Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)
Tuesday, January 15, 2019 at 3:00pm

ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2019 UNLESS OTHERWISE NOTED.

Called to order: 3:06 p.m.

I. ROLL CALL (Quorum is 9 out of 17 voting members)

VOTING MEMBERS		P=Present A=Absent				
Faculty co-chair	Michael Bowen	☑ P	☐ A			
Articulation Officer	Thao Brabander	☐ P	☑ A			
Academic Senate President	Lydia Morales	☐ P	☑ A			
AFT Rep.	Vacant	☐ P	☐ A			
Career Education I Division	Kelly Wellman	☑ P	☐ A	(Vacant)	☐ P	☐ A
Career Education II Division	Chad Stangeland	☐ P	☑ A	John Clark	☐ P	☑ A
SLO Committee Representative	Asher Sund	☐ P	☑ A			
Health, KIN, ICA, and Performing Arts Division	Jeff Fischer	☑ P	☐ A	(Vacant)	☐ P	☐ A
Vis. Arts, Behv/Soc Sciences, and Lang Division	Maline Werness-Rude	☑ P	☐ A	Scott Corbett	☑ P	☐ A
English & Math Division	Peter Yi	☐ P	☑ A	(Vacant)	☐ P	☐ A
Librarian	Peter Sezzi	☑ P	☐ A			
Sciences Division	Chloe Branciforte	☑ P	☐ A	Jennifer Garner	☑ P	☐ A
Student Services Division	Mario Rivera	☑ P	☐ A	Lauren Wintermeyer-Ramirez	☑ P	☐ A
Technical Review Chair	Michael Callahan	☑ P	☐ A			
NON-VOTING MEMBERS						
CIO co-chair	Kimberly Hoffmans	☑ P	☐ A			
ASVC Rep. (ASVC Senator of Internal Affairs)	Claribelle Ezennia	☐ P	☑ A			
Dean	Tim Harrison	☐ P	☑ A	Dan Kumpf	☑ P	☐ A
Dean	Gwendolyn Lewis-Huddleston	☐ P	☑ A	Felicia Dueñas	☐ P	☑ A
Dean	Lynn Wright	☐ P	☑ A	David Bransky	☐ P	☑ A
Dean	Debbie Newcomb	☐ P	☑ A			
Academic Data Specialist	Olivia Long	☐ P	☑ A			
Academic Data Specialist	Kelly Denton	☐ P	☑ A			
Recorder/Curriculum Technician	Sarah Ayala	☑ P	☐ A			
Registrar	TBD	☐ P	☑ A			

DE Committee Liaison: Sharon Oxford

Guests: Dorothy Farias (AG), Nicole Falco (BUS), Laura Woyach (BUS)

Introductions around the room

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

M. Bowen called for a motion to approve the agenda.
Motion by: S. Corbett
Seconded by: J. Garner
Discussion: None
Final resolution: Agenda approved as presented
Yes: M. Bowen, C. Branciforte, M. Callahan, S. Corbett, J. Fischer, J. Garner,
                     M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude, L. Wintermeyer-
                     Ramirez

No/Abstain: None

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

A. Academic Senate Resolution: Dual Enrollment (Discussion; see attachment) - M. Bowen, L. Morales

Please see upcoming Academic Senate Resolution attached to agenda packet.
If you have any strong opinions on the Dual Enrollment resolution going to Senate on how Michael should vote on the issue – this is the time to have it open to discussion.
Comments from group:
Would like to be sure it falls under the 10+1.

B. CourseLeaf Target Dates: Operational system for courses: May 20, 2019. Operational system for programs: June 10, 2019 - M. Bowen, K. Hoffmans

Communications with CourseLeaf people have been taking place. Michael Bowen is in the process of cleaning out courses from CurricUNET in preparation.
Note dates above for calendar dates for hopeful operation.
Best time for training may be flex week before Fall semester starts.
If you are interested in a "train the trainer" training session, please let Kim Hoffmans know. Curriculum Committee is invited – time in summer will be paid.
Testing should begin in early February.

C. Final CurricUNET download: March 15-21, 2019 - M. Bowen, K. Hoffmans

Note date above for final days of CurricUNET. 3 colleges in the district will have different days.

D. HMSV V90 vs SWHS numbering (see attachment) - M. Bowen

Question at last Curriculum Committee meeting regarding why HMSV V90 was not renamed "SWHS". Ioana Schmidt wrote a summary (attachment) as to the rationale. If you have any further questions, let us know so we can relay them to Ioana.

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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.

E. **AB 705 Regulations Summary (see attachment) - M. Bowen**
Chancellor's Office has been issuing regulations regarding AB 705. See the packet of information for the summary (attachment).
Kim – encourage everyone to attend the Guided Pathway retreat on February 8th. It will be local on campus at the Wright Center from 8:30am to 2:30-3pm. Afternoon session will be an update on this from our Math Dept and how we are supporting our students. In the morning, there will be a student panel, short career assessment.

F. **Technical Review Committee Semester End Report (see attachment) - M. Callahan**
August 9, 2017 – is when Michael Callahan started as Technical Review Chair. 560 courses were reviewed between that time and December 9, 2018!

Public Comments?
Question: additional courses were conditionally approved in the Fall. Are we ok to use them if they are conditional approval?
Answer: Our understanding is that conditional approval is temporary approval, so we can use them, but not forever. We have at least a year to make the corrections and resubmit.

