Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)
Tuesday, March 19, 2019 at 3:00pm

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

Called to order: 3:06pm

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	Phillip Briggs	☑ 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	Arlene Reed	☐ P	☑ A			

DE Committee Liaison: Sharon Oxford (present)

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

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

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

Motion by:	*K. Wellman*
Seconded by:	*M. Rivera*
Discussion:	*None*
Final resolution:	*Agenda adopted as presented*
Yes: ALL	*M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, J. Fischer, J. Garner, M. Rivera, A. Sund, K. Wellman, M. Werness-Rude, P. Yi*

No/Abstain: *None*

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

A. Guided Pathways Discussion (Discussion) – P. Sezzi

Item discussion postponed until next meeting.

Additional note: M. Bowen/Thao and other district reps went to Spring Regional Curriculum Meeting this past weekend. There was a Guided Pathways discussion at that meeting, with information as to how Curriculum Committees can get involved. Peter will talk more about that when he can be present. M. Bowen to send out his meeting notes to Curriculum Committee members so everyone can read them.

B. Volunteers needed for testing CourseLeaf (Discussion) – M. Bowen

Testing site is currently in use, and members of the team are playing with it at this point. If anyone is interested in joining in that, please let us know. You don't have to be a computer expert, just interested in being a future user. You might consider volunteering if you have a course or program that needs attention as soon as the system is up and running. Contact M. Bowen and he'll set you up with account information.

Nothing you do in the test system will be preserved. It's a good opportunity to familiarize yourself and practice in the system and find glitches.

Testing period will be open for at least another 4 weeks.

Can send user access to the committee but we would like feedback as well.

C. Volunteers needed for "Train the Trainer" in-person meeting with CourseLeaf vendor – June 2019, date TBD (Discussion) – M. Bowen

If you'd like to be a part of the meeting with the CourseLeaf representatives where they train us to train our team, please let M. Bowen know.

Training session will be in June. Kim will try to work out a way to pay you for the training day.

Additional announcements:

K. Hoffmans – talked about having an off-campus Curriculum Committee group celebration. April 4th as a possible date - a Thursday at 4pm. Kim would like to invite the group to her house for the event. Ideas/preferences? Kim will tentatively calendar this for April 4th.

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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.

M. Bowen: CurricUNET is officially "read only" at this point. Attached documents are not transferring over. If you have any documents for courses and programs in there that you want, you can get in there until the end of the month to get them out. Would be a good idea to get the attachments for your programs out in your files. "Read only" status is only guaranteed to last until the end of March.

As a warning, do not to rely on the State system as they lost a lot of our attachments when they transferred information over to their new system. If it's not there or in the Curriculum Share drive, the next step is to look in the individual departments. If the Dept doesn't have it, then it has to be built again from scratch. Please mention this to your faculty and department. We have no idea what's going to happen in CurricUNET after the end of this month.

IV.   APPROVAL OF MINUTES: (Discussion/Action)

M. Bowen called for a motion to approve the minutes from the 1/15/19 meeting.
Motion by: *M. Rivera*
Seconded by: *M. Callahan*
Discussion: *None*
Final resolution: *Minutes approved as presented*
Yes: *M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, J. Fischer,*
                    J. Garner, M. Rivera, A. Sund, K. Wellman, M. Werness-Rude, P. Yi

No/Abstain: *None*

*Recorder's Note: Lauren Wintermeyer Ramirez arrived after minutes vote

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

A. SLO and Curriculum working together (Discussion) – A. Sund, P. Briggs

Asher and Phil have been trying to come up with a more systematic way for SLO coordinators to obtain the information they need to update courses and programs. Facilitators are looking at language and additional information to capture in TracDat – things like how a course will be assessed…when…what verbs are used, etc.

Would like for this process to happen at the front end of the approval process instead of the current system where it is looked at toward the end of the process.

Does the Curriculum Committee have thoughts/feedback on how we can work together?

Suggestions/Discussion: Notification through CourseLeaf? Add SLOs at technical review step? Additional page for SLOs on the New/Revised Course/Program forms?

Should be easy to add a notification in CourseLeaf (similar to DE)

This new process would be most applicable to new courses and programs.

Nathan and Asher are the current SLO facilitators. Nathan will not be continuing next year, so there will be a need for another SLO facilitator. If you or anyone you know is interested, encourage them to apply.

B. Changes to Title 5 regulations governing Distance Education (Discussion) – S. Oxford

There's been a some changes that became effective March 17th, 2019:

Few of them are changes in wording, definition of Distance Education.

Took out ambiguity with DE in relation to the American Disabilities Act.

Biggest thing –Always asked for Student to Instructor contact. Now, Student to Student participation must be included.

Flip Grid automatically captures the video the student creates –work with your Instructional Technologist.

Still needs separate course approval – but now the DE addendum needs to address the outcome and how course outcomes will be achieved in DE format, and the accessibility requirements and student to student contact.

Question: Do we have to go back to our previous DE proposals, or will they be "grandfathered" in? Title 5 usually mentions this but doesn't usually give us a timeline. From a Curriculum Committee perspective, when the course is coming through the 5-year review, we will look at the DE then.

