Curriculum Committee Minutes--DRAFT

Multidisciplinary Center—West 312 (MCW-312)
Tuesday, November 15, 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	Gabriel Arquilevich	☑ 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: Jack Bennett (MATH), Sharon Oxford (DE)

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: *G. Arquilevich*
Discussion: *None*

Final resolution: *Agenda approved as presented*
Yes: *G. Arquilevich, A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett,*
                      N. Fredrickson, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb,
                      R. Petitfils, P. Sezzi, P. Yi

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

R. Petitfils: Curriculum Committee Training – Tuesday, November 22, 2016 at 3:30pm in MCW 312 to get through the backlog of courses.

A. Bittl: – ART Department - December 1st Grand Opening event from 6pm – 8:30pm

IV.   APPROVAL OF MINUTES: (Discussion/Action)
M. Bowen called for a motion to approve the minutes of the 11/1/16 meeting.
Motion by: *R. Petitfils moved to approve the minutes of the 11/1/16 meeting.*
Seconded by: *N. Fredrickson*
Discussion: *None*
Final resolution: *Minutes of the 11/1/16 meeting were approved*
Yes: *G. Arquilevich, A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett,*
                      N. Fredrickson, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb,
                      R. Petitfils, P. Sezzi, P. Yi

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

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

Before we approve a new program, the Accreditation Substantive Change Report should be written as well. Would be good to have process for programs going through Budget Recourse Committee, and have the same format for this body as BRC.

Kim and Sarah to meet with Mark Pauley to show him what we are already doing, and bring back information to CC

No action on this subject was taken at this meeting

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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. Policies from SLO Advisory Group (Discussion) – D. Newcomb

These two policies have been written during the past two semesters. The SLO Committee wanted to bring them through Curriculum Committee as an information item.

Document 1: How to manage courses added and archived into TracDat
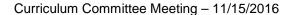
Document 2: Process for Consistent Listing of SLOs

If you want to see the list of SLOs, please see the VC website and go to the SLO page. Lists are PDFs.

C. List of Programs needed updates and next steps (Discussion/Action) – R. Petitfils

Document presented: List of courses with revisions that have affected degrees. Changes to units, title and/or course ID numbers will affect catalog and programs.

For department notification, Ryan will copy the Department Chair of affected program(s) when First Reading email is sent to course author.

Programs on the presented document need to be updated ASAP – at the latest by the first meeting in January. Updates should go through CurricUNET as revisions.

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

A. Updates: 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

*Motion to approve Consent Agenda courses **with the exception of** ART V73A (same as PHOT V73A), PHOT V73A (same as ART V73A), KIN V16, and KIN V90*

Motion by:	*J. Garner moved to approve Consent Agenda courses except those listed above.*
Seconded by:	*S. Corbett*
Discussion:	**KIN V16** *missing a textbook and it was removed. Course objective recently added, but looks like it should be an SLO.*
	KIN V90 *missing a textbook. Even though independent study, it still needs one. Textbook line is documenting text that is comparable to what is listed in the COR. Must be updated every so often to be kept current. Publication must be current within 5 years*
	KIN V16 and KIN V90 to be approved separately later in the meeting with First Reading courses.
	ART V73A (same as PHOT V73A) *and* **PHOT V73A (same as ART V73A)** *questions:*
	Is the photography course appropriate to be co-listed as an art course? If they are cross-listed, how can we only have 1 minimum qualification?
	(see motion below for resolution)
Final resolution:	**ARCH V64 (same as CT V64), CT V44, CT V64 (same as ARCH V64), CT V66, CT V79, CT V95, KIN V81 , MATH V44, SOC V02, SOC V13 were** *approved as Consent Agenda items*
Yes:	*G. Arquilevich, A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, N. Fredrickson, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, R. Petitfils, P. Sezzi, P. Yi*
Motion by:	*A Bittl moved for ART V73A (same as PHOT V73A), PHOT V73A (same as ART V73A) to be pulled from this meeting's agenda to be discussed at the next Curriculum Committee Meeting.*
Seconded by:	*P. Sezzi*
Discussion:	*None*
Final resolution:	*Courses to be discussed at next Curriculum Committee meeting*
Yes:	*G. Arquilevich, A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, N. Fredrickson, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, R. Petitfils, P. Sezzi, P. Yi*

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

No items presented

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

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

B. KIN V16 and KIN V90

*These First Reading courses have non-substantial changes and do not need a second reading and will not go to the Board of Trustees.

