



## CURRICULUM COMMITTEE MEETING MINUTES

Members Present: Teresa Bonham (*Co-Chair*), Erika Endrijonas (*Co-Chair*), Marji Price (*Voting Dean*), Raul Pulido (*ASG Representative*), Jim Merrill, Alex Lynch, Jeannette Redding, Mati Sanchez, Chris Mainzer, Maria Parker, Patricia Mendez, Christina Tafoya, Mary Pinto-Casillas, and Carolyn Dorrance

Non-Voting Present: Erika Endrijonas (*Co-Chair*), Carmen Guerrero and Carolyn Inouye

Proxy: Shannon Davis for Judy McArthur

Members Absent: Graciela Casillas-Tortorelli, Letty Mojica, Tom Stough, Emma Waits and Betty Hough

Guests Present: Susan Cabral

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Meeting Date: **09/28/2011** Minutes Approved: **10/13/11** Recorded By: **Grace Schneider**

**AN = Action Needed AT = Action Taken D = Discussion I = Information Only**

### DISCUSSION/DECISIONS

- I. Called to Order I The meeting was called to order at 2:06 p.m. by T. Bonham.
- II. Additions to Agenda I C. Dorrance requested a discussion on SharePoint access.
- I E. Endrijonas informed the Committee that we will only be providing them with the agenda at future meetings.
- D/AT C. Guerrero requested that second reading courses with no revisions submitted not be included on the agenda. Therefore CD R100, CHST R114, PSY R114 and CD R102 (under First Reading) will not be discussed.
- AT **T. Bonham called for a motion to adopt the agenda as amended. S. Davis moved to adopt the minutes as amended. M. Parker seconded, and the motion carried unanimously.**
- III. Approval of Minutes I The Committee reviewed the minutes of the September 14<sup>th</sup>, 2011 meeting.
- AN T. Bonham asked for any comments. M. Parker noted that the comma between A. Lynch's name on members present list should be removed.

AT **T. Bonham called for a motion to accept the minutes as amended. J. Merrill moved to accept the minutes. M. Parker seconded, and the motion carried unanimously.**

IV. Second Reading

I **Career & Technical Education**

M. Pinto-Casillas presented the CAOT courses.

AN **CAOT R122** – Cover Sheet – 2. STAND ALONE COURSE – Uncheck No; Check **Yes**. Did not receive signed cover sheet.

A **CAOT R123** – Did not receive signed cover sheet.

**Liberal Studies**

None

**Math/Science/Health/PE/Athletics**

None

**Student Services**

None

AT **T. Bonham called for motion to approve the second readings. C. Mainzer moved to approve the second readings. M. Parker seconded and the motion passed unanimously.**

V. First Reading

**Career & Technical Education**

C. Guerrero presented the ADS courses.

AN **ADS R101** – Overview of Addiction - Cover Sheet changes: 1. BANNER TITLE should be “Overview of **Addiction**”; DISCIPLINE ASSIGNMENT should be “Addiction **Para**Professional Training.” Course Outline changes: Use current revised course outline form. TOTAL CONTACT HOURS need to be included. III. A.B.C.D.E. – Change introduction. No DTRW submission necessary. 5-year Review.

AN **ADS R102** – Intervention, Treatment and Recovery – Course Outline changes: Use current revised course outline form. 1. A. Remove PREVIOUS COURSE ID ADS R102, BANNER TITLE: Interven., Treat. & Recovery; and FULL TITLE: Alcoholism: Intervention, Treatment, and Recovery. TOTAL CONTACT HOURS

need to be included. No DTRW submission necessary. 5-year Review.

AN ADS R103 – Physiology and Pharmacology of Alcohol and Other Drugs – Cover Sheet changes: 1. FULL TITLE should be “**Physiology**”; DISCIPLINE ASSIGNMENT should be “**Addiction.**” Course Outline changes: Use current revised course outline form. I.A. – Remove PREVIOUS COURSE ID: ADS 103; and FULL TITLE Physiology and Pharmacology-Alcohol and Other Drugs. TOTAL CONTACT HOURS need to be included. I.D. Remove: Transfer credit: CSU. No DTRW submission necessary. 5-year Review.

AN ADS R104 – Case Management and Basic Counseling Skills – Course Outline changes: Use current revised course outline form. TOTAL CONTACT HOURS need to be included. III.C. Reword “Work in the helping services.” VI.A. Check “PHYSICAL SKILLS DEMONSTRATIONS” or add “role play” in VI.B; VI.B.4. Remove “open book and notes.” VII.B.3. List video tapes. No DTRW submission necessary. 5-year Review.

AN ADS R106 – Adult Children of Alcoholics - Course Outline changes: Use current revised course outline form. TOTAL CONTACT HOURS need to be included. VI.B.1. and 2. Remove “graded on a curve”; C.1. Change books to **book**. No DTRW submission necessary. 5-year Review.

AN ADS R108 – Alcohol/Drugs & Human Development – Cover Sheet changes: 1. FULL TITLE – Drugs should be **Drugs** and the “t” in Development should be lower case. Course Outline changes: Use current revised course outline form. 1. A. PREVIOUS COURSE ID: ADS R108, BANNER TITLE: Alcohol & Human Development, and FULL TITLE: Alcohol & Development should all be removed; TOTAL CONTACT HOURS need to be included. VI.B.1. Remove “and will graded on a curve.” No DTRW submission necessary. 5-year Review.

