# Curriculum Committee Minutes

**Multidisciplinary Center—West 312 (MCW-312)**
**Tuesday, January 16, 2018** at 3:00pm

*ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2018 UNLESS OTHERWISE NOTED.*

**Called to order: 3:00 P.M.**

## 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 | 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 | (Vacant) | ☐ P | ☐ A |
| SLO Committee Representative | Nathan Cole or Andrea Horigan | ☐ 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 | Maline Werness-Rude | ☑ P | ☐ A | Scott Corbett | ☑ P | ☐ A |
| English & Math Division | Peter Yi | ☑ P | ☐ A | John Guelcher | ☑ P | ☐ A |
| Librarian | Peter Sezzi | ☑ P | ☐ A | | | |
| Sciences Division | Chloe Branciforte | ☑ P | ☐ A | Dan Clark | ☑ P | ☐ A |
| Student Services Division | Mario Rivera | ☑ P | ☐ A | Lauren Wintermeyer | ☑ 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) | Sam Ponce | ☐ 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 | | | |
| Instructional Data Specialist | Olivia Long | ☐ P | ☑ A | | | |
| Instructional Data Specialist | Kelly Denton | ☑ P | ☐ A | | | |
| Recorder/Curriculum Technician | Sarah Ayala | ☑ P | ☐ A | | | |
| Registrar | Arlene Reed | ☐ P | ☑ A | | | |

DE Committee Liaison: Sharon Oxford

Guests: Eric Martinsen – English, Lazaro Salinas - Criminal Justice

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

*M. Bowen called for a motion to approve the agenda.*
*Motion by:*          *S. Corbett*
*Seconded by:*        *N. Fredrickson*
*Discussion:*         *T. Brabander – would like to pull KIN V10 and KIN V26 out for separate*
                      *approval (consent agenda items).*
                      *E. Martinsen – here to answer questions about IDS 100 – request to move it*
                      *closer to the top of the agenda for discussion.*
*Final resolution:*   *Agenda approved as amended*
*Yes:*                *M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, S. Corbett,*
                      *N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, C. Stageland, K. Wellman,*
                      *M. Werness-Rude, L. Wintermeyer, P. Yi*

*No/Abstain:*         *None*

> *\*At this point, the group skipped to section IX.B of agenda to accommodate Eric's request to move IDS 100 up for discussion.*

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

### A.  January 16th approval deadline for 2018-2019 catalog

**1.  New Courses, Updates, Deletions, Revisions**
*Anything approved after this meeting will be implemented in Fall 2019. Due to early registration, the plan for the 2018-2019 catalog  is to publish an online catalog in late March called "Preliminary catalog as of March…", post online and print some for counselors to be able to work with students.  Regular printed catalog will be done in June. Two-step process this time.*

**2.  Programs (depending on COCI system)**
*Programs have not yet been able to be sent to the State. We will try to submit to see what happens.  Stay tuned.*

**3.  Topics for Curriculum Committee Training Meeting**
*Training meeting coming up on the 30th – main focus will be non-credit. Does anyone have any suggestions for additional topics?  Let Michael Bowen know.*

**4.  Noncredit Training – Thurs. January 18, 2018, 1pm DAC – RSVP**
*Training at the district this Thursday.  Please RSVP.*

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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. New CurricUNET course routing procedure for Tech Review – Level 2.6 (Information) – M. Bowen**

*Articulation officer review level has been split out – will now come after initial technical review and but before dean's review, in case Thao has any questions on the course while it's going through Tech Review. Any feedback? Please let Michael Bowen know.*

**C. Priority One Report – M. Bowen**

*Priority One List is a list of courses that are due for 5-year review. Usually put out early in calendar year for departments to have time during the spring semester to review. Because of early registration, due date will be early to mid-March, creating a tight schedule this year. If you or your department have a copy of last year's report – the report lists "Priority One" and "Priority Two" courses – Priority Two courses are courses that will be up for review next year, so that is a good guide for what is due in this up and coming report.*

*K. Denton: Reminder about Fall 2018 calendar: early registration begins April 2$^{nd}$. Fall schedule should be up on the web by March 2$^{nd}$.*

*M. Rivera: Men of Color Seminar that was canceled due to the fire as been rescheduled now to early February. Watch emails for announcement.*

