Curriculum Committee Agenda

Multi-Disciplinary Center – West 312 (MCW-312)
November 15, 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)[1]

>   **A. Curriculum Committee Training – Tuesday, November 22, 2016**

IV.   APPROVAL OF MINUTES: November 1, 2016 (Discussion/Action)

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

>   **A. New and Continuing Program Process (Discussion/Action) – K. Hoffmans**

>   **B. Policies from SLO Advisory Group (Discussion/Attachment) – D. Newcomb**

>   **C. List of Programs needing updates and next steps (Discussion/Action – see attachment) – R. Petitfils**

VI.   CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)

>   **A. ARCH V64 (same as CT V64), ART V73A (same as PHOT V73A), CT V44, CT V64 (same as ARCH V64), CT V66, CT V79, CT V95, KIN V16, KIN V81, KIN V90, MATH V44, PHOT V73A (same as ART V73A) SOC V02, SOC V13**

VII.   SECOND READING: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)

>   **A. None**

VIII.   FIRST READING:
>   **A. CURRICULAR PROPOSALS REQUIRING SECOND READING (Discussion/Action; see attachment)**

>>   **a. None**

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[1] 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.

B. **CURRICULAR PROPOSALS NOT REQUIRING SECOND READING (Discussion/Action; see attachment)**

    a. Revised: ART V68, ART V71, ART V72, ENGL V02, ENGL V35 ENGL V135

IX. **REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**

    A. **Review: ART V68, CT V95, ENGL V35**

    B. **Revision: ART V71, ART V72, ART V73A (same as PHOT V73A), ENGL V02, KIN V90, MATH V44, PHOT V73A (same as ART V73A)**

X. **DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**

    A. **New: ART V68, ART V71, ART V72, ART V73A (same as PHOT V73A), ENGL V02, ENGL V35, ENGL V135, KIN V81, PHOT V73A (same as ART V73A), SOC V02, SOC V13**

    B. **Review: MATH V44**

XI. **MINIMUM QUALIFICATIONS**

    A. **none**

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

    A. **AP 4025 Philosophy and Criteria for Associate Degree and General Education (Discussion – see attachment) – K. Hoffmans**

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

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

XIV. **REPORTS (Information)**

    A. **Co-Chairs**

        1. **Update from Curriculum Regional Meeting South (M. Bowen/R. Petitfils – see attachment)**

    B. **Articulation/C-ID**

        1. **C-ID Approvals (T. Brabander)**

    C. **Board of Trustees/ DTRW-I**
    D. **Subcommittees/Workgroups**
    E. **CurricUNET/Banner/TracDat**
        1. **New Trac Dat requirements (D. Newcomb)**

    F. **ASCCC Curriculum Committee updates**

[1] 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 11/15/2016

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[1], P=Prereq[1], C=Coreq[1], RP=Recom. Prep.[1] ([1]see "Requisite Approvals" for specific changes)	OBJ=Course objectives, CC=Course content, LC=Lab content	Discipline * = Masters Required	EFFECTIVE	REQ	DE
	ARCH V64 (same as CT V64)	Building Construction: Materials and Methods	CR	3	Update	D	none	Architecture Construction Technology	Fall 2017		
	ART V73A (same as PHOT V73A)	Digital Imaging	CR	3	Update	P	none	Art*	Fall 2017	X	X
	CT V44	Green Electrical Systems	CR	2	Update	D	none	Construction Technology	Fall 2017		
	CT V64 (same as ARCH V64)	Building Construction: Materials and Methods	CR	3	Update	none	none	Architecture Construction Technology	Fall 2017		
	CT V66	National Electrical Code	CR	3	Update	none	none	Construction Technology	Fall 2017		
	CT V79	Construction Estimating	CR	3	Update	none	none	Construction Technology	Fall 2017		
	CT V95	Construction Technology Internship I	CR	1-4	Update	FT	LC	Construction Technology	Fall 2017	X	
	KIN V16	Aerobic Kickboxing	CR	1	Update	none	OBJ	Physical Education*	Fall 2017		
	KIN V81	Fundamentals of Kinesiology	CR	3	Update	none	none	Physical Education*	Fall 2017		X
	KIN V90	Directed Studies in Kinesiology	CR	1-6	Update	P	none	Physical Education*	Fall 2017	X	
	MATH V44	Elementary Statistics	CR	4	Update	P	none	Mathematics*	Fall 2017	X	X
	PHOT V73A (same as ART V73A)	Digital Imaging	CR	3	Update	P	none	Art*	Fall 2017	X	X
	SOC V02	Social Problems	CR	3	Update	none	none	Sociology*	Fall 2017		X
	SOC V13	Sociology of Deviance, Crime and Society	CR	3	Update	none	none	Sociology*	Fall 2017		X

SECOND READING: COURSES — SUBSTANTIAL CHANGES TO CATALOG — ARTIC CHANGES

APPROVED	COURSE ID	COURSE TITLE	CR NC		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[1], P=Prereq[1], C=Coreq[1], RP=Recom. Prep.[1] ([1]see "Requisite Approvals" for specific changes)	OBJ=Course objectives, CC=Course content, LC=Lab content	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BoT
		NONE										

