



# Curriculum Committee Agenda

Multi-Disciplinary Center – West 312 (MCW-312)

October 4, 2016 at 3:30pm

**ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2017 UNLESS OTHERWISE NOTED.**

- I. ROLL CALL (Quorum is 10 out of 18 voting members)
- II. ADOPTION OF THE PROPOSED AGENDA (Discussion/Action)
- III. GENERAL ANNOUNCEMENTS, INTRODUCTIONS, AND PUBLIC COMMENTS (Information)<sup>1</sup>
- IV. APPROVAL OF MINUTES: September 20, 2016 (Discussion/Action)
- V. POLICY AND PROCESS (Information or Discussion/Action)
  - A. Proposal for assigning courses to disciplines (Discussion/Action - see attachment) – A. Kolesnik, P. Sezzi
  - B. Simultaneous Program & Course Updates in CurricUNET (Discussion/Action - see attachment) – M. Bowen
- VI. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)
  - A. Updated Courses: BUS V27, MUS V02H
- VII. SECOND READING: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)
  - A. New Courses: CD V04L, CD V66L
  - B. Revised Courses: CD V11, CD V14, CD V19, CD V65
- VIII. FIRST READING: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)
  - A. New Courses: AG V06, AG V10, AG V11, AG V12, AG V13, AG V14
  - B. Revised Courses: MATH V03, MUS 02A, MUS 02AL, MUS V02B, MUS V09A, MUS V09B, MUS V14A, MUS V14B, MUS V14C, POLS V14, SOC V07

<sup>1</sup> Five minutes is allotted to any member of the public who wishes to address the curriculum committee, with a maximum of twenty minutes per topic aggregated for all speakers, unless extended by vote of the committee. At the request of any speaker proposing to address a specific agenda item, the committee may also vote to permit that speaker's comments to be deferred until the meeting progresses to that topic.

- IX. REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
  - A. New: POLS V14**
  - B. Review: MATH V03, MUS 02A, MUS V02AL, MUS V02B, MUS V02H**
  - C. Revision: MUS V14A, MUS V14B, MUS V14C, SOC V07**
- X. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
  - A. New: AG V10, AG V11, AG V12, AG V13, AG V14, BUS V27, MUS V02H, POLS V14, SOC V07**
  - B. New (first time on new form): MATH V03**
- XI. MINIMUM QUALIFICATIONS**
  - A. Revision: SOC V07**
- XII. PHILOSOPHY AND GENERAL EDUCATION CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action)**
- XIII. DISCUSSION/INFORMATION (Information or Discussion/Action)**
  - A. Request(s) for future agenda items**
- XIV. REPORTS (Information)**
  - A. Co-Chairs**
  - C. Articulation/C-ID**
    - 1. C-ID Approvals**
      - a. BIOL V04 approved for C-ID BIOL 190**
  - D. Board of Trustees/ DTRW-I**
  - E. Subcommittees/Workgroups**
  - F. CurricUNET/Banner/TracDat**
  - G. ASCCC Curriculum Committee updates**

<sup>1</sup> Five minutes is allotted to any member of the public who wishes to address the curriculum committee, with a maximum of twenty minutes per topic aggregated for all speakers, unless extended by vote of the committee. At the request of any speaker proposing to address a specific agenda item, the committee may also vote to permit that speaker's comments to be deferred until the meeting progresses to that topic.

**Curricular Proposals for 10/04/2016**

CONSENT AGENDA: COURSES												NONSUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES			
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation <sup>1</sup> , P=Prereq <sup>1</sup> , C=Coreq <sup>1</sup> , RP=Recom. Prep. <sup>1</sup> ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives, CC=Course content, LC=Lab content	EFFECTIVE	REQ	DE									
	<a href="#">BUS V27</a>	Beginning Medical Terminology	CR	3	Update	None	OBJ, CC	Fall 2017		X									
	<a href="#">MUS V02H</a>	Music Theory VIII: Jazz Harmony and Practice	CR	3	Update	None	None	Fall 2017	X	X									
SECOND READING: COURSES												SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES			
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation <sup>1</sup> , P=Prereq <sup>1</sup> , C=Coreq <sup>1</sup> , RP=Recom. Prep. <sup>1</sup> ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives, CC=Course content, LC=Lab content	EFFECTIVE	REQ	DE	BoT								
	<a href="#">CD V64A</a> <a href="#">CD V04L</a>	Observation and Assessment Laboratory	CR	0.5	New	ID	None	Fall 2017	X		X								
	<a href="#">CD V64B</a> <a href="#">CD V66L</a>	Early Childhood Teaching Practicum Lab	CR	1	New	ID	None	Fall 2017	X		X								
	<a href="#">BIOL V90</a>	Directed Studies in Biology	CR	1-6	Update	H (CurricuNET only, not COR)	None	Fall 2017											
	<a href="#">CD V11</a>	Language and Literacy in Early Childhood Education	CR	3 1	Revision	U, H, D, FT, RP	OBJ, CC	Fall 2017	X		X								
	<a href="#">CD V14</a>	<del>Creative Visual &amp; Performing Arts in Early Childhood Education</del> <b>ECE</b>	CR	3 1	Revision	T, U, H, D, FT, RP	OBJ, CC	Fall 2017	X		X								
	<a href="#">CD V19</a>	<del>Math and Science in Early Childhood Education</del> <b>Science, Technology, Engineering and Math in ECE</b>	CR	3 1	Revision	T, U, H, D, FT, RP	OBJ, CC	Fall 2017	X		X								