AN ADS R109 – Counseling Addicted Families – Course Outline changes: Use current revised course outline form. TOTAL CONTACT HOURS need to be included. VII.A.2. In book title, preparing and change need to be capitalized. Year published should be **2004**. No DTRW submission necessary. 5-year Review.

- AN ADS R115 – Alcohol/Drugs/Nutrition – Cover Sheet changes: 1. DISCIPLINE ASSIGNMENT – Add **Registered Dietician or Registered Nutritionist**. Course Outline changes: Use current revised course outline form. TOTAL CONTACT HOURS need to be included. VI.B.1. Reword sentence. VIII. Change 1. and 2. To **A. and B.** VIII. 1. Should be “**Registered**” Nutritionist. No DTRW submission necessary. 5-year Review.
- AN ENGT R131 – Windows Server Administrator – Cover Sheet changes: 1. APPENDICES – Check **PREQ-COREQ-ADVIS**; DISCIPLINE ASSIGNMENT – Change Computer Networking to Computer **Information Systems**; 4. DIVISION DEAN: TOP and SAM Codes need to be added. Course Outline changes: IID. Previous, if different description needs to match the Catalog. 5-year Review.
- AN FT R170 – Firefighter/Academy – **Make revisions and bring back to first reading at October 16<sup>th</sup> Curriculum Meeting.** Cover Sheet changes: 2. Check ASSOCIAE DEGREE. 3. TRANSFER CREDIT – Check **CSU**. Course Outline changes: II.B.2. TOTAL CONTACT HOURS should be “448 to **504**”; II.D. Previous, if different language should be removed. II.E. Materials fee should be reviewed. III.C. Remove “their” from sentence. IV. T. Rescue Systems – Topic 4 not listed. **DTRW SUBMISSION REQUIRED.**

### Liberal Studies

- AN SPAN R117 – Hispanic American Literature – Course Outline changes: 1.A. BANNER TITLE - C. Milan should look into her options; II.H. CREDIT BASIS: Current – J. Merrill will look into STUDENT OPT box needing to be checked or not. **DTRW SUBMISSION REQUIRED.** 5-year Review.

### Math/Science/Health/PE/Athletics

- AN MATH R009 – Basic Mathematics – Cover Sheet changes: 2. ASSOCIATE DEGREE CREDIT – Check **NONDEGREE CREDIT (C)**. Course Outline changes: Remove E. Schedule Description – Current and Previous, if different language. No DTRW submission necessary. 5-year Review.
- AN PHSO R101 – Human Physiology – Cover Sheet changes: Use current revised course outline form. 1.

DISCIPLINE ASSIGNMENT needs to be added.  
 Course Outline changes: II.B.2. TOTAL CONTACT HOURS should be a range. II.D. Under Current – Remove last sentence - “This course satisfies requirements for general education as well as transfer to universities and is required for all health-care certified programs.”

**Student Services**

AT None

**M. Parker moved to approve the first reading items. J. Merrill seconded, and motion carried unanimously.**

AT

VI. Distance Learning Approval I T. Bonham indicated she had nothing to report. She did mention that she moved the distance education appendices onto the Curriculum page in SharePoint.

VII. Prerequisite Approval I ADS R102, ADS R115, ENGT R131, PHSO R101 and SPAN R117

AN

ADS R102 – Revise to coincide with ADS R101 course objectives.

AN

ADS R115 – Add **ADS R115** to COURSE ID.

AN

ENGT R131 – Carrot symbol and its inclusions need to be deleted from all six items.

AT

**T. Bonham moved to approve the prerequisite items. S. Davis and J. Merrill seconded, and the motion carried unanimously.**

VIII. Deletions I *There were no deletion items for discussion/approval.*

IX. Suspensions I *There were no suspension items for discussion/approval.*

X. Consent Items I *There were no consent items for discussion/approval.*

XI. Articulation I S. Davis mentioned that there was another Discipline Input Group coming up for CID on October 14<sup>th</sup> in Los Angeles. For more information, the website is C-ID.net.

XII. GE Subcommittee I S. Davis indicated that the committee has not met yet. The first meeting will probably occur shortly after the

October 12<sup>th</sup> Curriculum Committee Meeting. She is still looking for members.

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| XIII. | Curriculum Submissions Deadline  | I/D  | S. Davis reviewed the tables and the timelines. T. Bonham will post this on SharePoint, as well as speak with R. Cabral about having it “blasted” to everyone.   |
| XIV.  | Materials Fee Justification Form | AT   | The Committee agreed to accept the Materials Fee Justification Form.   |
| XV.   | Curriculum Goals for 2011 – 2012 | I    | In the interest of time, E. Endrijonas tabled this agenda item to the next curriculum meeting.   |
| XVI.  | Adjournment                      | D/AN | C. Dorrance requested a discussion on SharePoint. She indicated that faculty has had difficulty accessing SharePoint. She feels that there should be something very evident on the webpage to do this. E. Endrijonas suggested faculty/staff contact B. King-Rushing if they are having difficulty. T. Bonham will also change the name to Course Cover Sheets and Outlines.<br><br>The meeting adjourned at 4:12 p.m. |
| XVII. | Next Meeting                     | I    | <b>Wednesday, October 12<sup>th</sup>, 2011 @ 2:00 p.m. in the President’s Conference Room</b>   |