Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)
Tuesday, April 17, 2018 at 3:00pm

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

Called to order:

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	☑ P	☐ A			
Health, KIN, ICA, and Performing Arts Division	Nancy Fredrickson	☑ P	☐ A	Jeff Fischer	☐ 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 (present)

Guests: Angelica Gonzales (Counseling- voting for Lauren Wintermeyer), Lazaro Salinas (CJ), Jennifer Parker (CD), Laura Woyach (BUS)

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

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

Motion by:	*N. Fredrickson*
Seconded by:	*K. Wellman*
Discussion:	*None*
Final resolution:	*Agenda approved as presented*
Yes:	*M. Bowen, T. Brabander, M. Callahan, D. Clark, N. Cole, S. Corbett, N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude*
No/Abstain:	*None*

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

1. May 1, 2018 Curriculum Committee Meeting will be the last for this semester

Committee may need to use this meeting for any items not completed today, and there may be new courses/programs as well. Final P&GE meeting of the semester will be the week after on 5/8/18.

Any new courses approved at the P&GE meeting will be approved for local GE for Fall 2019 for courses implemented for Fall 2019

2. UC schools not accepting Independent Studies courses for transfer (Information) – T. Brabander

Right now, UC will not approve those courses as UC transferrable. If you have directed studies, experimental courses or workshops/internships these will not be approved for UC. If a course is not approved for UC TCA, it is not considered UC transferrable.

3. Leepfrog/CourseLeaf Conference Call – May 3, 2018

This call is to prepare for a bigger call on May 10th (at the DTRW-I meeting) at 1pm. For those interested, the Technical Review group has been gathering a "wish list" for the new system. If you have been working with CurricUNET and want to add suggestions for the list, please let Michael Bowen, Michael Callahan or Sarah Ayala know.

4. End of the Year Committee Evaluation Questions (see attachment)

Information item: Please look at the attachment with this agenda. Are there any questions that should be changed/ questions added/deleted please submit suggestions. Review of survey to be at the next CC meeting. Any suggestions to Sarah by Friday, April 20th. Survey to be sent via Survey Monkey the following week.

5. Update on discussion: Courses not previously offered (Discussion)

Earlier this year, the Curriculum Committee discussed 50 courses that had not been offered recently. Academic Senate did not like the approach presented, and were to put together a 2 year plan. As an information item for this body, there has not been any

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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.

progress on this – and the one goal set for this year that this committee has not completed.

Comment: K. Hoffmans – As part of Guided Pathways, one of the subgroups that faculty will lead is mapping out their 2-year plan. They will also be thinking about what services students need in order for them to be successful. I don't think that we are going to get this done until next year – do this can be a discussion for next year. The plan from Academic Senate on this issue has been delayed because it is part of Guided Pathways.

Other Public Comments:

The State Chancellor's office has submitted new requirements for AB705 for English courses. VC's Math dept. has had a discussion at the last department meeting discussing what may happen with the Math courses based on what has changed for the English courses.

Brief introduction of Guests… Jennifer Parker (CD) and Lazaro Salinas (CJ)

IV.   APPROVAL OF MINUTES: (Discussion/Action)
M. Bowen called for a motion to approve the minutes from the 3/6/18 meeting.
*Note: Curriculum Committee Meeting scheduled for 3/20/18 was not held due to lack of quorum
Motion by: S. Corbett
Seconded by: M. Werness-Rude
Discussion: None
Final resolution: Minutes from the 3/16/18 meeting approved as presented
Yes: M. Bowen, T. Brabander, M. Callahan, D. Clark, N. Cole, S. Corbett,
*   N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude*

No/Abstain: None

V.   POLICY AND PROCESS (Information or Discussion/Action)
1.   Updating Repeatability Families – (Discussion/Action) M. Bowen, M. Callahan
A situation arose with KIN courses recently: If one of the courses in a family is deleted, that course is mentioned in every other course description/catalog in that family. Does this mean we need to send all remaining courses in the family through full Curriculum process, or would this committee be okay with this being listed an administrative change on Curriculum Committee meeting agendas?
Additionally, if a new course is developed that will be included in a family, should the other courses in the family go through the full process, or administratively with items placed on the agenda?