**Curricular Proposals for 10/04/2016**

Curricular Proposals for 10/04/2016											
FIRST READING: COURSES				SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES			
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation <sup>1</sup> , P=Prereq <sup>1</sup> , C=Coreq <sup>1</sup> , RP=Recom. Prep. <sup>1</sup> ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives, CC=Course content, LC=Lab content	EFFECTIVE	REQ	DE	BoT
	<a href="#">AG V06</a>	Introduction to Plant Science (with Laboratory)	CR	4	New	Add to catalog	None	Fall 2017			X
	<a href="#">AG V10</a>	Introduction to Agriculture Business	CR	3	New	Add to catalog	None	Fall 2017		X	X
	<a href="#">AG V11</a>	Agricultural Sales and Communication	CR	3	New	Add to catalog	None	Fall 2017		X	X
	<a href="#">AG V12</a>	Agriculture Economics	CR	3	New	Add to catalog	None	Fall 2017		X	X
	<a href="#">AG V13</a>	Agricultural Computer Applications	CR	3	New	Add to catalog	None	Fall 2017		X	X
	<a href="#">AG V14</a>	Agricultural Accounting	CR	3	New	Add to catalog	None	Fall 2017		X	X
	<a href="#">MATH V03</a>	Intermediate Algebra	CR	5	Revision	D, P	CC	Fall 2017	X	X	
	<a href="#">MUS 02A</a>	Music Theory I: Beginning Diatonic Tonal Music	CR	3	Revision	D, X	OBJ, CC	Fall 2017	X		
	<a href="#">MUS V02AL</a>	Ear Training I	CR	1	Revision	D, X	OBJ, CC	Fall 2017	X		
	<a href="#">MUS V02B</a>	Music Theory II: Intermediate Diatonic Tonal Music	CR	3	Revision	D, X	OBJ, CC	Fall 2017	X		
	<a href="#">MUS V09A</a>	Music History and Literature Through 1750	CR	3	Revision	T	None	Fall 2017			
	<a href="#">MUS V09B</a>	Music History and Literature Since 1750	CR	3	Revision	T	None	Fall 2017			
	<a href="#">MUS V14A</a>	Beginning Orchestra: Strings	CR	1	Revision	X, EL	CC, LC	Fall 2017	x		
	<a href="#">MUS V14B</a>	Beginning Orchestra: Winds	CR	1	Revision	EL	CC, LC	Fall 2017	x		
	<a href="#">MUS V14C</a>	Beginning Orchestra: Percussion	CR	1	Revision	EL	CC, LC	Fall 2017	X		
	<a href="#">POLS V14</a>	Global Studies	CR	3	Revision	D, RP	OBJ, CC		X	X	
	<a href="#">SOC V07</a>	Sociological Analysis	CR	3	Revision	X, P	OBJ, CC	Fall 2017	X	X	
FIRST READING: PROGRAMS				SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES			
APPROVED	AWARD TYPE	DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS		EFFECTIVE			BoT
	None										

\* Proposed 1st and 2nd Reading

**Curricular Proposals for 10/04/2016**

**REQUISITE APPROVALS**

APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT	SOURCE	EFFECTIVE			
	<a href="#">POLS V14</a>	Global Studies	CR	3	New	Recommended Preparation: ENGL V01B	First Reading: Courses	Fall 2017			
	<a href="#">MATH V03</a>	Intermediate Algebra	CR	5	Review	Prerequisites: Math V01 or Math V01E, or V11B, or placement as measured by the college assessment process	Consent Agenda: Courses	Fall 2017			
	<a href="#">MUS 02A</a>	Music Theory I: Beginning Diatonic Tonal Music	CR	3	Review	Corequisite: MUS V02AL Recommended Preparation: MUS V01 or equivalent	First Reading: Courses	Fall 2017			
	<a href="#">MUS V02AL</a>	Ear Training I	CR	1	Review	Corequisite: MUS V02A	First Reading: Courses	Fall 2017			
	<a href="#">MUS V02B</a>	Music Theory II: Intermediate Diatonic Tonal Music	CR	3	Review	Prerequisite: MUS V02A and MUS V02AL Corequisite: MUS V02BL	First Reading: Courses	Fall 2017			
	<a href="#">MUS V02H</a>	Music Theory VIII: Jazz Harmony and Practice	CR	3	Review	Prerequisite: MUS V02B and MUS V02BL	Consent Agenda: Courses	Fall 2017			
	<a href="#">MUS V14A</a>	Beginning Orchestra: Strings	CR	1	Revision	<del>Recommended Preparation: ability to play a string instrument and ability to read music</del> <b>Enrollment Limitation: Audition is required</b>	First Reading: Courses	Fall 2017			
	<a href="#">MUS V14B</a>	Beginning Orchestra: Winds	CR	1	Revision	<del>Recommended Preparation: ability to play a wind instrument and ability to read music</del> <b>Enrollment Limitation: Audition is required</b>	First Reading: Courses	Fall 2017			
	<a href="#">MUS V14C</a>	Beginning Orchestra: Percussion	CR	1	Revision	<del>Recommended Preparation: ability to play a percussion instrument and ability to read music</del> <b>Enrollment Limitation: Audition is required</b>	First Reading: Courses	Fall 2017			
	<a href="#">SOC V07</a>	Sociological Analysis	CR	3	Revision	<del>Recommended Preparation:</del> <b>Prerequisite</b> SOC V01 <b>and /or</b> <del>Recommended Preparation:</del> <b>Prerequisite</b> SOC V02	First Reading: Courses	Fall 2017			