*\*\*Recorder's Note: Lauren Wintermeyer departed at this time.*

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

*M. Bowen called for a motion to approve the minutes from the 11/07/17 meeting.*

| | |
|---|---|
| *Motion by:* | *T. Brabander moved to amend meeting minutes with corrections she sent to Sarah earlier today.* |
| *Seconded by:* | *M. Rivera* |
| *Discussion:* | *Corrections were mentioned to the group individually.* |
| *Final resolution:* | *Minutes were approved as amended per Thao's recommendations* |
| *Yes:* | *M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, S. Corbett, N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, C. Stageland, K. Wellman, M. Werness-Rude, P. Yi* |

*No/Abstain:      None*

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

**A. Report from Curriculum Regional Meeting (Information) – M. Bowen**

*Michael will email the report to the committee. Meeting was a "mini curriculum institute".*

**B. SLO Review (Discussion) - N. Cole (5 min)**

*Postponed until next meeting.*

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

   **A. Updates:** BUS V40, BUS V43, BUS V49, BUS V50, CD V04, CD V27, CD V28, CD V29, CD V63, HED V22, HMSV V50, HMSV V51, HMSV V52, HMSV V96, KIN V02, KIN V03, KIN V04, KIN V06, KIN V10, KIN V12, KIN V14, KIN V18, KIN V19, KIN V20, KIN V21, KIN V22, KIN V23, KIN V24, KIN V26, KIN V28, PHIL V01, PHIL V02, PHIL V04, PHIL V10

   **B. Deletions:** ART V69, CD V01, ENGM V50A, ENGM V50B, ENGM V51A, ENGM V51B, ESL V01, ESL V02, ESL V10A, ESL V10B, ESL V10C, ESL V10D, ESL V20A, ESL V20B, ESL V30A, ESL V30B, ESL V40A, ESL V40B

*M. Bowen called for a motion to approve the Consent Agenda proposals with exception of highlights KIN V10 and KIN V26 (separated for separate discussion).*

| | |
|---|---|
| *Motion by:* | *N. Fredrickson* |
| *Seconded by:* | *S. Corbett* |
| *Discussion:* | *Question: Was there documentation from the departments for the deletions? Answer: Yes, that is required before deletions are placed on the agenda* |
| *Final resolution:* | *Consent Agenda courses (with the exception of KIN V10 and KIN V26) were approved.* |
| *Yes:* | *M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, S. Corbett, N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, C. Stageland, K. Wellman, M. Werness-Rude, P. Yi* |
| *No/Abstain:* | *None* |

*M. Bowen called for a motion to approve the Consent Agenda proposals for KIN V10, and KIN V26*

| | |
|---|---|
| *Motion by:* | *T. Brandander to provisionally approve the courses as revisions subject to removing deleted courses from the course descriptions.* |
| *Seconded by:* | *P. Yi* |
| *Discussion:* | *In the course descriptions for both courses, KIN V32 is included.  That course was deleted. If we include the deleted courses in the current description, will students look for that course? Counseling office has records for Catalog rights, so it does not have to be listed in the catalog.* |
| | *Group consensus: If a course is deleted, all other courses that mention it should be modified the next time they are up for review.* |
| | *S. Corbett to make the revisions to the courses so they can move forward in the approval process.* |
| *Final resolution:* | *KIN V10 and KIN V26 approved with the condition that KIN V32 is removed from their course descriptions.* |
| *Yes:* | *M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, S. Corbett, N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, C. Stageland, K. Wellman, M. Werness-Rude, P. Yi* |
| *No/Abstain:* | *None* |

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

       **A.  New: BUS V61, BUS V62, BUS V63, BUS V64**

          *These courses include the 3 major parts of Microsoft Office, and a low/entry level computer course. They will be paired/mirrored with non-credit counterparts. Department would like to offer the courses simultaneously.  Will be some certificates coming down the pipeline that will include these courses.*