Motion: An administrative change will be made in consultation with the Technical Review group, then presented to the Curriculum Committee as a recommendation. Courses will not go through the full curriculum review process.

Motion by:	*S. Corbett*
Seconded by:	*N. Fredrickson*
Discussion:	*With course deletions and additions to families, this can work well. Recommendation (not a change to the motion): Concern is that a course outline is out of date/due for review, maybe the Tech Review committee should consider that, and not recommend the addition go into that particular COR until the course is appropriately updated.*
Final resolution:	*Family changes will go through Tech Review, taking into account the fact that certain CORs in the family may need to go through review for being more than 5 years old, and a recommendation will be made to the Curriculum Committee. The Curriculum Committee will authorize the change, then it will be made.*
	Final motion language modified to include that the age of each COR in the family will be explicitly considered by the Tech Review committee.
Yes:	*M. Bowen, T. Brabander, M. Callahan, D. Clark, N. Cole, S. Corbett, N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude*
No/Abstain:	*None*

2. Limit of one modification per course per year – (Discussion/Action) M. Bowen

Updating courses more than once causes users not to be able to make clone copies, causes confusion, and creates additional, unnecessary work on the back end after Curriculum Committee meetings.

Comment: Some courses need to be updated throughout the semester due to new requirements/updates from the state, etc.

Comment: Multiple changes in the same year become confusing on the back end, with State submission and reporting.Discussion postponed until Academic Data Specialists can come and provide comments to this.

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

1. Update: CHEM V90, CJ V02, CJ V03, CJ V14, CJ V19, KIN V40A, KIN V44A, KIN V46A, KIN V46B, KIN 48A, KIN 48B, KIN V72, KIN V74A, KIN V74B, PHIL V09, PHIL V10, PHIL V90, PSY V03, PSY V05

2. Deletion: CJ V17*, GERM V51A*, HMSV V53*

M. Bowen called for a motion to approve the Consent Agenda proposals

Motion by:	*K. Wellman*
Seconded by:	*P. Sezzi*
Discussion:	*None*
Final resolution:	*Consent Agenda proposals approved as presented*
Yes:	*M. Bowen, T. Brabander, M. Callahan, D. Clark, N. Cole, S. Corbett, N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude*
No/Abstain:	*None*

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

    1. Revision: ART V19, ART V25A, ART V25B, ART V26A, ART V26B, ART V50A, ART V50B

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

Motion by:	*P. Sezzi*
Seconded by:	*D. Clark*
Discussion:	*In all courses above – in their CORs under Reason for Change section, "units" are spelled "unites" and need to be corrected.*
Final resolution:	*Second Reading course proposals approved with the recommended correction*
Yes:	*M. Bowen, T. Brabander, M. Callahan, D. Clark, N. Cole, S. Corbett, N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude*
No/Abstain:	*None*

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

    1. None

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

    1. New: AG V43, AUTO V70, AUTO N171, AUTO N172, AUTO N173, EDU V08, EMS V10L, KIN V13, KIN V33

    2. Revision: ART V50C, CJ V18, CJ V27, CJ V30, CJ V85, CJ V90, EAC V32, EMS V10, EMS N119, GEOG V96, KIN V84, KIN V85

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

    1. Revision: AST V01L, CD V63, CJ V04, CJ V08, HED V02, HED V70, KIN V40B, KIN V44B, KIN V50B*, KIN V52*, KIN V70A, KIN V70B, KIN V76A*, KIN V76B*, PHIL V01, PHIL V02, PM V01, PM V02, PSY V30