**Curricular Proposals for 10/04/2016**

**DISTANCE EDUCATION APPROVALS**

APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/REV	DE TYPE	SOURCE	EFFECTIVE			
	<a href="#">AG V10</a>	Introduction to Agriculture Business	CR	New	Hybrid (1-50% online) Hyrid (51-99% online) Fully Online (100% online)	First Reading: Courses	Fall 2017			
	<a href="#">AG V11</a>	Agricultural Sales and Communication	CR	New	Hybrid (1-50% online) Hyrid (51-99% online) Fully Online (100% online)	First Reading: Courses	Fall 2017			
	<a href="#">AG V12</a>	Agriculture Economics	CR	New	Hybrid (1-50% online) Hyrid (51-99% online) Fully Online (100% online)	First Reading: Courses	Fall 2017			
	<a href="#">AG V13</a>	Agricultural Computer Applications	CR	New	Hybrid (1-50% online) Hyrid (51-99% online) Fully Online (100% online)	First Reading: Courses	Fall 2017			
	<a href="#">AG V14</a>	Agricultural Accounting	CR	New	Hybrid (1-50% online)	First Reading: Courses	Fall 2017			
	<a href="#">BUS V27</a>	Beginning Medical Terminology	CR	New	Hybrid (1-50% online) Hyrid (51-99% online) Fully Online (100% online)	Consent Agenda: Courses	Fall 2017			
	<a href="#">MUS V02H</a>	Music Theory VIII: Jazz Harmony and Practice	CR	New	Fully Online (100% online)	Consent Agenda: Courses	Fall 2017			
	<a href="#">POLS V14</a>	Global Studies	CR	New	Fully Online (100% online)	First Reading: Courses	Fall 2017			
	<a href="#">SOC V07</a>	Sociological Analysis	CR	New	Hybrid (1-50% online) Hybrid (51-99% online)	First Reading: Courses	Fall 2017			
	<a href="#">MATH V03</a>	Intermediate Algebra	CR	New (first time on new form)	Hybrid (51-99% online)	Consent Agenda: Courses	Fall 2017			
<b>** END OF LIST **</b>										



# Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, September 20, 2016 at 3:30pm

**ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2017 UNLESS OTHERWISE NOTED.**

Meeting called to order at 3:30pm

## I. ROLL CALL (Quorum is 7 out of 13 voting members)

VOTING MEMBERS		P=Present A=Absent				
Faculty co-chair	Michael Bowen	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Articulation Officer	Thao Brabander	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Academic Senate President	Alex Kolesnik	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
AFT Rep.	Vacant	<input type="checkbox"/> P	<input type="checkbox"/> A			
WED Division	Debbie Newcomb	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Eric Irwin	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A
	Ellen Rearick	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			
Health, KIN, ICA, and Performing Arts Division	Nancy Fredrickson	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Krenley Guzman	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A
Vis. Arts, Behv/Soc Sciences, and Lang Division	Ann Bittl	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Scott Corbett	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A
English & Math Division	Peter Yi	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Kelly Peinado	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A
Librarian	Peter Sezzi	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			
Sciences Division	Chloe Branciforte	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Jennifer Garner	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A
Student Affairs Division	Tom Dalton	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Lauren Wintermeyer	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A
Technical Review Chair	Ryan Petitfils	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
NON-VOTING MEMBERS						
CIO co-chair (Interim)	Kimberly Hoffmans	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			
ASVC Rep.	vacant	<input type="checkbox"/> P	<input type="checkbox"/> A			
Dean	Tim Harrison	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	Dan Kumpf	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A
Dean	Gwendolyn Lewis-Huddleston	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	Kathleen Schrader	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A
Dean	Lynn Wright	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	David Bransky	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A
Dean	Karen Engelsen	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			
Instructional Data Specialist	Katie Owashi	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Recorder/Curriculum Technician	Sarah Ayala	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Registrar	Arlene Reed	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			

**Guests: Deanna Hall, Robin Douglas (CD), Sharon Oxford (DE), Michelle Kone (Counseling), Damien Peña (VP, Student Affairs)**

## II. ADOPTION OF THE PROPOSED AGENDA (Discussion/Action)

*M. Bowen called for a motion to approve the agenda.*

Motion by: N. Frederickson

Seconded by: D. Newcomb

Discussion: *ART V68 is on the agenda and not on the spreadsheet. Course to be added to spreadsheet and corrected in VIII B on agenda*

Final resolution: Approved as amended

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, T. Dalton, N. Frederickson, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, L. Wintermeyer, P. Yi

### **III. GENERAL ANNOUNCEMENTS, INTRODUCTIONS, AND PUBLIC COMMENTS (Information)<sup>1</sup>**

*K. Owashii presented the first addendum to 2016-2017 General Catalog. Insert will be added to the online catalog. Please look over for any glaring issues and let her know so adjustments can be made if needed.*

*M. Bowen reminded everyone that accreditation visit begins on September 27<sup>th</sup>.*

*K. Peinado announced that she and Gabriel Arquilevich will be alternating representatives attending the Curriculum Committee meeting.*

### **IV. APPROVAL OF MINUTES: (Discussion/Action)**

*M. Bowen called for a motion to approve the minutes.*

Motion by: A. Bittl

Seconded by: L. Wintermeyer

Discussion: *None*

Final resolution: Approved

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, T. Dalton, N. Frederickson, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, L. Wintermeyer, P. Yi