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 Limitation¹, P=Prereq¹, C=Coreq¹, RP=Recom. Prep.¹ (¹see "Requisite Approvals" for specific changes)	OBJ=Course objectives, CC=Course content, LC=Lab content	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BoT
	ART V68	Introduction to Digital Art ~~Applications~~	CR	3	Revised	T, D	OBJ, CC, LC	Art*	Fall 2017	X	X	
	ART V71	~~Computer Graphic Design 1~~ *Introduction to Typography*	CR	3	Revised	T, D, P	OBJ, CC, LC	*Art**	Fall 2017	X	X	
	ART V72	~~Computer~~ *Introduction to* Graphic Design ~~II~~	CR	3	Revised	T, D, EL, P, RP	OBJ, LC	Art*	Fall 2017	X	X	
	ENGL V02	Fundamentals of English Composition	CR	5	Revised	P, RP	OBJ, CC	English*	Fall 2017	X	X	
	ENGL V35	*Introduction to* Multicultural American Literature	CR	3	Revised	T	none	English*	Fall 2017	X	X	
	ENGL V135	*Multicultural* American ~~Multicultural~~ Literature	CR	3	Revised	T	none	English*	Fall 2017		X	

FIRST READING: PROGRAMS / SUBSTANTIAL CHANGES TO CATALOG / ARTIC CHANGES

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		
	ART V68	Introduction to Digital Art ~~Applications~~	CR	3	Review	Recommended Preparation: ART 11A, and/or ART V12A, and computer fundamentals	First Reading: Courses		Fall 2017		
	CT V95	Construction Technology Internship I	CR	1-4	Review	Corequisite: enrolled in a minimum of 7 units to include internship Recommended Preparation: completion of or concurrent enrollment in one couse in the discipline	First Reading: Courses		Fall 2017		
	ENGL V35	Multicultural American Literature	CR	3	Review	Recommended Preparation: ENGL V01A	Consent Agenda Courses		Fall 2017		
	ART V71	~~Computer Graphic Design 1~~ *Introduction to Typography*	CR	3	Revision	Prerequisite: ART V11A or ART V12A or ~~ART V69~~	First Reading: Courses		Fall 2017		
	ART V72	~~Computer~~ *Introduction to* Graphic Design ~~II~~	CR	3	Revision	Prerequisite: ART V~~71~~ *11A* or equivalent skills *Recommended Preparation: ART V68*	First Reading: Courses		Fall 2017		
	ART V73A (same as PHOT V73A)	Digital Imaging	CR	3	Revision	Prerequisite: ART V11A, or ART V~~69 and ART V~~12A Recommended Preparation: ART V70A or equivalent skills; and computer fundamentals	Consent Agenda Courses		Fall 2017		
	ENGL V02	Fundamentals of English Composition	CR	5	Revision	Prerequisite: ENGL V03, *or V03A, or* placement as measured by the college assessment process ~~Recommended Preparation: ENGL V06A~~	First Reading: Courses		Fall 2017		
	KIN V90	Directed Studies in Kinesiology	CR	1-6	Revision	~~Prerequisite varies with topic~~	Consent Agenda Courses				
	MATH V44	Elementary Statistics	CR	4	Revision	Prerequisite: MATH V03 or MATH V12 or MATH V13B or MATH V35 or *MATH V14 or* placement as measured by the college assessment process	Consent Agenda Courses		Fall 2017		
	PHOT V73A (same as ART V73A)	Digital Imaging	CR	3	Revision	Prerequisite: ART V11A, or ART V~~69 and ART V~~12A Recommended Preparation: ART V70A or equivalent skills; and computer fundamentals	Consent Agenda Courses		Fall 2017		

Curricular Proposals for 11/15/2016

DISTANCE EDUCATION APPROVALS

APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/REV	DE TYPE	SOURCE		EFFECTIVE			
	ART V68	Introduction to Digital Art ~~Applications~~	CR	New	Hybrid (1-50% online) Fully Online (100% online)	First Reading Courses		Fall 2017			
	ART V71	~~Computer Graphic Design 1~~ *Introduction to Typogrophy*	CR	New	Hybrid (1-50% online) Fully Online (100% online)	First Reading Courses		Fall 2017			
	ART V72	~~Computer~~ *Introduction to* Graphic Design ~~II~~	CR	New	Hybrid (1-50% online) Fully Online (100% online)	First Reading Courses		Fall 2017			
	ART V73A (same as PHOT V73A)	Digital Imaging	CR	New	Hybrid (1-50% online) Fully Online (100% online)	Consent Agenda: Courses		Fall 2017			
	ENGL V02	Fundamentals of English Composition	CR	New	Hybrid (1-50% online)	First Reading Courses		Fall 2017			
	ENGL V35	Multicultural American Literature	CR	New	Hybrid (1-50% online) Hybrid (51-99% online) Fully Online (100% online)	Consent Agenda: Courses		Fall 2017			
	ENGL V135	*Multicultural* American ~~Multicultural~~ Literature	CR	New	Hybrid (1-50% online) Hybrid (51-99% online) Fully Online (100% online)	First Reading Courses		Fall 2017			
	KIN V81	Fundamentals of Kinesiology	CR	New	Hybrid (1-50% online) Fully Online (100% online)	Consent Agenda: Courses		Fall 2017			
	PHOT V73A (same as ART V73A)	Digital Imaging	CR	New	Hybrid (1-50% online) Fully Online (100% online)	Consent Agenda: Courses		Fall 2017			
	SOC V02	Social Problems	CR	New	Fully Online (100% online)	Consent Agenda: Courses		Fall 2017			
	SOC V13	Sociology of Deviance, Crime and Society	CR	New	Hybrid (51-99% online) Fully Online (100% online)	Consent Agenda: Courses		Fall 2017			
	MATH V44	Elementary Statistics	CR	Review	Hybrid (1-50% online) Hybrid (51%-99% online)	Consent Agenda: Courses		Fall 2017			
	** END OF LIST **										