C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL

    1. Revision: Proficiency Award in Bookkeeping * (see attachment)

M. Bowen called for a motion to approve the First Reading proposal Items under IX. A. 1&2

Motion by:	S. Corbett
Seconded by:	T. Brabander
Discussion:	*EMS N119 is not currently in the catalog, but it is a credit course (EMS V01) that is requesting to be noncredit*
Final resolution:	First Reading proposals under item IX. A. 1&2 were approved
Yes:	*M. Bowen, T. Brabander, M. Callahan, D. Clark, N. Cole, S. Corbett, N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude*
No/Abstain:	None

M. Bowen called for a motion to approve the First Reading proposal Items under IX. B

Motion by:	P. Sezzi
Seconded by:	M. Rivera
Discussion:	*None*
Final resolution:	First Reading proposals under item IX. B. were approved
Yes:	*M. Bowen, T. Brabander, M. Callahan, D. Clark, N. Cole, S. Corbett, N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude*
No/Abstain:	None

M. Bowen called for a motion to approve the Bookkeeping PA for First Reading

Motion by:	*K. Wellman*
Seconded by:	*A. Gonzales*
Discussion:	*This program is being presented due to the correction of units in BUS V07A – a housekeeping change with all the Bookkeeping programs*
	Question: Now we can have low unit certificate options available, and there is a COA in Bookkeeping that was submitted to the State this year, what does offering the PA gain?
	Laura Woyach: Initial thought when PA was created years ago, was that no matter what level a student wanted to participate in, they could.
	If the Business department wants to keep the PA, then okay, but committee was not sure what the value would be with the new COA.
Final resolution:	*Since this program has to go through Second Reading, it was decided to let the Business department discuss whether or not they want to keep the PA.* *First Reading proposal for the PA in Bookkeeping revision was approved. Program will be brought back for Second Reading at the next Curriculum Committee meeting.*
Yes:	*M. Bowen, T. Brabander, M. Callahan, D. Clark, N. Cole, S. Corbett, N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude*
No/Abstain:	*None*

X. ADMINISTRATIVE CHANGES (Discussion/Action)

1. Adding KIN V13 to the family listings for the following courses: KIN V12, KIN V14, KIN V16, KIN V18, KIN V19, KIN V28

2. Removed CJ V11A from family listings for KIN V50A*

M. Bowen called for a motion to approve the Administrative Changes

Motion by:	*K. Wellman*
Seconded by:	*N. Fredrickson*
Discussion:	*None*
Final resolution:	*Curriculum Committee accepted the recommendation of the Tech Review group to add KIN V13 to family listings and remove CJ V11 from family listing.* *Situations like this with addition/deletion of a course in a repeatability family from another course description will be handled administratively, and an information item will be posted on a subsequent Curriculum Committee meeting agenda to advise the group of any changes.*
Yes:	*M. Bowen, T. Brabander, M. Callahan, D. Clark, N. Cole, S. Corbett, N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude*
No/Abstain:	*None*

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

1. **New: AUTO V70, AUTO N171, AUTO N172, AUTO N173, CD V63, CJ V08, EDU V08, EMS V10L, KIN V13, KIN V50B*, PHIL V01, PHIL V02**
2. **Revision: EMS V10, EMS N119, PM V01, PM V02**
3. **Review: ART V50C, AST V01L, CHEM V90, CJ V02, CJ V04, CJ V19, CJ V90, GEOG V96, KIN V44B, KIN V46B, KIN V70B, KIN V74B, KIN V76B*, PHIL V90, PSY V03**

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

Motion by:	*N. Fredrickson moved to approve the proposals together*
Seconded by:	*M. Werness-Rude*
Discussion:	*EMS V10L – corequsite is EMS V10– does that have to be takenconcurrently?*
	Has to be concurrent.
	PMV01 – typo in prerequisite. OK in curricunet
Final resolution:	*Approved*
Yes:	*M. Bowen, T. Brabander, M. Callahan, D. Clark, N. Cole, S. Corbett,*
	N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude
No/Abstain:	*None*