### **V. POLICY AND PROCESS (Information or Discussion/Action)**

#### **A. AP/BP 7211 – Minimum Qualifications/Equivalency (Discussion; see attachment) - A. Kolesnik**

*Process for MQs is changing. If anyone has any questions/comments/feedback regarding the documents, please send them to Alex. Anyone is welcome to come to an Academic Senate meeting if you'd like to discuss there. These have been presented at DCHR, and now representatives are taking them back to campuses for comments/feedback before it is moved to adopt changes. Keep in mind that we have to come to an agreement with MC and OC as well. BP has to go to Board, AP does not.*

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**B. Proposal for assigning courses to disciplines (Discussion; see attachment)**

– A. Kolesnik, P. Sezzi

*There have been Questions as to the process by which courses get put into a particular discipline. Who has control over that decision? What is the process? Questions like these are what this document tries to address. Currently, there isn't anything in Policies and Procedures to govern the exact process. This document suggests a process. It has been through a first reading at Senate, and group would like the Curriculum Committee's thoughts. It was recommended to have attachment included with next Curriculum Meeting Agenda.*

**VI. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL**

**(Discussion/Action; see attachment)**

*M. Bowen called for a motion to approve BIOL V42 (same as BIOT V42), BIOT V42 (same as BIOL V42), BUS V38 (same as CD V38), CD V38 (same as BUS V38) for Consent Agenda*

Motion by: R. Petitfils

Seconded by: A. Bittls

Discussion: *D. Newcomb requested to pull BIOL V42 and BIOT V42 for separate discussion.*

Final resolution: Motion amended to approve consent agenda except for BIOL V42 and BIOT V42

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, T. Dalton, N. Frederickson, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, L. Wintermeyer, P. Yi

*M. Bowen called for a motion to Approve BIOL V42 and BIOT V42*

Motion by: D. Newcomb

Seconded by: J. Garner

Discussion: *Courses only have one SLO, and they are required to have 2.*

Final resolution: Motion amended to approve BIOL V42 and BIOT V42 subject to courses updated to have a minimum of 2 distinct SLOs

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, T. Dalton, N. Frederickson, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, L. Wintermeyer, P. Yi

**X. SECOND READING: CURRICULAR PROPOSALS FOR APPROVAL**

**(Discussion/Action; see attachment)**

**a. Revised Courses: CS V17 (same as MATH V52), MATH V52 (same as CS V17)**

*M. Bowen presented the curricular proposals for approval called for a motion to approve.*

Motion by: N. Frederickson

Seconded by: L. Wintermeyer  
Discussion: None  
Final resolution: Approved  
Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, T. Dalton,  
N. Frederickson, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb,  
K. Peinado, R. Petitfils, L. Wintermeyer, P. Yi

**XI. FIRST READING: CURRICULAR PROPOSALS FOR APPROVAL  
(Discussion/Action; see attachment)**

**A. New Courses: CD V04L, CD V66L**

**B. Revised Courses: ART 68, BIOL V32 (same as BIOT V32), BIOL V42 (same as BIOT V42), BIOT V32 ( same as BIOL V32), BIOT V42 (same as BIOL V42), BIOL V90, BUS V38 (same as CD V38), BUS V43, CD V03, CD V04, CD V11, CD V14, CD V19, CD V24, CD V28, CD V29, CD V38 (same as BUS V38), CD V62, CD V65, CD V66, ENGL V01A\***

**C. Updated Course: BIOL V90**

**\*proposed first and second reading**

*R. Petitfils requested a motion to approve ENGL V01A for first and second reading*

Motion by: R. Petitfils

Seconded by: L. Wintermeyer

Discussion: *A discussion followed – R. Petitfils: Course revised to add English 3A. To regain IGETC status, had to add literature status. L. Wintermeyer: Course is critical*

Final resolution: Approved for first and second reading

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, T. Dalton,  
N. Frederickson, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb,  
K. Peinado, R. Petitfils, L. Wintermeyer, P. Yi

*D. Newcomb requested a motion to approve: CD V11, CD V14, CD V19, CD V24, CD V28 separately*

Motion by: D. Newcomb

Seconded by: A. Kolesnik

Discussion: *A discussion ensued with D. Newcomb advising that SLOs in CurricUNET don't match TrackDat. CD V24 and CD V28 may not come back for second reading. Committee will be trusting that change will be made, and was assured by CD faculty present, that they will be corrected.*

Final resolution: Approved

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, T. Dalton,  
N. Frederickson, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb,  
K. Peinado, R. Petitfils, L. Wintermeyer, P. Yi

*M. Bowen called for a motion to approve remaining First Reading Courses*

Motion by: J. Garner

Seconded by: A. Kolesnik

Discussion: *D. Newcomb: Couldn't find CD V04 in catalog. D. Hall (guest): Courses are being changed to include a lab component. Lecture portion isn't new, just renumbering.*

Final resolution: Approved

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, T. Dalton, N. Frederickson, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, L. Wintermeyer, P. Yi

## **XII. REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL**

**(Discussion/Action; see attachment)**

- a. BIOL V32 (same as BIOT V32), BIOT V32 (same as BIOL V32), CD V03, CD V04, CD V04L, CD V11, CD V14, CD V19, CD V24, CD V28, CD V29, CD V62, CD V65, CD V66, CD V66L, ENGL V01A**

*M. Bowen called for a motion to approve the requisites on the list.*

Motion by: R. Petitfils

Seconded by: A. Bittl

Discussion: *None*

Final resolution: Requisites approved

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, T. Dalton, N. Frederickson, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, L. Wintermeyer, P. Yi

## **XIII. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL**

**(Discussion/Action; see attachment)**

- a. New: BUS V38 (same as CD V38), CD V03, CD V24, CD V28, CD V29, CD V38 (same as BUS V38), CD V62, CD V65, ENGL V01A**