IV. **APPROVAL OF MINUTES: (Discussion/Action)**
M. Bowen called for a motion to approve the minutes from the 12/4/18 meeting.
Motion by:	*P. Sezzi*
Seconded by:	*M. Rivera*
Discussion:	*None*
Final resolution:	*Minutes from the 12/4/18 meeting approved as presented*
Yes:	*M. Bowen, C. Branciforte, M. Callahan, S. Corbett, J. Fischer, J. Garner, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude, L. Wintermeyer-Ramirez*
No/Abstain:	*None*

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

   A. None

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

   A. None

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

   A. None

VIII. MINIMUM QUALIFICATIONS

A. Revised: AG V14

In October 2016 the Academic senate passed a resolution that a 2/3 vote from the Curriculum Committee is required for MQs which are dissimilar at first look to the course subject. This AG V14 course was approved at the curriculum committee right before that resolution so it is grandfathered in.

MQs for this course are in Accounting. Request we are receiving today is to add Agriculture to the MQs for this course.

M. Bowen called for a motion to approve the Minimum Qualifications proposal

Motion by:	S. Corbett
Seconded by:	C. Branciforte
Discussion:	2/3 vote in resolution is required from the Curriculum Committee
	Addition of MQ seems logical
	Course was mirrored after Questa College's program
	AG and BUS department representatives provided points on why they feel the addition of Agriculture is a good idea for this course.
	There are different levels of minimum qualifications. Label with the discipline does not always align perfectly.

Final resolution:	Current motion adds "Agriculture" as the MQ
	The voted was taken to allow AG 14 to be placed into the discipline of Agriculture as well as Accounting
Yes:	M. Bowen, C. Branciforte, M. Callahan, S. Corbett, J. Fischer, J. Garner, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude
No/Abstain:	None

M. Bowen called for a motion to adopt an additional or related minimum qualification

Motion by:	K. Wellman moved to adopt the additional MQ of Agriculture Business and Related Services as another MQ option
Seconded by:	S. Corbett
Discussion:	Will this confuse HR?
Final resolution:	Upon further discussion, the group and AG Dept representative decided to table this motion until a later date, if needed.
	With agreement of S. Corbett and K. Wellman, motion postponed by acclimation
Yes:	NO VOTE TAKEN
No/Abstain:	

**Recorder's note: Lauren Wintermeyer-Ramirez left before MQ vote was taken

IX. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL
(Discussion/Action; see attachment)
   1. **None**

X.   **SECOND READING COURSES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
1. **None**

 XI.   **SECOND READING PROGRAMS: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
1. **None**

XII.   **A. FIRST READING: CURRICULAR PROPOSALS REQUIRING SECOND READING (Discussion/Action; see attachment)**
1. **None**

B. FIRST READING: CURRICULAR PROPOSALS NOT REQUIRING SECOND READING (Discussion/Action; see attachment)
1. **None**

C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL
1. **None**

XIII.   **ADMINISTRATIVE CHANGES (Discussion/Action)**

A. HIST V44 (formerly HIST V04A): GE Approval – M. Bowen

Technical correction discovered. At recent P&GE meeting, we recommended assigning HIST V04A to area F, but, in the meeting immediately preceding that, we voted to rename HIST V04A to HIST V44.

M. Bowen called for a motion to apply the previously approved GE category F to the newly renamed course HIST V44.
Motion by: M. Werness-Rude
Seconded by: M. Rivera
Discussion: None
Final resolution: Administrative Change approved
Yes: M. Bowen, C. Branciforte, M. Callahan, S. Corbett, J. Fischer, J. Garner, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude
No/Abstain: None

XIV.   **PHILOSOPHY AND GENERAL EDUCATION CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action)**
A. None

XV.   **DISCUSSION/INFORMATION (Information or Discussion/Action)**
A. District Course Offerings (Discussion) – M. Bowen, C. Branciforte, L. Morales
Faculty is concerned with these "courses" at the DAC. The message faculty is getting is that DAC wants to offer "not for credit trainings" and DAC will be providing those and hiring a professional expert to teach. One such "course" is being held on VC campus.

Faculty is concerned the message isn't clear as to what is actually being offered. DAC representatives have not been in contact with faculty about what is being offered, and faculty is actively losing students in some cases.

DAC is collecting contacts and information from those that enroll and there is no sharing of reports of contacts with college faculty. Faculty is upset that misinformation is being shared, people are getting mixed messages. Fear that we will fall out of favor with the community.

Recommendation: Get on the Career Education committee agenda - Dr. Gillespie is the chair. Go in with the idea that we have 2 programs that we are trying to build. What is happening to directly link them?

This item will be on the next Curriculum Committee meeting agenda for follow up discussion.

XVI.   **REPORTS (Information)**

A. **Co-Chairs**

B. **Articulation/C-ID**
   1. **Report of Recent C-ID Approvals**

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

   1. **DTRW-I**

      a. **Update from 1/10/18 meeting:**

      AP and BP items will be looked at now that curriculum has ended

   2. **Board of Trustees**
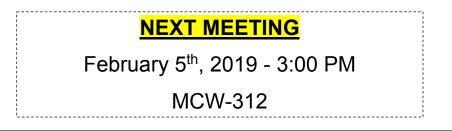
D. **Subcommittees/Workgroups**

E. **New Curriculum Approvals at the State (CCCCO) – S. Ayala**

All courses approved through curriculum committee and the Board for Fall 2019 (with the exception of some noncredit and courses going to the January BOT meeting) have been activated in CurricUNET. Please be aware when looking for your courses in the system.

As a reference 426 courses done in 2018-2019. In 2017-2018, only 138 courses!

Catalog memo went out January 7th. Please send your department corrections (not course corrections) by February 19.

Meeting adjourned at 4:33p.m.

<mark>NEXT MEETING</mark>

February 5th, 2019 - 3:00 PM

MCW-312