Even if it's not on the course outline, we need to make sure that every DE course includes that student to student contact.

How does this affect the Hybrid courses? Objectives will be in the "face to face" part, but hopefully linked to the online part.

There are lots of tools VC provides to help faculty with these requirements and student to student interaction tools. Contact DE department for assistance. Friday sessions from 10-12 every single Friday. Different topics each week. Part is instruction/information, and part is free work time.

Best practice recommendations can be found in the DE handbook on our website, but Sharon will take this topic back to the DE committee to re-look at the best practices and update when needed.

*Recorder's note: John Clark departed after DE discussion

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. None

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. **ART V27, ESRM V14 - SAM Code changes from "possibly occupational" to "non-occupational" due to COCI clean-up**

   These have not been through Curriculum Committee review recently. They are part of a program that was updated, and COCI would not accept the update of separating CB01 and CB02 in these courses due to the SAM Code/TOP code mis-match. Since they had non-occupational TOP codes, they were adjusted to "non-occupational" SAM codes in order for the update to be approved.

   B. **Program: General Studies Pattern I, Natural Science Emphasis – adding co-listed course BIOT V18 to the course list.**

   BIOT V18 is co-listed with BIOL V18, which was included on the course list at the time of Curriculum Committee approval on 11/6/18. BIOT V18 needs to be added to the course list for COCI submission.

   C. **Program: General Studies Pattern II/III, Natural Science Emphasis – adding co-listed course GIS V26 to the course list.**

   GIS V26 is co-listed with GEOG V26 which was included on the course list at the time of Curriculum Committee approval on 11/6/18. GIS V26 needs to be added to the course list for COCI submission.

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

Motion by:	*L. Wintermeyer Ramirez moved to approve ALL items together*
Seconded by:	*J. Garner*
Discussion:	*T. Brabander: ART V27 is co-listed with WEL V27 course. We only changed the ART course.*
	M. Bowen: Sometimes, TOP and SAM codes can be different in co-listed courses. All dependent on State's requests.
Final resolution:	*Administrative Changes approved*
Yes:	*M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Fischer, J. Garner, M. Rivera, A. Sund, K. Wellman, M. Werness-Rude, L. Wintermeyer Ramirez, P. Yi*
No/Abstain:	*None*

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

    A. **Short P&GE meeting to be held immediately following the Curriculum Committee meeting if time allows (Discussion; see attachment) – T. Brabander**

There are administrative issues Thao would like to tell the committee about. Please stay after this meeting if you can – ideally there is to be 1 representative from each department at the P&GE meeting.

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

    A. **None**

XVI. **REPORTS (Information)**

    A. **Co-Chairs**

        1. **Academic Senate Meeting Update/ "Not for Credit" Contact Ed courses (Discussion) – M. Bowen**

Certificates of that were "illegally named" were brought to the attention of the Chancellor

2 Trustees were present at the Academic Senate Meeting and Faculty were able to present concerns. Some questions did address these concerns, and now at least 2 of the 5 Board members know about this and that we are not happy about it.

Lydia Morales, Academic Senate President, may have more information

Monday morning, DAC announced these certificates would be called 'Award of Achievement', which is still considered confusing.

Department Chairs – at the scheduled meeting on April 3rd at 3pm (MCW 314) this topic will be discussed there. All meetings are open, so if anyone from this committee would like to attend, please feel welcome to come and ask questions during the discussion.

    B. **Articulation/C-ID**

CID information was passed out at the meeting. Monthly C-ID newsletter -this information can also be accessed on the C-ID website.

When prerequisites are changed due to AB-705, it needs to be sent to C-ID again for approval. This is taking a significant amount of time, and some colleges are choosing not to submit them at this time until C-ID knows exactly what to do and the dust settles from AB-705.

Second handout is the descriptors for Welding courses. There are new descriptors.

M. Bowen: at the previous regional curriculum meeting, the State advised that AB 705 is about placement, not pre-requisites. Don't be in a hurry to change your pre-reqs on Math and English. Emphasis is on placement. Changing HOW we place students, not the prerequisites of the courses. Do look through your

courses to make sure that the pre-requisites listed are those that are actually needed in light of AB 705.

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

   1. **DTRW-I**

   2. **Board of Trustees**

D. **Subcommittees/Workgroups**

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

100% of the courses submitted for Fall 2019 have been approved, and activated in CurricUNET in anticipation of the move to CourseLeaf.

*All Fall 2019 programs have been approved, and activated in COCI and CurricUNET, **with the exception of two**: ICAN-JOB (noncredit – takes a while to review at the State, but is in "review" status now), and AA-T Studio Arts – missing articulation agreements for the new courses, and those are needed at the State prior to approval. The revised AA-T Studio Arts will not make the electronic version of the catalog. If AAMs are submitted before the catalog print deadline, it may make that printed version.*

Online catalog target is Friday, March 22, so students have a week to look at it before registration starts April 1st. It won't have photos, or be totally complete (index, final articulation information), but it's as complete as it can be this early on.

NEXT MEETING

April 16, 2019 - 3:00 PM

MCW-312

Meeting Adjourned: 4:18pm