### Members Present:
Teresa Bonham (co-chair), Bret Black, Tami Crudo, Shannon Davis, Carolyn Dorrance, Carmen Guerrero, Chris Mainzer, Judy McArthur, Krista Mendelsohn, Patricia Mendez, Jim Merrill, Everardo Rivera, Mati Sanchez, Christina Tafoya, Emma Waits and Nestor Zaragoza

### Proxy:
Mary Pinto-Casillas for Robert Cabral, Jim Merrill for Jenny Redding

### Non-voting Present:
Erika Endrijonas (co-chair) and Joel Diaz

### Members Absent:
Robert Cabral, Jonas Crawford, Alex Lynch and Jenny Redding

### Non-voting Absent:
Karen Engelsen, Carolyn Inouye, Marji Price and Gail Warner

### Guests:
Bola King-Rushing, Letty Mojica, Andres Orozco and Mary Pinto-Casillas

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**Meeting Date:** 09/12/12  
**Approval of Minutes from:** 08/22/12  
**Recorded By:** Krista Mendelsohn

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<th>AN</th>
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<tr>
<td><strong>DISCUSSION/DECISIONS</strong></td>
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<tr>
<th>ACTION</th>
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<tr>
<td>I. Call to Order &amp; Welcome</td>
<td>T. Bonham called the meeting to order at 2:03 p.m. and declared a quorum present. K. Mendelsohn announced the following proxies: Jim Merrill for Jenny Redding, Mary Pinto-Casillas for Robert Cabral.</td>
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<td>II. Adoption of Agenda</td>
<td>Addition to the Agenda: XVIII. DTRW-I and DCAA – Erika Endrijonas T. Bonham called for a motion to accept the agenda as amended. S. Davis moved to accept, J. Merrill seconded, and the motion carried unanimously.</td>
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<td>III. Approval of Minutes</td>
<td>Corrections to the August 22, 2012 Minutes: None T. Bonham called for a motion to accept the August 22, 2012 minutes as presented. S. Davis</td>
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<td>IV. Second Reading</td>
<td>None</td>
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<td>V. First Reading</td>
<td>I, D, AT</td>
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Due to bugs in the CurricUNET program, the committee did not have access to review the courses in their entirety prior to the meeting, so we walked through each page of the course outline and made comments on pages that were previously unavailable for viewing.

The committee had a CurricUNET discussion throughout the review of the courses, with B. King-Rushing responding to questions and requests as they came up. To begin the review process, it was asked if we should put CurricUNET bugs/flaws in the comments as we review proposals, or wait for them to be ironed out? Bola answered that he’ll be here to work out the bugs and work with Governet (parent company of CurricUNET) as we bring issues to him.

Career & Technical Education

C. Guerrero presented the CRM courses.

**CRM R100** – Introduction to the Hospitality Industry
– Substantial change/ goes to DTRW-I & BOT: increase in units due to added math component. Students can get a license from learning the material in the course, but the license is not part of passing the class.

Changes Needed: Units/Hours – CR-NC should be removed from options for Credit Basis; need Total Contact Hours. Schedule Description – Carmen explained that the “Previous” showed up automatically in the Course Outline without giving the originator the option to remove it. [This is using the old Course Outline form, *get Bola the new form to send to Governet.*] Methods of Instruction – Use Roman numerals not numbers; Bola will make the text box required; Jim – do we want the check list?; Chris – cosmetic changes needed: all “i.e.” to “e.g.”; A. *within*, not with in; students’ possessive; **Instructor-guided** is hyphenated. Typical Graded Assignments – need examples. Outside Assignments – use e.g. not i.e.; what is the term project?

Additional Reviews from CurricUNET:
II.D. catalog description: "application" should be plural (..."introduce math concept applicationS ...")
III.F. "percentages" should be plural
IV. F. remove period at end for consistency.
VI. B. no methods of evaluation listed.
VIII. No discipline assignment listed.

Prereqs, Co-reqs, Advisory, & Limitations on Enrollment should all say "None" and not be left blank. Form needs to include the range of hours. Schedule description needs to be removed from form. Instructor needs to select one form of grading (two are marked). Examples of Methods of Instruction and Methods of Evaluation need to be completed.

Typical Graded Assignments: text is missing. Textbook 2: Association is misspelled.
Additional Certifications: does not appear on COR, although I can see you entered them.

CurricUNET seems to generate an outline format error, as in VI.C.1.i., where i should be a. instead of a lower-case Roman numeral one.

1. SECTION I: Under IC, “Course Modification” should be more specific. What significant items are being changed? Please include in this section.
2. SECTION II: Under Section IIG, H, I, why is there no "Previous" information entered? Is it the same as “Current”? Under Section IIJ, why is the form “Current” and “Current”? This needs to be edited.

Cover sheet discussion: the cover sheet is for our campus, and not a document that goes to the state. It is really just for dates that things get approved. Carmen – Deans need to see the cover sheets for the TOPS codes and she can’t see them. Jim – I’d like to be able to see when a course is being proposed as a GE. Teresa – request to Bola that all committee members get access to the GE page. New courses won’t have cover sheets, only revised courses will since they were entered into the system with cover sheets.

Distance Ed discussion: every course will come through the DE approval queue whether it has a DE component or not. CurricUNET does not have a way to filter this.