*M. Bowen called for a motion to approve the Second Reading proposals*

| | |
|---|---|
| *Motion by:* | *P. Sezzi* |
| *Seconded by:* | *M. Werness-Rude* |
| *Discussion:* | *MQs for these courses were approved on a  previous meeting's agenda* |
| *Final resolution:* | *Second Reading course proposals were approved* |
| *Yes:* | *M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, S. Corbett, N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, C. Stageland, K. Wellman, M. Werness-Rude, P. Yi* |
| *No/Abstain:* | *None* |

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

       **A.  New: A.S. Bookkeeping, COA Pre-Allied Health**

       **B.  Revised: COA Bookkeeping**

*M. Bowen called for a motion to approve the Second Reading Program proposals*

| | |
|---|---|
| *Motion by:* | *D. Clark* |
| *Seconded by:* | *T. Brabander* |
| *Discussion:* | *T. Brabander: In regards to Pre-Allied Health program, a suggestion was brought up from counseling faculty at the last meeting to add additional courses.*<br>*Response: Suggestion was discussed at department meeting, but they decided to keep the program as originally presented.* |
| *Final resolution:* | *Second Reading Programs approved* |
| *Yes:* | *M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, S. Corbett, N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, C. Stageland, K. Wellman, M. Werness-Rude, P. Yi* |
| *No/Abstain:* | *None* |

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

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

    <span style="color:red">* presented for 1st/2nd reading and effective Spring 2019</span>

    **B. New: ART V02D\*, ART V09A\*, CJ V37\***

    **C. Revision: ART V11A\*, ART V11B\*, ART V15A\***


*M. Bowen called for a motion to approve the First Reading Proposals (that require second reading) for both First and Second Readings*

| | |
|---|---|
| *Motion by:* | *M. Werness-Rude* |
| *Seconded by:* | *P. Sezzi* |
| *Discussion:* | *New art courses – new subject matter for Department* |
| | *CJ course – new subject matter. Teaching students to be more proactive using computer technology in criminal justice.* |
| | *Comment: Other forensics class (CJ V35) is co listed with Anthropology. This new course is not cross-listed, but 2 MQs are still listed in the new course. Recommendation to amend the motion on the table to remove the MQ for anthropology in CJ V37* |
| | *ART V11A – error in MQ. Art History MQ should be removed.* |
| *Final resolution:* | *Approved with amendments as mentioned above* |
| *Yes:* | *M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, S. Corbett, N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, C. Stageland, K. Wellman, M. Werness-Rude, P. Yi* |
| *No/Abstain:* | *None* |


**FIRST READING: CURRICULAR PROPOSALS FOR APPROVAL NOT REQUIRING A SECOND READING (Discussion/Action; see attachment)**

    **A. Revised: AES V10 (same as ART V03), ART V03 (same as AES V10), IDS N100**

    *Eric Martinson: IDS N100 – hasn't been revised in some time. Modeled after Chaffey College course. Was thoroughly vetted at the State level.*

    *Only a non-credit course, but legal to assign a credit MQ to it if it seems applicable.*


| | |
|---|---|
| *Motion by:* | *S. Corbett moved to accept the proposal while amending it to add extra MQs to broaden hiring pool* |
| *Seconded by:* | *P. Yi* |
| *Discussion:* | *Motion to add "Interdisciplinary –Basic Skills: Noncredit" as an MQ, in addition to the two MQs that are currently present* |
| *Final resolution:* | *Motion approved, MQ to be added* |
| *Yes:* | *M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, S. Corbett, N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, C. Stageland, K. Wellman, M. Werness-Rude, P. Yi* |
| *No/Abstain* | *None* |

*M. Bowen called for a motion to approve the IDS N100 course*
*Motion by:*     *K. Wellman*
*Seconded by:*    *P. Yi*
*Discussion:*    *No further discussion*
*Final resolution:*  *Course approved*
*Yes:*     *M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, S. Corbett, N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, C. Stageland, K. Wellman, M. Werness-Rude, P. Yi*
*No/Abstain:*   *None*


*M. Bowen called for a motion to approve AES V10 and ART V03 courses*
*Motion by:*     *S. Corbett*
*Seconded by:*    *M. Werness-Rude*
*Discussion:*    *None*
*Final resolution:*  *Courses approved*
*Yes:*     *M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, S. Corbett, N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, C. Stageland, K. Wellman, M. Werness-Rude, P. Yi*
*No/Abstain:*   *None*


