**CURRICULUM COMMITTEE MEETING MINUTES**

**Members Present:** Shannon Davis (Co-Chair), Bret Black, Robert Cabral, Jonas Crawford, Tami Crudo, Armine Derdiarian, Carolyn Dorrance, Carmen Guerrero, Chris Mainzer, Judy McArthur, Patricia Mendez, Jim Merrill, Jenny Redding, Everardo Rivera, Mati Sanchez, Emma Waits

**Members Absent:** Alex Lynch, Everardo Rivera, Nestor Zaragoza, Krista Mendelsohn

**Proxies:** None

**Non-voting Present:** Erika Endrijonas (Co-Chair), Karen Engelsen, Carolyn Inouye, Ken Sherwood, Gail Warner

**Non-voting Absent:** Joel Diaz

**Guests:** Michael Webb, Deborah Tyson

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<tr>
<th>Meeting Date: 2/27/13</th>
<th>Approval of Minutes from: 2/13/13</th>
<th>Recorded By: Darlene Inda</th>
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</thead>
<tbody>
<tr>
<td>AN = Action Needed</td>
<td>AT = Action Taken</td>
<td>D = Discussion</td>
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**DISCUSSION/DECISIONS**

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<tr>
<th>ACTION</th>
<th>I, AT</th>
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<tr>
<td>I. Call to Order &amp; Welcome</td>
<td>S. Davis called the meeting to order at 2:04 p.m. The following proxies were announced: None.</td>
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<tr>
<td>II. Adoption of Agenda</td>
<td>Additions/Changes to the Agenda: S. Davis added AP4025 to Consent Items and moved Consent Items to Information Only. S. Davis called for a motion to accept the agenda as presented. J. Merrill moved to accept, C. Mainzer seconded, and the motion carried unanimously.</td>
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<td>III. Approval of Minutes</td>
<td>Corrections to the Feb. 13, 2013 Minutes: None. S. Davis called for a motion to accept the February 13, 2013 minutes as presented. A. Derdiarian moved to accept, R. Cabral seconded, and the motion carried with one abstention.</td>
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<td>IV. Second Reading</td>
<td>Substantive changes were made to the following</td>
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courses and programs:

**Math/Science/Health/PE/Athletics**
MATH R011, MATH R120, MATH R121, MATH R122 – **Approved.**

**Career & Technical Education**
ADS R118 – **Approved.**

**Liberal Studies**
ASL R102– **Approved.**

Substantive changes were not made to:

**MUS R101:** Not all changes were made. Make sure course matches C-ID descriptor – **not Approved.**

**MUS R103A:** Not all changes were made. Make sure course matches C-ID descriptor – **not Approved.**

**SOC R110:** Committee concerned that course may not be a true lecture only course and might need lab hours. Need explanation from lead faculty – **Not approved.**

S. Davis called for a motion to accept the approved Second Reading items as presented. J. Merrill moved to accept, J. Redding seconded, and the motion carried unanimously.

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<th>V.</th>
<th>First Reading</th>
<th>I, D, AT</th>
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*IOnly substantive changes needed are recorded in the minutes. Please refer to the comments in CurricUNET for the non-substantive recommendations.*

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

**BIOL R199:** No minimum qualifications. Repeatability should be 1. Catalog end date should be 2018 instead of 2019.

**GEOL R178/MST R178:** Transfer Options - UC transfer needs to be removed. Typical Graded Assignments – need to be expanded. Textbook – edition is more than 5 years old.

**HED R098:** Pulled by department representative.
**HED R103:** No substantive changes.

**MST R122:** Lab Content – needs to be specified.

**PE R148:** Textbooks – should be added for lecture portion. Typical Graded Assignments - #1 needs to be more clear.

**PE R199:** Textbooks – use generic textbook language from other directed study courses.

*(PHYS Courses - Global Discussion Comment: Catalog start date should be Fall and end date should be Summer due to catalog rights).*

**PHYS R101:** Objectives - #1 sounds more like assignment than an objective.

**PHYS R101L:** PHYS R101 should be listed as a PREREQ or COREQ.

**PHYS R102:** No substantive changes.

**PHYS R102L:** Catalog Description – could be expanded. PHYS R102 should be listed as PREREQ or COREQ.

**PHYS R121:** No substantive changes.

**PHYS R122:** No substantive changes.

**Career & Technical Education**

**ADS R107B:** Course Objectives - #2 & #7 are not measureable. Content – needs to include eating disorders because they are in Objectives. Methods of Evaluation – remove “problem solving”.