Course/Program Changes for 11/15/16

APPROVED	Course Change	CHANGES SUBMITTED	Programs Affected
	ART V71		Fine Art AA
			Fine Art COA
			Studio Arts for Transfer (AA-T)
	ART V72		Fine Art AA
			Fine Art COA
			Studio Arts for Transfer (AA-T)
	ENGL V135		General Studies - Arts & Humanities Pattern 1
			GE Local Requirements Patterns 2 and 3
** END OF LIST **			

Curriculum Committee Minutes--DRAFT

Multidisciplinary Center—West 312 (MCW-312)
Tuesday, November 01, 2016 at 3:30pm

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

Called to order: 3:32pm by Michael Bowen

I.   ROLL CALL (Quorum is 10 out of 18 voting members)

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

Guests: Celia Rodriguez (Assistant Registrar), Patricia Wendt (Counseling)

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

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

Motion by:	*R. Petitfils moved to approve the meeting agenda*
Seconded by:	*S. Corbett*
Discussion:	*After discussion, the schedule/agenda was amended to change the next Curriculum Committee meeting to 11/15/16 (MCW). A Curriculum training will be held on 11/22/16 in MCW. (Room for training was changed. Will now be in normal CC meeting room).*
Final resolution:	*Motion approved as amended.*
Yes:	*M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, L. Wintermeyer*

III.   GENERAL ANNOUNCEMENTS, INTRODUCTIONS, AND PUBLIC COMMENTS (Information)[1]

None

IV.   APPROVAL OF MINUTES: (Discussion/Action)

M. Bowen called for a motion to approve the minutes of the 10/18/16 meeting.

Motion by:	*J. Garner moved to approve the minutes of the 10/18/16 meeting.*
Seconded by:	*T. Brabander*
Discussion:	*None*
Final resolution:	*10/18/16 Curriculum Committee Meeting Minutes approved.*
Yes:	*M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, L. Wintermeyer*

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[1] 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.

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

A. Simultaneous Program & Course Updates in CurricUNET (Discussion/Action) – M. Bowen

Reviewed discussion from last meeting (in notes)

Motion by:	*J. Garner moved to discuss suggestions on this topic*
Seconded by:	*Motion seconded by a number of members*
Discussion:	*Having a deadline date of Spring Break would be too late to get it in the next catalog. May 1st for inclusion in the catalog of the subsequent year would be more realistic. In first reading email, Ryan can notify course authors about what degrees will be affected.*
	After discussion, Committee decided on a 1 month deadline after course change comes to Tech Review for program fixes
	M. Bowen asked for a motion to adopt new policy
Motion by:	*T. Brabander moved to adopt new policy of 1 month deadline after course change comes to Tech Review for program fixes*
Seconded:	*D. Newcomb*
Final resolution:	*Motion revised to: Motion to adopt a requirement that an update/revision to a course and program in the same discipline be submitted at the same meeting. IF the course is in a different program, then the program correction needs to be submitted within 2 curriculum committee meetings for approval.*
Yes:	*M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, L. Wintermeyer*

B. Document regarding Curriculum Committee and reviewing SLOs – (Discussion/Action) – P. Sezzi

Resolution was reviewed

Motion by:	*A. Kolesnik moved to adopt the resolution*
Seconded by:	*D. Newcomb*
Discussion:	*SLO facilitators approve of the resolution. If approved, will be incorporated into the Curriculum Committee handbook.*
Final resolution:	*Resolution approved and will be incorporated into the Curriculum Committee Handbook*
Yes:	*M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, L. Wintermeyer*

C. Course Outlines not recently updated – M. Bowen

M. Bowen called for a motion proposing consideration to adopt a policy regarding course updates and deletion.

Motion by:	*S. Corbett proposed a motion to adopt a policy which would state that courses not updated in a timely fashion (every 5 years) will come up to the Curriculum Committee for review and possible deletion.*
Seconded by:	*D. Newcomb*
Discussion:	*If approved, will be incorporated into the Curriculum Committee handbook.*
Final resolution:	*Policy approved and will be incorporated into the Curriculum Committee Handbook*
Yes:	*M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, L. Wintermeyer*

CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL
(Discussion/Action; see attachment)

A. Update: SOC V13

M. Bowen called for a motion to approve Consent Agenda course

Motion by:	*R. Petitfils moved to postpone reading of SOC V13 from the entire Curriculum Committee Meeting agenda*
Seconded by:	*A. Kolesnik*
Discussion:	*Updates to course needed: A C-ID match was identified for this course, and updates were not done in time for the meeting discussion.*
Final resolution:	*Review of SOC V13 was postponed until next Curriculum Committee Meeting*
Yes:	*M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, L. Wintermeyer*

VI. SECOND READING: CURRICULAR PROPOSALS FOR APPROVAL
(Discussion/Action; see attachment)

A. New: AG V06, AG V10*, AG V11*, AG V12*, AG V13*, AG V14*, CJ V49

*pending paperwork

M. Bowen called for a motion to approve all AG courses separately for Second Reading

Motion by:	D. Newcomb moved to approve all AG courses separately
Seconded by:	J. Garner
Discussion:	*AG course paperwork received.*
	AG V06 – Discussion regarding MQs and possible GE status. Banner only takes 1 discipline – which MQ is the lead MQ? "Agriculture" was decided to serve as the lead MQ
Final resolution:	*AG courses approved for Second Reading*
Yes:	*M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, L. Wintermeyer*

Motion by: R. Petitfils moved to approve CJ V49 for Second Reading
Seconded by: S. Corbett
Discussion: *None*