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

1. **New: EDU V08, HED V70, PHIL V09**
2. **New/Review: PSY V03, PSY V05, PSY V30**
3. **Review: CD V63, EAC V32, HED V02, PHIL V01, PHIL V02, PHIL V10**

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

Motion by:	M. Werness-Rude
Seconded by:	K. Wellman
Discussion:	*S. Oxford: HED V02 – why was it just going for 100% online?*
	N. Fredrickson: That's a great point. Question on whether it would attract enrollment. Would it work in their favor?
	Comment – Something to think about – departments interested in DE should request all modalities just to have the option to be able to use whichever is appropriate. You can have the ability to offer it, but not choose to do so.
Final resolution:	*N. Fredrickson decided not to pull course for further consideration, but to move forward with approval.*
	Distance Education proposals approved
Yes:	*M. Bowen, T. Brabander, M. Callahan, D. Clark, N. Cole, S. Corbett,*
	N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude
No/Abstain:	None

XIII. MINIMUM QUALIFICATIONS

A. None

XIV. PHILOSOPHY AND GENERAL EDUCATION CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action)
1. P&GE Meeting will be held Tuesday, May 8, 2018, 3pm, MCW 312

There should be 1 rep from each division at the P &GE meeting.

*Courses will be recommended to the Curriculum Committee at the first meeting of next semester. Any courses approved at this meeting will **not** make the 2018-2019 catalog.*

XV. DISCUSSION/INFORMATION (Information or Discussion/Action)
1. Revised CSLO (Course SLO) List – M. Bowen (Discussion/Action; see attachment)

2. Revised PSLO (Program SLO) List – M. Bowen (Discussion/Action; see attachment)

Several hundred courses have had one or more of their SLOs modified. Request to reflect the changes administratively.
Curriculum Committee would have to approve the changes en masse, and there are more to come.
Question – Would anyone be interested to make a motion to approve course and program revisions for each and every one of the courses and programs listed on the attachments?

Motion to approve CSLOs and PSLOs changes on the attachments listed with this agenda.

Motion by:	*S. Corbett*
Seconded by:	*P. Sezzi*
Discussion:	*Question: EMS V10L has a corequsite of EMS V10. Does that have to be taken concurrently?*
	Answer: Yes, they have to be taken concurrently only.
	Comment: PMV01 –there is typo in prerequisite on the spreadsheet. It is correct in CurricUNET
	Even though the Curriculum Committee does not have a say on the language of the SLOs, we ensure they are present. These changes have been made already in TracDat. They are not yet in CurricUNET.
Final resolution:	*Changes to the CSLOs and PSLOs on the attachments approved*
	Changes will be made in CurricUNET without the need of Faculty intervention
Yes:	*M. Bowen, T. Brabander, M. Callahan, D. Clark, N. Cole, S. Corbett,*
	N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude
No/Abstain:	*None*

XVI.   **REPORTS (Information)**

1.   **Co-Chairs**

2.   **Articulation/C-ID**

3.   **Board of Trustees/ DTRW-I**
     1.   **4/12/18 DTRW-I Meeting was rescheduled to 4/19/18 due to scheduling conflicts**

4.   **Subcommittees/Workgroups**

5.   **New Curriculum Approvals at the State (CCCCO)**
     1.   **New credit courses approved:** BUS V61, BUS V62, BUS V63, BUS V64, ART V02D, ART V09A, CJ V39 (Fall 2018/Spring 2019) approvals

     2.   **New noncredit courses approved:** BUS N161, BUS N162, BUS N163, BUS N164

     3.   **Fall 2018 Programs:** *submitted (not yet approved)*

          I.   *AS Child Development (revision), COA Child Development (revision)*

          II.   *AS Bookkeeping (new), COA Bookkeeping (revision)*

          III. *COA Pre-Allied Health (new)*

NEXT MEETING

May 1, 2018 - 3:00 PM

MCW-312