**ADS R110A:** No substantive changes.

**ADS R110B:** Basic Course Information – change review from 2 years to 5 years.

**ADS R116:** Units/Hours – change to “Field trips will be required”.

**ADS R122:** Typical Graded Assignments – under “Other” is unclear, are these readings? Methods of Instruction – redundant. #5 – re-word to make more generic and use “such as” for types of speakers that
might present. Textbook – use name for binder.

**ADS R123:** Non substantive changes.

*(BUS Courses – Global Comment: Add C-ID # to Basic Course Information).*

**BUS R111A:** Typical Graded Assignments – Give specific examples. Course start date will be Fall 2013 as an exception because it’s part of the AS-T in Business Administration.

**BUS R120:** Methods of Instruction – problem solving assignments checked so examples need to appear under Typical Graded Assignments to reflect this.

**BUS R122:** Typical Graded Assignments – remove “or quizzes”.

**BUS R125:** Typical Graded Assignments – format of numbering needs to be fixed. Textbooks – remove reference to Washington Mutual website.

**BUS R130:** Basic Course Info – remove course fee.

**BUS R132A:** Question about course ID being changed to 132 instead of 132A. Refer to Blanca Barrios.

**BUS R140:** Content – add content related to internet objectives.

*(CD Courses – Global Comment: All courses need to be checked again).*

**CD R108:** Pulled because it is co-listed as PSY R111 and was not submitted for review.

**CD R113:** Non substantive changes. Many edits need to be made.

**CD R115:** Substantive comments need to be reviewed more carefully.

**CD R116:** Methods of Evaluation – Physical skills needs to be removed. Catalog Description – at end of paragraph, starting with “Fields trips…..” remove last two sentences and send to Blanca Barrios for catalog note instead of description.
CD R131: Textbook – out of date.

CD R132: Course Objective – needs re-wording.

CD R133: Minimum qualification missing. Remove course fee.

CD R134: Textbook – out of date.

CIS R104: Change to CNIT R104. Minimum qualifications missing. Credit Basis – choose one. Methods of Instruction – under “Other”, give specific examples. Typical Graded Assignments - #3 remove last line about how it’s graded.

CNIT R127: Lab content needs listed.

CNIT R143: Lab content needs listed.

COT R190V: Catalog Description – change Vocational to Career Technical Education. Objectives – needs to say “will be developed on the job site”.

COT R191V: Catalog Description – change Vocational to Career Technical Education. Objectives – needs to say “will be developed on the job site”.

CRM R102B: Textbook – out of date. Total Contact Hours – 144. Prerequisite – Negative TB test should be limitation on enrollment.

CRM R103A: Total Contact Hours – change to 216. Prerequisite – Negative TB test should be limitation on enrollment.

CRM R105: Out of Class Assignments – need to clarify #1.

CRM R109: Typical Graded Assignments – need to clarify.


TV R103: Objectives – reword #1 so that it is measureable. Content – provide examples of type of equipment and techniques - this is too sparse. Lab Content – specify what is covered in the lab.
Textbook is too old. Typical Graded Assignments – need specific examples.

**TV R104:** Catalog end date needs to be 2018.

**TV R198A-Z:** No substantive comments.

**AS/Certificate of Achievement in Automotive Body and Fender Repair:** No substantive changes.

**AS/Certificate of Achievement in Business Management:** No substantive changes.

**Liberal Studies**

**ENGL R056:** Change start date to Fall 2013.

**ENGL R066:** No substantive changes.

**ESL R054:** Total Contact Hours – change to 90.

**ESL R064:** No substantive changes.

**HIST R117:** Credit Basis – EVP strongly recommends that it be “graded only”.

**POLS R102:** Total Contact Hours – change to 54.

**POLS R104:** Total Contact Hours – change to 54.

**POLS R105:** Catalog end date needs corrected.

**AA-T in Spanish:** No substantive changes - New program, goes to DTRW-I & BOT.

S. Davis called for a motion to accept the First Reading items as presented. J. Merrill moved to accept, C. Mainzer seconded, and the motion carried unanimously.