Final resolution: *CJ V49 approved for Second Reading*
Yes: *M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, L. Wintermeyer*

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

A. Revised: ENGL V03

M. Bowen called for a motion to approve ENGL V03 as a First (and only) Reading Course
Motion by: *K. Peinado moved to approve ENGL V03 as a First (and only) Reading Course*
Seconded by: *L. Wintermeyer*
Discussion: *None*
Final resolution: *ENGL V03 approved as a First (and only) Reading Course*
Yes: *M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, L. Wintermeyer*

VIII. REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)

A. Revision: ENGL V03

M. Bowen called for a motion to approve Requisite Course
Motion by: *R. Petitfils moved to approve requisites in ENGL V03*
Seconded by: *K. Peinado*
Discussion: *None*
Final resolution: *Requisites in ENGL V03 approved*
Yes: *M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, L. Wintermeyer*

IX. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)

A. New: ENGL V03, ~~SOC V13~~

M. Bowen called for a motion to approve Distance Education course
(SOC 13 pulled from the agenda earlier in the meeting)
Motion by:	*K. Peinado moved to approve Distance Education course*
Seconded by:	*S. Corbett*
Discussion:	*ENGL V03 is Hybrid only 1-50%*
Final resolution:	*Distance Education component for ENGL V03 approved*
Yes:	*M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, L. Wintermeyer*

X. MINIMUM QUALIFICATIONS

A. New: ENGL V03

M. Bowen called for a motion to approve Minimum Qualifications for ENGL V03
Motion by:	*K. Peinado moved to approve Minimum Qualification course*
Seconded by:	*S. Corbett*
Discussion:	*Addition of Reading as an MQ for this course*
	State MQs allow for a Masters in Psych and 12 units of teaching Reading, to qualify as an alternative to a Masters in Reading. Discussion followed regarding the feelings of the group if it is acceptable for someone with those alternative qualifications to teach this course?
	After discussion, it was determined that the alternate qualifications seem justified.
Final resolution:	*Minimum Qualifications for ENGL V03 approved.*
	Required 2/3 vote for approval
Yes:	*M. Bowen, C. Branciforte, T. Dalton, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, L. Wintermeyer*
No:	*T. Brabander*
Abstain:	*S. Corbett*

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

A. Courses approved for GE at the 10/15/16 P&GE meeting:

Item skipped due to approval at last Curriculum Committee Meeting

XII. DISCUSSION/INFORMATION (Information or Discussion/Action)

A. Request(s) for future agenda items

D. Newcomb: Would like to present two policies from SLO Advisory Group- to be discussed at the next Curriculum Committee meeting.

K. Hoffmans: Would like a discussion regarding the process for new programs. Currently, program is written, comes to Curriculum Committee. Does it match the mission, resources, etc.? Then it moves to BRC – Budget Resource Council (or concurrent process). Take this issue back to departments to have further discussion at next Curriculum Committee meeting.

XIII. REPORTS (Information)

A. Co-Chairs

1. Update from Curriculum Regional Meeting South (M. Bowen/R. Petitfils)

M. Bowen is preparing a written report with curriculum conference notes. R. Petitfils to make additions. Will be on next Curriculum Meeting Agenda.

B. Articulation/C-ID

1. C-ID Approvals (T. Brabander)

a. ART V11A approved for C-ID Arts 100

Math V21C = Math 230 – conditionally approved

PHSC V1 = CHEM 140 – conditionally approved

Next approval deadline is Feb

C. Board of Trustees/ DTRW-I

1. DTRW-I:

2. Board of Trustees:

D. Subcommittees/Workgroups

E. CurricUNET/Banner/TracDat

1. New Trac Dat Requirements (D. Newcomb)

Discussion postponed to next meeting

F. Other

M. Bowen adjourned the meeting at 5:02 p.m.

Curricular Proposals for 11/1/2016

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[1], P=Prereq[1], C=Coreq[1], RP=Recom. Prep.[1] ([1]see "Requisite Approvals" for specific changes)	OBJ=Course objectives, CC=Course content, LC=Lab content	Discipline * = Masters Required	EFFECTIVE	REQ	DE	
	SOC V13	Sociology of Deviance, Crime and Society	CR	3	Update	none	none	Sociology*	Fall 2017		X	

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[1], P=Prereq[1], C=Coreq[1], RP=Recom. Prep.[1] ([1]see "Requisite Approvals" for specific changes)	OBJ=Course objectives, CC=Course content, LC=Lab content	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BoT
	AG V06	Introduction to Plant Science (with Laboratory)	CR	3	New	Add to catalog	None	Agricultural Production Agriculture* Biological Sciences* Ecology* Forestry/Natural Resources Ornamental Horticulture	Fall 2017			X
	AG V10	Introduction to Agriculture Business	CR	3	New	Add to catalog	None	Agricultural Business and Related Services	Fall 2017		X	X
	AG V11	Agricultural Sales and Communication	CR	3	New	Add to catalog	None	Agricultural Business and Related Services	Fall 2017		X	X
	AG V12	Agriculture Economics	CR	3	New	Add to catalog	None	Agricultural Business and Related Services Economics*	Fall 2017		X	X
	AG V13	Agricultural Computer Applications	CR	3	New	Add to catalog	None	Business*	Fall 2017		X	X
	AG V14	Agricultural Accounting	CR	3	New	Add to catalog	None	Accounting*	Fall 2017		X	X
	CJ 89F CJ V49	Ethics for the Criminal Justice System Professional	CR	3	New	ID	CC	Administration of Justice	Fall 2017	X	X	X

