the emphasis of the course.*

*A discussion ensued about the course and the program.*

Motion by M. De La Rocha, second by A. Kolesnik

Final Resolution: Motion was approved.

Yes: G. Arevalo, M. Bowen, T. Dalton, M. De La Rocha, N. Fredrickson, A. Gonzales, P. King, A. Kolesnik, P. Sezzi (co-chair), and D. Young

5. Distance Education (new)

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

*A. Kolesnik presented the course. A brief discussion regarding offering fully online math courses occurred.*

Motion by D. Young, second by A. Gonzales

Final Resolution: Motion was approved.

Yes: G. Arevalo, M. Bowen, T. Dalton, M. De La Rocha, N. Fredrickson, A. Gonzales, P. King, A. Kolesnik, P. Sezzi (co-chair), and D. Young

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)**



Motion by M. Bowen, second by N. Fredrickson

Final Resolution: Motion was approved.

Yes: G. Arevalo, M. Bowen, T. Dalton, M. De La Rocha, N. Fredrickson, A. Gonzales, P. King, A. Kolesnik, P. Sezzi (co-chair), and D. Young

### **SECTION THREE: DISCUSSION (CONSENT and/or ACTION)**

#### **III. Action/Information/Discussion**

##### **A. Distance Education Proposals for Spring 2015 (Information) – G. Arevalo**

*G. Arevalo stated that this item was discussed during the last tech review meeting. At that meeting the Executive Vice President stated that the deadlines must be adhered to with an effective date of fall 2015.*

*N. Fredrickson presented an appeal for HED V95 Health and Wellness: Designed for Women, to obtain distance education approval effective spring 2015.*

*P. Sezzi stated that for this one course he would like to allow an exception.*

Motion, to change this item from information to action for an exception for this course to be presented at the next curriculum committee meeting for distance education effective spring 2015, by G. Arevalo, second by M. Bowen

Final Resolution: Motion was approved.

Yes: G. Arevalo, M. Bowen, T. Dalton, M. De La Rocha, N. Fredrickson, A. Gonzales, P. King, A. Kolesnik, P. Sezzi (co-chair), and D. Young

##### **B. Philosophy and General Education Meeting Dates (Discussion/Action) – G. Arevalo**

- Change meeting date of October 7, 2014 to September 30, 2014

*G. Arevalo tabled until the next meeting pending Academic Senates recommendation on membership.*

##### **C. Program Submission Process Update (Information) – O. Long**

*O. Long stated that new and revised programs will need to be submitted using the state issued narratives located online on the [Curriculum Committee Resources](#) webpage.*

##### **D. Curriculum Committee Training (Discussion/Action) – G. Arevalo**

*G. Arevalo stated that there is a need for training. The consensus was that training is needed and a discussion ensued regarding when to offer it. G. Arevalo proposed it should be mandatory for members during self-assigned flex in January. There was no dissension to her proposal.*

##### **E. Expectations and Responsibilities of Curriculum Committee members (Discussion) – P. Sezzi**

*P. Sezzi tabled until the next meeting.*

##### **F. Amended Online Catalog (Information) – G. Arevalo**

*G. Arevalo stated that in lieu of an addendum to the catalog, an updated PDF version of the corrected/updated catalog will be uploaded to the website and that it would contain a list of the updates made from the prior version.*

- G. Goal Setting for 2014-2015 (Discussion) – P. Sezzi  
*P. Sezzi tabled until the next meeting.*
- H. 2013-2014 Curriculum Committee Survey (Information) – P. Sezzi  
*P. Sezzi tabled until the next meeting.*
- I. Other – *none*

**MEETING ADJOURNED at 5:06 p.m.**

**NEXT MEETING**

**September 30, 2014 – 3:00 p.m.  
Multidisciplinary Center West Conference Room (MCW-312)**





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



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



- 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