*M. Bowen called for a motion to approve Distance Education courses on the list.*

Motion by: J. Garner

Seconded by: N. Frederickson

Discussion: *None*

Final resolution: Approved

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, T. Dalton, N. Frederickson, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, L. Wintermeyer, P. Yi

**XIV. PHILOSOPHY AND GENERAL EDUCATION CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action)**

**a. Schedule P&GE Meeting**

*M. Bowen: One person from each division is needed to schedule a P&GE meeting. Would like to have 1 person from each division to represent their division at meeting and Curriculum Committee Meeting.*

*Immediate volunteers included:*

*Debbie Newcomb – WED*

*Nancy Frederickson – KIN/Health/ICA/Performing Arts*

*Lauren Wintermeyer – Student Affairs*

*Gabriel Arquilevich or Kelly Peinado -Math/English*

*Ann Bittl or Scott Corbett – Visual Arts/Behavioral/Social Sciences, Language*

*Alex Kolesnik - representing Senate*

*P&GE meeting date – October 18<sup>th</sup> @ 2:30 in MCW.*

**XV. DISCUSSION/INFORMATION (Information or Discussion/Action)**

**a. Request(s) for future agenda items**

*D. Newcomb started a discussion regarding a final policy on expediting DE only approvals. With more and more courses being intended to go online, there is a concern regarding how long the courses sit in the queue for review. Is there an approximate timeline from initial submission and getting put on an agenda? Will a similar process be available for SLO only changes? Further discussion needed.*

**b. Simultaneous Program & Course updates in CurricUNET (M. Bowen)**

*M. Bowen (per K. Hoffmans) – Discussion regarding the issue of courses getting updated, but not programs affected by the course update. Courses come forward with changes in ID, Title or Units, and if the course is tied to a degree/program/certificate or award, the courses are getting updated but degree patterns are not.*

*There has been difficulty in advising departments that a course which is part of a program (s) is changing, and programs are not getting updated promptly and/or consistently. As a committee, would we be willing to entertain a procedure, that we require the updated program be approved at the same time the course is approved to ensure that they both get updated in time to update the catalog?*

*Suggestions? Please let S. Ayala, K. Owashi, R. Petitfils and M. Bowen know.*

**c. Technical Review backlog (R. Petitfils)**

*R. Petitfils advised the committee that 75 courses submitted in 2015 still have yet to be reviewed, and the same for 112 courses submitted in 2016.*

*If any detail oriented person(s) would like to assist in technical review to get the queue moving, you can come to one of the Curriculum workshops or contact R. Petitfils.*

*M Bowen added that every voting member of the Curriculum Committee should be receiving notifications from CurricUNET that courses need to be reviewed. Please let S. Ayala and M. Bowen know if you are not getting these updates.*

*D. Pena (guest) offered a reminder regarding Student Success Days. Currently, 18 tables have been signed up and space is still available. The In n Out truck will be on campus for both days. Be sure to stop by Student Activities and pick up a shirt for any staff, faculty and student assistant*

**XVI. REPORTS (Information)**

**a. Co-Chairs**

**b. Articulation/C-ID**

**1. C-ID Approvals**

**a. CD V03 for PSY 180**

**2. C-ID Newsletter (Michael Bowen; see attachment)**

*T. Brabander – reported on newsletter*

**C. Board of Trustees/ DTRW-I**

**1. DTRW-I: 09/08/2016 (M. Bowen)**

*M. Bowen: We received quite a few comments and feedback on our submission. Currently working on Board submission packet.*

**2. Board of Trustees: 09/13/2016 (A. Kolesnik)**

*A. Kolesnik: No courses submitted at that meeting.*

**D. Subcommittees/Workgroups**

**E. CurricUNET/Banner/TracDat**

**F. ASCCC Curriculum Committee updates**

*Meeting adjourned at 5:00pm.*

**NEXT MEETING**

**October 4, 2016 - 3:30 PM**

**MCW-312**

**Curricular Proposals for 09/20/2016**

Curricular Proposals for 09/20/2016												
CONSENT AGENDA: COURSES						NONSUBSTANTIAL CHANGES TO CATALOG			ARTIC CHANGES			
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation <sup>1</sup> , P=Prereq <sup>1</sup> , C=Coreq <sup>1</sup> , RP=Recom. Prep. <sup>1</sup> ( <sup>1</sup> see "Requisite Approvals" for specific changes)	OBJ=Course objectives, CC=Course content, LC=Lab content	EFFECTIVE	REQ	DE		
	<a href="#">BIOL V42</a> (same as <a href="#">BIOT V42</a> )	Contemporary Issues in Cell Biology	CR	3	Update	None	None	Fall 2017				
	<a href="#">BIOT V42</a> (same as <a href="#">BIOL V42</a> )	Contemporary Issues in Cell Biology	CR	3	Update	None	None	Fall 2017				
	<a href="#">BUS V38</a> (same as <a href="#">CD V38</a> )	Small Business Management	CR	3	Update	FT	CC	Fall 2017			X	
	<a href="#">BUS V43</a>	Introduction to International Business	CR	3	Update	None	None	Fall 2017				
	<a href="#">CD V38</a> (same as <a href="#">BUS V38</a> )	Small Business Management	CR	3	Update	FT	CC	Fall 2017			X	
SECOND READING: COURSES						SUBSTANTIAL CHANGES TO CATALOG			ARTIC CHANGES			
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation <sup>1</sup> , P=Prereq <sup>1</sup> , C=Coreq <sup>1</sup> , RP=Recom. Prep. <sup>1</sup> ( <sup>1</sup> see "Requisite Approvals" for specific changes)	OBJ=Course objectives, CC=Course content, LC=Lab content	EFFECTIVE	REQ	DE	BoT	
	<a href="#">CS V17</a> (same as <a href="#">MATH V52</a> )	Discrete Structures	CR	3	Revision	P	None	Fall 2017	X			
	<a href="#">MATH V52</a> (same as <a href="#">CS V17</a> )	Discrete Structures	CR	3	Revision	P	None	Fall 2017	X			