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[1], P=Prereq[1], C=Coreq[1], RP=Recom. Prep.[1] ([1]see "Requisite Approvals" for specific changes)	OBJ=Course objectives, CC=Course content, LC=Lab content	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BoT
						FIRST READING: COURSES — SUBSTANTIAL CHANGES TO CATALOG — ARTIC CHANGES						
	ENGL V03	Basic English Composition	CR	5	Revision	D, P, RP	OBJ, CC	English* *Reading**	Fall 2017	X	X	

FIRST READING: PROGRAMS — SUBSTANTIAL CHANGES TO CATALOG — ARTIC CHANGES

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		
	ENGL V03	Basic English Composition	CR	5	Revision	~~Prerequisite: ENGL V04B or placement as measured by the college assessment process.~~ ~~Recommended Preparation: ENGL V07 or ESL V54~~	First Reading: Courses		Fall 2017		

DISTANCE EDUCATION APPROVALS

APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/REV	DE TYPE			SOURCE		EFFECTIVE		
	ENGL V03	Basic English Composition	CR	New	Hybrid (1-50% online)			First Reading: Courses		Fall 2017		
	SOC V13	Sociology of Deviance, Crime and Society	CR	New	Hybrid (51-99% online) Fully Online (100%)			Consent Agenda: Courses		Fall 2017		

** END OF LIST **

POLICY FOR ADDING & ARCHIVING COURSES TO TRAC DAT

- Once approved by the state, new courses are added to TracDat in our holding unit (Courses Approved But Not Offered). Curriculum Tech will notify the SLO Facilitators that courses were approved and are being added to the VC Catalog.

- The list of new courses will be sent to the Dean of IEE. The dean will notify the SLO Facilitators when the courses are first offered.   Those courses will be moved from the holding unit to all relevant course and program units the first semester in which they are offered.

- When a new course is added to TracDat, the appropriate Department Chair will be notified that they need to perform the following tasks:
    o Add at least one ISLO to the course.
    o Course(s) will need to be mapped to the Program (if applicable).
    o Set assessment cycles for all CSLOs, ISLOs, and PSLOs.

- A list of new courses added to TracDat will be distributed to the Department Chair Council.

- Deleted courses will be archived in TracDat when they have gone through the Curriculum Committee deletion process. Data will be saved in a "Four Column" report in the appropriate units.

- Courses that are considered inactive by a department will go through a verification process with the Dean of IEE to determine the last date offered.

    o If they have not been offered in the current rotational cycle, they will be moved to the holding unit.

    o If they have been offered, a notation will be made in the courses unit explaining the situation and notating the last date offered.

- Each year when the new catalog is produced, all courses in the catalog will be verified with TracDat. Any courses in the catalog that are NOT in TracDat, will be researched.

PROCESS FOR CONSISTENT LISTING OF SLOs

The following process is used to ensure that SLOS on the VC web page, in Curricunet, and in TracDat are identical.

- All SLOs were added to Curricunet from reports in TracDat between November and December 2015. If SLOs were already in Curricunet, they were compared to TracDat and if they were different, the department chairs were asked to fix them.

- Going forward, all courses going through Curricunet, whether new, updates, or revisions, are being reviewed by the SLO representative on the Curriculum Committee for verification that they match those in TracDat. If they do not match, the COR (Course Outline of Record) originator is contacted to make necessary corrections. All courses that are up for approval on the Curriculum Committee agenda will have had their CSLOs verified.

- In June of each year, reports will be run from TracDat showing each department's courses with their CSLOs. These reports will be uploaded onto the SLO web page for CSLOs by Course.

- In July of each year, SUO assessment reports will be run from TracDat showing all assessment data. These will be presented to the Department Coordinators at the first DC meeting of the year and signed giving clearance for the reports to be uploaded to the SLO page for Service Unit Programs.

- In August of each year, PSLO assessment reports will be run from TracDat showing all assessment data. These will be presented to the Department Chairs at the first DC meeting of the year and signed giving clearance for the reports to be uploaded to the SLO page for Program Assessment Reports.

- Reports will be run and uploaded by the administrative assistant of the Dean of Institutional Equity and Effectiveness.

Courses approved that affect changes to degrees: (for courses approved April 2016 - Oct 2016)

Bold – INDICATES CHANGES TO GENERAL STUDIES PATTERNS MANTAINED BY STUDENT LEARNING OFFICE.

Course and changes to program	Degree(s) affected	Program Owner(s)
ATEB N 105 (title change)	Employability NC Certificate	?
BIOL V23 (title change)	Biological Sciences: Plant Biotechnology AS + Certificate, Environmental Studies Proficiency Award, **General Studies: Natural Sciences (Pattern 1) AA**	Biology Dept., Environmental Science and Resource Management Dept.
BIOL V30/BIOT V30 (title & unit change)	Biological Sciences: Biotechnology AS & Certificate, Biological Sciences: Plant Biotechnology AS & Certificate, Biotechnician Proficiency Award	Biology Dept.
CD V04 L, CD V66L (ID change)	Child Development AS + Certificate, Early Childhood Education for Transfer AS-T	Child Development Dept.
CT V63 (title change)	Construction Technology: Building Inspection AS + Certificate	Construction Technology Dept.
MUS V09A & MUS V09B (title change)	**General Studies: Arts & Humanities (Pattern 1) AA**, **General Studies: Arts & Humanities (Patterns 2/3) AA, Global and International Studies AA**, Music AA + Cert	Music Dept.
THA V01 (title change)	English for Transfer AA-T, **General Studies: Arts & Humanities (Pattern 1) AA**, **General Studies: Arts & Humanities (Patterns 2/3)** AA, Theatre Arts for Transfer AA-T	English Dept., Theatre Dept.
THA V02A (title change)	Acting Proficiency Award, Directing Proficiency Award, **General Studies: Arts & Humanities (Pattern 1) AA, General Studies: Arts & Humanities (Patterns 2/3) AA,** Theatre Arts for Transfer AA-T	Theatre Dept.
THA V02B (title change)	Acting Proficiency Award, Directing Proficiency Award, **General Studies: Arts & Humanities (Patterns 2/3) AA,** Theatre Arts for Transfer AA-T	Theatre Dept.