M. Bowen called for a motion to approve KIN V16 and KIN V90 for discussion for simultaneous first and second reading

Motion by:	*N. Fredrickson moved to approve KIN V16 and KIN V90 for first/second reading*
Seconded by:	*C. Branciforte*
Discussion:	*None*
Final resolution:	***KIN V16** and **KIN V90** approved for a combination of first & second reading on the condition that the items discussed are corrected.*
Yes:	*G. Arquilevich, A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, N. Fredrickson, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, R. Petitfils, P. Sezzi, P. Yi*

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

Motion by:	*A. Bittl moved to approve remaining First Reading courses*
Seconded by:	*G. Arquilevich*
Discussion:	*Spreadsheet error to note:* *ENGL V35 and ENGL V135 – check course names in all sections*
Final resolution:	***ART V68, ART V71, ART V72, ENGL V02, ENGL V35 ENGL V135** approved as First Reading Courses that do not need a second reading*
Yes:	*G. Arquilevich, A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, N. Fredrickson, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, R. Petitfils, P. Sezzi, P. Yi*

VIII.   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)~~

*ART V73A (same as PHOT V73A) and PHOT V73A (same as ART V73A) were removed earlier in the agenda.

Motion by:	*T. Brabander called for a motion to reconsider ART V68, ART V71 and ART V72 that were approved for First Reading*
Seconded by:	*R. Petitfils*
Discussion:	*ART V68, ART V71 and ART V72 – don't have lab manuals*
Final resolution:	*Lecture textbook can be used for both lecture and as a lab manual, until further information can be obtained from the State*
	Courses to move forward for approval in other areas of agenda
Yes:	*G. Arquilevich, A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, N. Fredrickson, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, R. Petitfils, P. Sezzi, P. Yi*

*M. Bowen called for a motion to approve Requisite Courses **with the exception of*** ART V73A (same as PHOT V73A), and PHOT V73A (same as ART V73A), which were removed from the agenda earlier in the meeting.

Motion by:	*A. Bittl moved to approve Requisite Courses with the exception of those listed above.*
Seconded by:	*A. Kolesnik*
Discussion:	*KIN 90 – Requisite was removed*
	CT V95 – "requisite" changed to "enrollment limitation"
Final resolution:	*Requisite courses approved with the exception of those removed from the agenda*
Yes:	*G. Arquilevich, A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, N. Fredrickson, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, R. Petitfils, P. Sezzi, P. Yi*

IX. 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

*M. Bowen called for a motion to approve Distance Education courses **with the exception of*** ART V73A (same as PHOT V73A), and PHOT V73A (same as ART V73A), which were removed from the agenda earlier in the meeting.

Motion by:	*A. Bittl moved to approve Distance Education courses with the exception of those listed above*
Seconded by:	*N. Fredrickson*
Discussion:	*None*
Final resolution:	*Distance Education courses approved with the exception of those listed above*
Yes:	*G. Arquilevich, A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, N. Fredrickson, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, R. Petitfils, P. Sezzi, P. Yi*

X. MINIMUM QUALIFICATIONS

A. None

XI. 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

Motion by:	P. Sezzi moved to approve this document and move it forward to Academic Senate
Seconded by:	D. Newcomb
Discussion:	Correction: on first page, in bulleted items, add comma after "The ability to think.."
Final resolution:	Document was recommended to move forward to Academic Senate
Yes:	G. Arquilevich, A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, N. Fredrickson, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, R. Petitfils, P. Sezzi, P. Yi

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

A. Request(s) for future agenda items

No items added

XIII. REPORTS (Information)

A. Co-Chairs

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

Not discussed due to time constraints

B. Articulation/C-ID

1. C-ID Approvals (T. Brabander)

No items to report

C. Board of Trustees/ DTRW-I

1. DTRW-I:

2. Board of Trustees:

No report given

D. Subcommittees/Workgroups

E. CurricUNET/Banner/TracDat

1. **New Trac Dat Requirements (D. Newcomb)**

   To be removed off agenda. Item covered in earlier discussions.

   F. Other

M. Bowen adjourned the meeting at 5:01 p.m.