**Curricular Proposals for 09/20/2016**

FIRST READING: COURSES														SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES			
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation <sup>1</sup> , P=Prereq <sup>1</sup> , C=Coreq <sup>1</sup> , RP=Recom. Prep. <sup>1</sup> ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives, CC=Course content, LC=Lab content	EFFECTIVE	REQ	DE	BoT										
	<del>CD V64A</del> <a href="#">CD V04L</a>	Observation and Assessment Laboratory	CR	0.5	New	ID	None	Fall 2017	X		X										
	<del>CD V64B</del> <a href="#">CD V66L</a>	Early Childhood Teaching Practicum Lab	CR	1	New	ID	None	Fall 2017	X		X										
	<a href="#">BIOL V32</a> (same as BIOT V32)	Introduction to Methods of Plant Biotechnology & Molecular Biology	CR	2	Revision	RS, RP	None	Fall 2017	X												
	<a href="#">BIOT V32</a> (same as BIOL V32)	Introduction to Methods of Plant Biotechnology & Molecular Biology	CR	2	Revision	P, RP	None	Fall 2017	X												
	<a href="#">CD V03</a>	Human Development	CR	3	Revision	D, RP	OBJ, CC	Fall 2017	X	X											
	<a href="#">CD V11</a>	Language and Literacy in Early Childhood Education	CR	<del>3</del> 1	Revision	U, H, D, FT, RP	OBJ, CC	Fall 2017	X		X										
	<a href="#">CD V14</a>	<del>Creative Arts in Early Childhood Education- ECE</del> <b>Visual &amp; Performing Arts in Early Childhood Education</b>	CR	<del>3</del> 1	Revision	T, U, H, D, FT, RP	OBJ, CC	Fall 2017	X		X										
	<a href="#">CD V19</a>	<del>Math and Science in Early Childhood Education</del> <b>Science, Technology, Engineering and Math in ECE</b>	CR	<del>3</del> 1	Revision	T, U, H, D, FT, RP	OBJ, CC	Fall 2017	X		X										
	<a href="#">CD V24</a>	Child Nutrition, Health and Safety	CR	3	Revision	D, RP	OBJ, CC	Fall 2017	X	X											
	<a href="#">CD V28</a>	<del>Programs for Infant and Toddler Care- Toddlers</del> <b>Care and Education for Infant Infants and Toddler Care</b>	CR	3	Revision	T, D, RP	OBJ, CC	Fall 2017	X	X											
	<a href="#">CD V29</a>	Adult Supervision in Child Development <b>Early Childhood Education</b>	CR	2	Revision	T, D, RP, EL, P, RP	OBJ, CC	Fall 2017	X	X											
	<a href="#">CD V62</a>	Principles and Practices in Early Childhood Education	CR	3	Revision	D, EL, RP	OBJ, CC	Fall 2017	X	X											
	<del>CD V64A</del> <a href="#">CD V04</a>	Observation and Assessment	CR	2.5	Revision	ID	None	Fall 2017	x												
	<del>CD V64B</del> <a href="#">CD V66</a>	Early Childhood Teaching Practicum	CR	2	Revision	ID	None	Fall 2017	X												
	<a href="#">CD V65</a>	Administration of Early Childhood Education Programs	CR	3	Revision	D, RP	OBJ, CC	Fall 2017	X	X											
	<a href="#">ENGL VO1A*</a>	English Composition	CR	4	Revision	D, P	OBJ, CC	Fall 2017	X	X											
	<a href="#">BIOL V90</a>	Directed Studies in Biology	CR	1-6	Update	H (CurricuNET only, not COR)	None	Fall 2017													

**Curricular Proposals for 09/20/2016**

FIRST READING: PROGRAMS												SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES			
APPROVED	AWARD TYPE	DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS	EFFECTIVE				BoT								
	None																		
REQUISITE APPROVALS																			
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT	SOURCE	EFFECTIVE											
	<a href="#">CD V03</a>	Human Development	CR	3	New	Recommended Preparation: ENGL V02 or higher	First Reading: Courses	Fall 2017											
	<a href="#">CD V24</a>	Child Nutrition, Health and Safety	CR	3	New	Recommended Preparation: ENGL V02	First Reading: Courses	Fall 2017											
	<a href="#">CD V62</a>	Principles and Practices in Early Childhood Education	CR	3	New	Recommended Preparation: ENGL V02 Enrollment Limitation: Proof of clear TB test	First Reading: Courses	Fall 2017											
	<del>CD V64A</del> <a href="#">CD V04</a>	Observation and Assessment	CR	2.5	Review	Corequisite: CD V04L Recommended Preparation: CD V02; and/or ENGL V02; and/or ENGL V06A	First Reading: Courses	Fall 2017											
	<del>CD V64A</del> <a href="#">CD V04L</a>	Observation and Assessment Laboratory	CR	0.5	Review	Corequisite: CD V04 Enrollment Limitation: Clear TB Test or clear chest x-ray and Proof of immunizations. Recommended Preparation: CD V02 and/or ENGL V02, and /or ENGL V 06 A	First Reading: Courses	Fall 2017											
	<del>CD V64B</del> <a href="#">CD V66</a>	Early Childhood Teaching Practicum	CR	2	Review	Corequisite: CD V 66L Prerequisite: CD V 04 and CD V04L; and CD V62; and CD V63 Recommended Preparation: ENGL V02 and/or ENGL V06A Enrollment Limitation: Clear TB Test and Proof of immunizations	First Reading: Courses	Fall 2017											
	<del>CD V64B</del> <a href="#">CD V66L</a>	Early Childhood Teaching Practicum Lab	CR	1	Review	Corequisite: CD V 66 Prerequisite: CD V 04 and CD V04L, and CD V02, and CD V62, and CD V63 Recommended Preparation: ENGL V02 and/or ENGL V06A Enrollment Limitation: Clear TB Test or chest X-ray and Proof of immunizations	First Reading: Courses	Fall 2017											