Course and changes to program	Degree(s) affected	Program Owner(s)
THA V11A (title change and unit change)	Costume Design Proficiency Award, Directing Proficiency Award, **General Studies: Arts & Humanities (Patterns 2/3)** AA, Make-up Proficiency Award, Technical Theater Production Proficiency Award, Theatre Arts for Transfer AA-T	Theatre Dept.
THA V11B (title change and unit change)	Costume Design Proficiency Award, Directing Proficiency Award, Make-up Proficiency Award, Technical Theater Production Proficiency Award, Theatre Arts for Transfer AA-T	Theatre Dept.
THA V13A, THA V13B (title change, ID and unit change)	Acting Proficiency Award, Directing Proficiency Award, **General Studies: Arts & Humanities (Patterns 2/3) AA,** Technical Theater Production Proficiency Award, Theatre Arts for Transfer AA-T	Theatre Dept.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION
Number	AP 4025
Status	Active
Legal	Title 5, Section 55061
	Title 5, Section 55062
	Title 5, Section 55063
	ACCJC Accreditation Standard II.A 3
Adopted	July 14, 2009
Last Reviewed	June 18, 2013(Insert new date here)

Philosophy and Criteria for Associate Degree

The philosophy and criteria for the associate degree and general education of the Ventura County Community College District address the considerations contained in the references listed above. These include, but are not limited to:

- The programs of District colleges are consistent with the District mission, objectives, demographics, and economics of its community.

- The philosophy and criteria regarding the associate degree reference the policy of the Board of Governors that the associate degree symbolizes a successful attempt to lead students through patterns of learning experiences designed to develop certain capabilities and insight, including but not limited to:

  - To The ability to think communicate, speak, and write clearly and effectively
  - To The ability to understand and apply mathematical concepts
  - To The ability to understand the modes of inquiry of the major disciplines
  - To be Being aware of other cultures and time periods
  - To achieve Achieving insights gained through experience in thinking about ethical problems
  - To develop Developing the capacity for self-understanding

The Curriculum Committee of each District college establishes a curriculum proposal and review process that methodically and consistently validate the above principles within the college's course and program inventory.

At a secondary level, the District Technical Review Workgroup-Instructional (DTRW-I) provides technical oversight to ensure that the colleges' course and program curriculum are in regulatory compliance.

Philosophy and Criteria for General Education

The philosophy and criteria regarding general education reference the policy of the Board of Governors that general education should lead to better self-understanding, including:

- Understand the modes of inquiry and critique used in the natural, social, and behavioral sciences and the humanities
- Understand and appreciate the role of culture and the arts in society and in one's personal life
- Think logically and communicate effectively
- Understand and adopt the concepts of personal health and fitness to enhance the quality of life
- Recognize the multitude of diversities in the physical and human environments and how these diversities impact individuals and society
- Understand the connections among the various disciplines
- Use a variety of means to find information, examine it critically, and apply it appropriately
- Work ethically and effectively with others
- Apply the skills necessary for successful living in an ever-changing and global environment
- Become productive workers and life-long learners
- Meet the objectives of general education

General education is designed to introduce students to the variety of means through which people comprehend the modern world.

General education introduces the content and methodology of the major areas of knowledge and provides an opportunity for students to develop intellectual skills, information technology proficiency, affective and creative capabilities, social aptitude, and an appreciation for cultural diversity.

To meet the objectives of general education, each District college shall place GE courses in the following areas:

(A) Natural Sciences: A minimum of 6 units including one course in Biological Sciences and one course in Physical Science.

(B) Social and Behavioral Sciences: A minimum of 6 units including one course in American History/Institutions and one course in other Social and Behavioral Science.

(C) Humanities: A minimum of 6 units including one course in Fine Arts/Performing Arts and one course in any other Humanities.

(D) Language and Rationality: A minimum of 6 units including one course in English Composition and one course from Communication/Analytical Thinking. ~~Additional District requirements may be met by courses in the previous General Education area.~~

(E) Health/Physical Education and Kinesiology: No unit minimum. One Health Education course and one Physical Education Activity course.

(F) Ethnic/Gender Studies: A minimum of 3 units. Students who plan to earn ~~selecting~~ an Associate in Arts degree in General Studies must complete a course in Ethnic/Gender Studies.

The Curriculum Committees of the colleges, as part of the curriculum proposal and review process, shall~~will~~ specifically address the placement of courses into the general education areas.

(A) Natural Sciences

Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. To satisfy the general education requirement in Nnatural Ssciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific methods, and encourage an understanding

of the relationship between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics, and other scientific disciplines.

(B) Social and Behavioral Sciences

Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in Social and Behavioral Sciences, a course shall be designed to develop an awareness of the method of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and an appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology, and related disciplines.

(C) Humanities

Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

(D) Language and Rationality

Courses in Language and Rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system the student uses. Such courses include:

(i) English Composition. Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.