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<tr>
<th>VI.</th>
<th>Distance Learning Approval</th>
<th>I</th>
<th>None</th>
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<td>VII.</td>
<td>Prerequisite Approval</td>
<td>I, D, AT</td>
<td>The following requisite appendices were approved: BUS R140, CD R113, CD R115, CD R116, CHEM R104, CRM R105, CRM R115, ENGL R056, ENGL R066, ESL R064, MATH R120, PHYS R101L, PHYS R102, PHYS R121 – Approved.</td>
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<td>The following requisite appendices were not approved:</td>
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ADS R110A – Not approved. 1A. ADS R101 objectives are listed but it is not a prerequisite for this course. ADS R104 objectives don’t match the COR exactly.

ADS R110B – Not approved. Under Advisory the wrong course number is listed. The objectives come from ADS R110A, not R110B.

ADS R116 – Not approved. 1A. Objectives vary from those listed on most current version of the ADS R101 COR and need to match.

CRM R102B – Not approved. 1. Lettering mixed up starting with the end of “B” through “G” (end part of “G” numbered “8” should instead by “H.”

CRM R103A – Not approved. 1. Lettering mixed up starting with the end of “B” through “G” (end part of “G” numbered “8” should instead by “H.”

ESL R054 – Not approved. Under Advisory the wrong course number is listed. The objectives come from ESL R052, not R054.

GEOL R178 – Not approved. The objectives from its corequisite should be listed under 1A

MST R178 – Not approved. The objectives from its corequisite should be listed under 1A.

PHYS R101 – Not approved. MATH R116 objectives were not listed and need to be.

PHYS R102L – Not approved. 1.B. Does not match newest wording on PHYS R102 objective list on COR.

PHYS R122 – Not approved. Objectives from MATH R121 needs to match the latest version of the MATH R121 COR now in CurricUNET.

TV R103 – Not approved. 1D and E are the same so the real objective E is missing.

TV R104 – Not approved. 1D and E are the same so the real objective E is missing.

S. Davis called for a motion to accept the approved Prerequisite items as presented. J. Merrill moved to accept, B. Black seconded, and the motion carried unanimously.

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<th>VIII. Deletions</th>
<th>I, AT</th>
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<tr>
<td>AAS R101, AB R005C, ACT R002, AFAM R101, ENGL R030K, ENGL R030R, ENGL R030S, ENGL</td>
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<td>IX.</td>
<td>Suspensions</td>
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<tr>
<th>X.</th>
<th>Consent Items – AP4025</th>
<th>I</th>
<th>S. Davis reviewed the DRAFT AP 4025 and referenced letters (A-F) and reviewed the minor changes to them. Last page went through the minor changes. See handout for all edits. This will be for 2013-14. This will be reviewed by Senate, DCAA and then the Board.</th>
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<td><strong>S. Davis called for a motion to approve AP4025 as presented. E. Rivera moved to accept, C. Mainzer seconded, and the motion carried unanimously.</strong></td>
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<td>XI. Programs and courses for deletion</td>
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| XII. AP 4260 Prerequisites and corequisites | I, D | S. Davis said that this was for information and discussion only because we don’t have a final draft yet. We’ve discussed it here before – Title V changed and now allows for content review. We want to change our AP to reflect that. Senate looked at this on Monday and this will be reviewed at DCAA tomorrow. Some concerns were 34 of 94 (c.3.iii). J. Merrill said that 37 of 94, Item 3a was a similar circumstance and E. Endrijonas said it would be made more general. S. Davis added if there is another change we will bring it back here since we |

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**Curriculum Committee Minutes (2/27/13)**
are not voting on it today anyway but it will be action item on the March 27th agenda and requested any feedback be sent to her or Erika.

| XIII.  | Articulation report | I, D | S. Davis passed out the 5-year review list and said we are down to 80 course outlines that are past due for their revisions. |
| XIV.   | LOT Subcommittee report | I | None |
| XV.    | District GE Committee report | I | None |
| XVI.   | GE Subcommittee report | I | None |
| XVII.  | Distance Ed Subcommittee report | I | None |
| XVIII. | DTRW-I Committee report | I | None |
| XXI.   | CurricUNET discussion/updates | I | None |
| XXII.  | Adjournment | I, AT | S. Davis requested a motion to adjourn, J. Redding moved to approve the motion, M. Sanchez seconded, and the meeting adjourned at 4:43pm. |
| XXIII. | Next meeting | I | The next Curriculum Committee meeting is on March 27, 2013 at 2:00 pm. |