**Curricular Proposals for 09/20/2016**

**REQUISITE APPROVALS**

APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT	SOURCE	EFFECTIVE			
	<a href="#">BIOL V32</a> (same as <a href="#">BIOL V32</a> )	Introduction to Methods of Plant Biotechnology & Molecular Biology	CR	2	Revision	Prerequisite and CHEM V20 V20L or high school chemistry with grades C or better. <b>Recommended Preparation: CHEM V20 and CHEM V20L and AG V03 or BIOL V23 Prerequisite BIOL V30 or BIOT V30 or concurrent enrollment.</b>	First Reading: Courses	Fall 2017			
	<a href="#">BIOT V32</a> (same as <a href="#">BIOL V32</a> )	Introduction to Methods of Plant Biotechnology & Molecular Biology	CR	2	Revision	Prerequisite BIOL V30 or BIOT V30 or concurrent enrollment ; Prerequisite and CHEM V20 V20L or high school chemistry with grades of C or better Recommended Preparation: AG V03 or BIOL V23. <b>Recommended Preparation: CHEM V20 and CHEM V20L and BIOL V23; BIOL V30 or BIOT V30</b>	First Reading: Courses	Fall 2017			
	<a href="#">CD V11</a>	Language and Literacy in Early Childhood Education	CR	1	Revision	Recommended Preparation: CD V62 and CD V63	First Reading: Courses	Fall 2017			
	<a href="#">CD V14</a>	<del>Creative</del> <b>Visual &amp; Performing Arts in Early Childhood Education ECE</b>	CR	<del>3</del> 1	Revision	<del>Recommended Preparation: CD V62 and CD V63</del>	First Reading: Courses	Fall 2017			
	<a href="#">CD V19</a>	<del>Math and Science in Early Childhood Education</del> <b>Science, Technology, Engineering and Math in ECE</b>	CR	<del>3</del> 1	Revision	<del>Recommended Preparation: CD V62 and CD V63</del>	First Reading: Courses	Fall 2017			
	<a href="#">CD V28</a>	<del>Programs</del> <b>Care and Education for Infant Infants and Toddler Care Toddlers</b>	CR	3	Revision	Recommended Preparation: CD V02 or HEC V23 with a grade C or better	First Reading: Courses	Fall 2017			
	<a href="#">CD V29</a>	<del>Adult Supervision in Child Development</del> <b>Early Childhood Education</b>	CR	2	Revision	Prerequisite: CD V64B66 , and Recommended Preparation: <del>current</del> <b>Current</b> teaching experience in a pre-school setting <b>Enrollment Limitation: CD V66L</b>	First Reading: Courses	Fall 2017			
	<a href="#">CD V65</a>	Administration of Early Childhood Education Programs	CR	3	Revision	V24 with grade of C or better; CD V61 with grade of C or better; and CD V62 with grade of C or better Entry Skills	First Reading: Courses	Fall 2017			

**Curricular Proposals for 09/20/2016**

**REQUISITE APPROVALS**

	<a href="#">ENGL V01A</a>	English Composition	CR	4	Revision	Prerequisite: ENGL V02 with grade of C or better or <b>ENGL V03A with grade of C or better</b> , or placement as measured by the college assessment process	First Reading: Courses	Fall 2017				
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**DISTANCE EDUCATION APPROVALS**

APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/REV	DE TYPE	SOURCE	EFFECTIVE				
	<a href="#">BUS V38</a> (same as <a href="#">CD V38</a> )	Small Business Management	CR	New	Hybrid (1-50%) Hybrid (51-99%) Fully Online (100%)	Consent Agenda: Courses	Fall 2017				
	<a href="#">CD V03</a>	Human Development	CR	New	Fully Online (100%)	First Reading: Courses	Fall 2017				
	<a href="#">CD V24</a>	Child Nutrition, Health and Safety Programs <i>Care and Education</i> for Infant <i>Infants</i> and Toddler Care- <i>Toddlers</i>	CR	New	Fully Online (100%)	First Reading: Courses	Fall 2017				
	<a href="#">CD V28</a>		CR	New	Hybrid (1-50%)	First Reading: Courses	Fall 2017				
	<a href="#">CD V38 (same as BUS V38)</a>	Small Business Management	CR	New	Hybird (1-50%) Fully Online (100%)	First Reading: Courses	Fall 2017				
	<a href="#">CD V62</a>	Principles and Practices in Early Childhood Education	CR	New	Hybrid (1-50%) Hybrid (51-99%)	Consent Agenda: Courses	Fall 2017				
	<a href="#">CD V29</a>	Adult Supervision in Child Development <i>Early Childhood Education</i>	CR	New (first time on new form)	Fully Online (100%)	First Reading: Courses	Fall 2017				
	<a href="#">CD V65</a>	Administration of Early Childhood Education Programs	CR	New (first time on new form)	Fully Online (100%)	First Reading: Courses	Fall 2017				
	<a href="#">ENGL V01A</a>	English Composition	CR	Review	Hybrid (1-50%) Hybrid (51-99%) Fully Online (100%)	First Reading: Courses	Fall 2017				
<b>** END OF LIST **</b>											