(ii) Communication and Analytical Thinking. Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

(E) Health/Physical Education and Kinesiology

Courses in health, physical education, and kinesiology should help students develop an understanding of integrated wellness strategies and the skills necessary for designing, implementing, and maintaining a healthy lifestyle.

(F) Gender Studies

Courses in ethnic and gender studies should help students develop an awareness of the diverse historical roots and an appreciation of the cultural contribution of minorities and women; and/or should lead to an understanding of the causes and consequence of socio-economic inequality based on race, sex, sexual orientation, gender identity, or ethnicity; and explore ways of eliminating such inequities.

Elements of the review process shall include, at a minimum, the following:

- The alignment of the course outcome to the general education outcome of the proposed area
- The rigor and comprehensive nature of the course as a lower-division introduction to the discipline
- Applicability of the course for fulfilling California State University General Education (CSU GE)-Breadth or Intersegmental General Education Transfer Curriculum (IGETC) for transfer

Each college shall have student learning outcomes (SLO) to assess these GE courses.

Completion of the District College General Education pattern shall be required for all Associate degrees except:

1. When prohibited by legislated transfer degrees (Associate in Arts for Transfer and Associate in Science for Transfer) that require completion of CSU GE-Breadth, CSU-GE Breadth for Science, Technology, Engineering, and Mathematics (STEM), ~~and/or Intersegmental General Education Transfer Curriculum~~ (IGETC), and/or IGETC for STEM, and forbid additional District graduation requirements.
2. General Studies Pattern II requires students to complete a transfer institution's own GE pattern while also meeting the 18 units of general education minimum established in Title 5. The additional District graduation requirements of Health/PE and Kinesiology and Ethnic/Gender Studies still apply.
3. General Studies Pattern III requires students to complete either CSU GE-Breadth or IGETC. The additional District graduation requirements of Health/PE and Kinesiology and Ethnic/Gender Studies still apply.
4. When the degree is designed specifically for transfer and another general education pattern (such as CSU GE-Breadth, IGETC, or a university's native GE pattern) more adequately serves the needs of the students.

Last Modified by ~~Laurie Nusser~~(Insert new name here) on ~~July 1, 2013~~(Insert new date here)

Notes from Curriculum Regional Meeting (South) – October 22, 2016

* Chancellor's office and curriculum updates:

** The 2016-2017 unit certifications should be added to the Financial Aid PPA. (I'm not sure what this means, but that's what the chancellor's office people told us!)

** Art Studio and Art History C-ID requirements for associate degrees for transfer (ADTs) will be changing to Articulation Agreement by Major (AAM) requirements, as the C-ID office cannot find CSU reviewers in these disciplines. The corresponding C-ID numbers/descriptors will be withdrawn (presumably this is permanent), and courses currently submitted to the review queue in these disciplines will never be reviewed. AOs should (if necessary) negotiate AAMs for degree requirements (courses satisfying graduation requirements for one or both art
ADTs) with at least one CSU campus to facilitate approvals of ADTs at the state chancellor's office (CCCCO) in these disciplines.

** The "Chancellor's Office Curriculum Inventory" (COCI, the new curriculum inventory system) will debut in December with 12 pilot colleges, who will have to deal with helping the state work out kinks/bugs in the system. Interested colleges should contact Jackie Escajeda, but CCCCO is requesting that the pilot colleges have experienced curriculum technicians. The system should be phased in (final migration) for all 113 colleges in February/March 2017.

** Information on the Educational Planning Initiative (EPI) including a webinar is available at

https://cccedplan.org/

** PCAH 6th edition: Document will be organized into 3 sections. (1) Standards and Guidelines, (2) Implementation and Submission Guidelines, and (3) Curriculum Inventory Manual. The first two section are planned for publication after COCI becomes available; the third is under prep and may change due to bugs discovered during the COCI pilot period. The new PCAH program classifications should not be used (will not be available for selection) until each college is scheduled to adopt COCI. Programs submitted between now and then should use the old program designations OR (preferably) be held for submission until COCI becomes available.

* Noncredit courses (most of this information duplicates what was in the PPT slides):

** These courses offer zero units of credit; no enrollment fees to be paid but also no financial aid available; may be open entry/open exit (optional); they are intended to help students reach personal, academic, or professional goals.

** They may be scheduled flexibly (basically any number of hours as needed to cover the curriculum) and students should still have access to counseling and Student Success and Support Program (SSSP) services. They are repeatable, and not affected by the 30-unit basic skills limitation.

** They focus on skills attainment, not grades/units, and allow faculty more freedom to tailor the course curriculum. They may cover levels beginning with elementary skills and continue up to pre-collegiate skills. They may prep students for either credit programs or employment, possibly including CTE preparation, practice, and/or certification. They may also serve as a bridge to other educational/career pathways.
They provide an option for struggling students, especially in basic skills, and can be an integral part of achieving student equity goals.
Successful completion of noncredit curriculum can be part of a multiple-measures assessment.

** They are a point of entry for under-served students and/or a transition point to prepare students for credit instruction. Courses have immediate impact on student's lives/communities. Courses can be innovative, allowing faculty to create new courses/programs to meet student needs. The also provide an opportunity for students to repeat a course, practice skills, and become more proficient (e.g., at keyboarding).

** Equal apportionment may be available through Career Development and College Preparation (CDCP). CDCP courses in the basic skills category may include supervised tutoring, high school diploma, or equivalency; other categories are ESL, short-term vocational, and workforce preparation (CB22 must be A, C, I, J); currently these must be entry-level, although the statewide senate (ASCCC) is working on making courses designed for career advancement count as well.