### FIRST READING: PROGRAM PROPOSALS FOR APPROVAL:

*None*


## X.   ADMINISTRATIVE CHANGES (Discussion/Action)

### A.  Catalog Disclaimer (Discussion/Action; see attachment) – T. Brabander

*M. Bowen called for a motion to approve Item A of Administrative Changes*
*Motion by:*     *P. Sezzi*
*Seconded by:*    *M. Rivera*
*Discussion:*    *At a previous Curriculum Committee meeting, this was presented and approved. When it was presented to the executive team, they had some suggestions – which is presented in the attachment.*
*Other AOs at the other colleges have reviewed, and agree with the changes*
*Final resolution:*  *Item approved*
*Yes:*     *M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, S. Corbett, N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, C. Stageland, K. Wellman, M. Werness-Rude, P. Yi*
*No/Abstain:*   *None*


### B.  Missing MQs (Photography) for PHOT V07 added to CurricUNET (Information) – M. Bowen

*Found a bug in CurriCUNET. HR people were aware of the MQ through Banner, but the MQ had not been added to Curricunet. Now, it has been added, and not altered in any way. Information Item.*

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

      **A. New: CJ V37, IDS N100**

      **B. Revision: ART V15A**

      **C. Review: ART V11B, CD V04, CD V28, CD V29, CD V63, HMSV V96, KIN V03, KIN V04, KIN V06**

*M. Bowen called for a motion to approve the Requisite proposals*

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|---|---|
| Motion by: | T. Brabander |
| Seconded by: | K. Wellman |
| Discussion: | *CJ V37 – Recommended Prep is listed as CJ V35. Should add the cross list Anthropology class as well to include both halves of the co-listing. Both for lecture and lab.* |
| Final resolution: | Requisites approved with the amendment to CJ V37 as mentioned above |
| Yes: | *M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, S. Corbett, N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, C. Stageland, K. Wellman, M. Werness-Rude, P. Yi* |
| No/Abstain: | None |

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

      **A. New: AES V10 (same as ART V03), ART V02D, ART V03 (same as AES V10), ART V09A, BUS V40, BUS V43, BUS V49, BUS V50, CD V63, CJ V37, HED V22, HMSV V50, HMSV V51, HMSV V52, HMSV V96, PHIL V02, PHIL V10**

      **B. New/Review: CD V27, CD V28, CD V29, KIN V24, PHIL V01, PHIL V04**

*M. Bowen called for a motion to approve the Distance Education proposals*

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|---|---|
| *Motion by:* | *N. Fredrickson* |
| *Seconded by:* | *M. Werness-Rude* |
| *Discussion:* | *S. Oxford – Reminder: online courses and online course materials should be accessible to students before the course starts. Help is available as needed.* |
| | *Question: How can you have DE for a KIN class – like KIN V24?* |
| | *Response: Course is set up to have DE for most of the course and students can come in just for fitness testing.* |
| *Final resolution:* | *Distance Education proposals approved* |
| *Yes:* | *M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, S. Corbett, N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, C. Stageland, K. Wellman, M. Werness-Rude, P. Yi* |
| *No/Abstain:* | *None* |

## XIII. MINIMUM QUALIFICATIONS

    **A.**     **New: IDS N100** - *discussed earlier in meeting*

    **B.**     **Discussion regarding MQs for SL courses and Banner**

    *Postponed to next meeting due to time*

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

    **A. None**

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

    **A. None**

## XVI. REPORTS (Information)

    **A. Co-Chairs**

    **B. Articulation/C-ID**

        **1. CD V64 (becomes CD V04/CD V04L) successfully submitted for C-ID**

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

        **1. CourseLeaf system was recommended to replace CurricUNET. To be discussed at January Board Meeting. CurricUNET to be extended until January 2019. CourseLeaf implementation likely to begin this summer.**

    **D. Subcommittees/Workgroups**

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

        **1. All courses through curriculum committee up to last meeting (11/07/17) have been submitted and approved at the State.**

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**NEXT MEETINGS**
**January 30, 2018—3:00 PM (training)**
**MCW-312**
**February 6, 2018 – 3:00 PM (regular meeting)**
**MCW-312**

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*Meeting adjourned at 4:36pm.*