## PROCEDURES FOR PLACING COURSES INTO DISCIPLINE(S)

### A. NEW COURSES

1. The author(s) of a new course will have access to a field in Curricunet ~~which that~~ will contain a drop-down menu of all disciplines listed in the latest Minimum Qualifications Handbook, ~~published-developed~~ by ASCCC ~~and approved by the Board of Governors~~. They will select one or more disciplines for the particular course. Faculty teaching such a course will have to meet the minimum qualifications for one of the selected disciplines, or go through the local equivalency process.
2. The author(s) will fill out the form for departmental approval of the course (required for new courses). The form will have the selected disciplines listed, and the department submitting the course must approve the selected discipline(s) for the course.
3. The Curriculum Technical Review Workgroup will make sure that the selected discipline(s) are appropriate for the course content submitted.
4. The Curriculum Committee will have a separate item agendaized for approval of the selected discipline(s) for courses.
- 4.5. ~~A 2/3<sup>rd</sup> two-thirds approval vote shall be required for the assignment of discipline(s) to a course that is notis not prima facie. mentioned in course title.~~

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### B. REVISED and UPDATED COURSES

1. The author(s) of a course revision will have access to a field in Curricunet that will contain a drop-down menu of all disciplines listed in the latest Minimum Qualifications Handbook, developed by the ASCCC and approved by the Board of Governors. They will verify that the discipline(s) previously selected for the course are still valid, and make adjustments as necessary to make course content changes. Only faculty in the discipline(s) in which the course is presently assigned shall be allowed to propose changes (i.e., additions or deletions) to the discipline(s) existing on the course outline of record. If any change is made to the discipline field, the department shall communicate the rationale for the changes to the Curriculum Committee in a memo.
2. The Curriculum Technical Review Workgroup will make sure that the selected discipline(s) are appropriate for the revised course content submitted.
3. The Curriculum Committee will have a separate item agendaized for approval of the selected discipline(s) for courses.
4. A two-thirds approval vote shall be required for the assignment of discipline(s) to a course that is not prima facie.

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### C. CHANGES TO STATE MINIMUM QUALIFICATIONS HANDBOOK

In the event that a change affecting a course discipline occurs (change in course discipline minimum qualifications, creation of a new discipline, and/or deletion of a discipline):

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1. The department(s) that have discipline(s) that are currently listed on the Course Outline of Record (COR) will review the state handbook changes, and make any necessary changes to the course outline (course update).

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2. The Curriculum Technical Review Workgroup will make sure that any changes are appropriate for the course content of the updated course.

3. The Curriculum Committee will have a separate item agendaized for approval of the selected discipline(s) changes for courses.

~~B.4.~~ A two-thirds approval vote shall be required for the assignment of discipline(s) to a course that is not prima facie.

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1. The author(s) of a course revision will have access to a field in Curricunet which ~~that~~ will contain a drop-down menu of all disciplines listed in the latest Minimum Qualifications Handbook, published by ASCCC. They will verify that the discipline(s) previously selected for the course are still valid, and make adjustments as necessary to make course content changes. ~~Only faculty in the discipline in which the course is presently assigned shall be allowed to propose changes (i.e., additions or deletions) to the minimum qualifications existing on the course outline of record. (E.g., only History faculty may propose changes to courses that presently have History as a MQ for a course).~~

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2. The Curriculum Technical Review Workgroup will make sure that the selected discipline(s) are appropriate for the revised course content submitted.

~~The Curriculum Committee will have a separate item agendaized for approval of the selected discipline(s) for courses.~~

~~A 2/3<sup>rd</sup> vote shall be required for the assignment of disciplines to a course that is not mentioned in course title.~~

3. \_\_\_\_\_

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**Ventura College Curriculum Committee  
Draft Resolution**

**TOPIC:**                   **Procedure for course changes which affect a degree, certificate, or proficiency award**

**AUTHOR:**               **Michael Bowen, Faculty Co-chair**

WHEREAS,               some course changes (units, title, or ID) submitted to the Curriculum Committee for approval affect information published in connection with degrees, certificates, or proficiency awards (hereinafter, “programs”) in the college catalog; and

WHEREAS,               the VC student learning office notifies the department(s) responsible for each program so affected to submit a revision thereto; and

WHEREAS,               in some cases the requested revisions have not been received in time to be approved by the Curriculum Committee and incorporated into the next edition of the VC catalog, resulting in the publication of erroneous information regarding current program requirements; therefore be it

RESOLVED,             that the Curriculum Committee shall amend its procedures to postpone (when applicable) the approval of any course proposal which causes a change to requirements for one or more programs until corrected version(s) of the program requirements are submitted by the responsible department(s) to CurricUNET or the college’s then-current curriculum management system, and the technical review workgroup has reviewed those corrections for placement on a specific Curriculum Committee meeting agenda; and be it further

RESOLVED,             that a procedure implementing this resolution, or any amendment or successor thereto, shall, upon approval, be published in the Ventura College Curriculum Handbook.

Approved by vote of the Ventura College Curriculum Committee on \_\_\_\_\_