** Apportionment for noncredit courses is determined by positive attendance, not census.

** Title 5: Certificate of Competency requirements appear in section 55152; course requirements appear in section 55070. SLOs are required for noncredit courses; outcomes data should be used in program review for evaluation of noncredit certificates. Colleges should pay attention to noncredit results when planning/expanding programs.

** The discipline placement process is the same as for credit courses; assignments may be noncredit qualification and/or credit qualification (they don't have to be noncredit only).

** Adult Education Block Grant (AEBG)/AB 86/AB 104: certain AEBG areas fall within noncredit. Resources and assistance are available through ASCCC.org and ACCEONLINE.org; (ACCE = "Association of Community and Continuing Education"). ASCCC is holding a noncredit summit in spring 2017; also send inquiries to info@asccc.org, or work with local AEBG group.

** A new Basic Skills Initiative (BSI) formula starts fall 2017 which may disadvantage noncredit students.

* Noncredit Q & A (questions from the field; not addressed in PPT slides):

Q&A

Q: Many faculty are not familiar with noncredit curriculum (haven't taught it/haven't taken it)...how to engage faculty in creating noncredit curriculum? A: No clear answer; opportunity to be creative?

Q: Can a noncredit course serve as a prerequisite for a credit course? A: Yes.

Q: Can a noncredit course serve as a prerequisite for another noncredit course? A: No, although this is under discussion at the state.
However, noncredit courses *are* currently allowed as rec-preps for other noncredit courses.

Q: Is it considered course duplication if you have similar or identical credit and noncredit courses? A: No(!)

Q: Is concurrent offering of credit/noncredit sections allowed when the courses are similar or identical? A: Yes; noncredit might be suitable for students who need job skills (say in arithmetic) but not units. Some colleges have increased enrollment in low-enrolled credit courses (to prevent cancellation) by piggybacking identical noncredit courses. Exceptions (beware!): No dance/recreational/PE courses may be offered as noncredit! (per Title 5 section 58130). However, a health/nutrition class with an exercise component might be OK.

Q: Can noncredit courses be offered online? A. Yes, as long as you have census so you can report the contact hours.

Q: May noncredit courses be recorded on students transcripts? A. No, but efforts are underway to change this.

Q: Can you sneak a noncredit course into a credit certificate or degree? A. No.

Q: How can a college grant credit for completion of a noncredit course later in a student's career (i.e., if the noncredit course has a for-credit analogue which satisfies a degree or credit certificate requirement)? A. Credit by exam, waivers are possibilities (subject to local policy). Note: ASCCC can help train faculty on curriculum committees to say "no" to abuse of noncredit.

Q: Is there noncredit Cooperative Work Experience? A: No, except for externships (even then, apportionment may only be earned for in-class hours, not field hours).

Q: What is the order of submission for noncredit courses and certificates? A. Check with Jackie; likely courses first and certificates afterward.

Q: What is the minimum number of courses required in a noncredit certificate program? A: Two or more REQUIRED sequential courses; note that restrictive electives are *not* counted as part of the two, according to CCCCO.

Q: Do SLOs for noncredit courses/certificates need to reflect critical thinking competencies? A: Yes.

Q: Can noncredit programs such as pharmacy technician still be accredited by specific external agencies? A: Yes.

Q: How are noncredit courses graded? A: P, NP, or the new "Satisfactory Progress" (SP) symbol (use of SP may require update of local BP/AP on grading); no A-F grading is permitted. See the updated Title 5 section 55023 for the definition of SP.

* Strong Workforce Recommendations: Curriculum

CTE Workforce Recommendations; attempt to generate strategies all may consider to mitigate barriers to effective, responsive curriculum
development of CTE courses/programs.

BOG launched "Strong Workforce Task Force" on Workforce, Job Creation, and Strong Economy. Their report, including 25 recommendations, is
available at

http://doingwhatmatters.cccco.edu/portals/6/docs/sw/2016_11%20Workforce_Task_Force_Implementation%20Recommendations%20Version%201.pdf

and also see

There will be a CTE Leadership Institute May 5th/6th 2017.

Q: If local consortia recommend (rather than approve) programs, why is there so much emphasis on their role? A: Some sort of data must be
provided to the CCCCO to support the program; Workforce Investment Boards (WIBs) have to satisfy Federal requirements.

Q: Is there help available for CTE faculty in light of requirements to gather increasing amounts of data/increased workload for CTE faculty?
A: Colleges may use workforce money to hire faculty to build courses or programs; CCCCO is training research teams to help institutional
researchers; DSN (deputy sector navigator) team; each local senate should have a CTE liaison.

Q: What are ways to facilitate curricular portability? A: Besides what is on the chart, foreign degrees, credit by exam.

Additional Notes from the Zero-Cost Textbook Degree Program Session:
The chancellor's office has grants available for colleges interested in developing courses AND degrees where there is no-textbook cost for the students.
Many high quality, peer reviewed and approved free textbooks are available on https://openstax.org/ including a statistics textbook written by Barbara Illowsky of DeAnza College.

Two grants are available: Planning grants Up to $35,000 per college for planning the creation of Zero-Textbook-Cost degrees or career technical education certificates.

Funding for first phase to run 1 January 2017-30 September 2017 AND Implementation grants Up to $150,000 per college for implementing Zero-Textbook-Cost degrees or career technical education certificates.

Due date for applications is 12 December. The goal is to implement degrees by the first term of the 2018–19 academic year, or sooner, as determined by the Chancellor's Office.