**CRM R102A — Quantity Food Preparation —**
Substantial change/goes to DTRW-I & BOT: added prerequisite.

Changes Needed: Methods of Instruction – Use e.g. not i.e. Typical Graded Assignments – content missing. Outside Assignments – handling not handling; textbook is one word; food-service hyphenated. Requisites – move TB test from an Advisory to a Limitation. *Request for Bola – Add “Prerequisite or Concurrent Enrollment” as an option to CurricUNET. If a Corequisite, student will be required to enroll in it even if s/he already took it. Entrance Skills are those that are from the prereq/coreq. If you complete a Requisite, you must complete Entrance Skills – will be renamed Requisite Justification by Bola.

Additional Reviews from CurricUNET:
II. I. credit basis has two different things listed.
V. no method of instruction listed
VI. B. no method of evaluation listed

Choose Prerequisite or Coreq., not both. Best option: Prerequisite - CRM R104 or concurrent enrollment.
Typical Graded Assignments: must have text here.
Discipline Assignment and Additional Certifications: does not show on COR, but I can see you entered them.

IV.L. "Understanding," like J. and K?
In addition, CurricUNET does not bold the alpha characters in the outline for section IV.

1. SECTION I: Under IC, “Course Modification” should be more specific. What significant items are being changed? Please include in this section.
2. SECTION II: Under Section IIG, H, I, why is there no “Previous” information entered? Is it the same as “Current”? Under Section IIJ, why is the form “Current” and “Current”? This needs to be edited.
3. SECTION VI: C1, 2, and 3: why does a little “i” follow a numeral. This doesn't make sense in outlining format. It should be a lowercase “a.” Throughout these subpoints in this Section, please punctuate “i.e.” consistently.
4. SECTION VII: A2. Please remove the inadvertent extra “2.” Under A3, please italicize or underline magazine titles.
Discussion: Request that Bola change it to 60 minutes before one is timed out from CurricUNET.

**CRM R102E** – CRM Foods Laboratory – Substantial change/goes to DTRW-I & BOT: added prerequisite.

Changes Needed: Methods of Instruction – change all i.e. to e.g. Typical Graded Assignments – change all i.e. to e.g. Requisites – CRM R104 should be coreq or concurrent; TB Test should be Limitation, not Advisory. Entrance Skills – text missing.

Additional Reviews from CurricUNET: Credit basis has two options listed. VI. C. should #1 and #2 read like #3 and just say 'none'?

Discipline Assignment and Additional Certification: does not show on COR, but I can see you entered it.

Previous units and hours don't need to show since there were no changes. Catalog description should be in complete sentences with last sentence beginning with a capital letter.

1. SECTION I: Under IC, “Course Modification” should be more specific. What significant items are being changed? Please include in this section.
2. SECTION II: Under IID, please capitalize “Food Service and CRM kitchen” consistently to match IIE. Under Section IIG, H, I, why is there no “Previous” information entered? Is it the same as “Current”? Under Section IIJ, why is the form “Current” and “Current”? This needs to be edited.
3. SECTION IV: Please punctuate “i.e.” consistently. Under IVE, it appears as “ie..”, which I’m sure is not intended.
4. SECTION VI: C1, 2, and 3: why does a little “i” follow a numeral. This doesn’t make sense in outlining format. It should be a lowercase “a.”

**CRM R106** – Nutrition in Food Service – Substantial change/goes to DTRW-I & BOT: unit increase.

Additional Reviews from CurricUNET:
"The course will also provide students with knowledge of nutrients, vitamins, minerals in different foods"
Insert "and" before "minerals"
Two credit basis listed.
No method of evaluation listed in VI. B.
No discipline assignment in VIII. A.

Textbook 1: Guide is mistyped.

Fees doesn't need “previous if different” because there were no changes.

Editorial note: the government has replaced My Pyramid with My Plate. There is a hilarious spoof, however, at http://www.mypyramid.org/tracker.php.

1. SECTION I: Under IC, “Course Modification” should be more specific. What significant items are being changed? Please include in this section.
2. SECTION II: Under Section IIG, H, I, why is there no "Previous" information entered? Is it the same as “Current”? Under Section IIM, why is the form “Current” and “Current”? This needs to be edited.
3. SECTION VI: C1, 2, and 3: why does a little “i” follow a numeral. This doesn’t make sense in outlining format. It should be a lowercase “a.” Under VIC1, please italicize or underline magazine titles. Under VIC2, please punctuate “i.e.” consistently.

**CRM R107** – Pulled because too many pages were blank in CurricUNET.

**First Reading Approval** – As the committee forgot to vote during the meeting, Teresa called for an electronic vote on Sept. 13, 2012 and called for a motion to accept the First Reading items as presented. B. Black moved to accept the motion, C. Guerrero seconded, and the motion carried unanimously.

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<tr>
<th>Section</th>
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<th>Notes</th>
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<td>VI.</td>
<td>Distance Learning Approval</td>
<td>None</td>
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<td>VII.</td>
<td>Prerequisite Approval</td>
<td>CRM 102A and 102E should have been here, but were forgotten on the agenda. They will be here for 2nd reading.</td>
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<td>VIII.</td>
<td>Deletions</td>
<td>None</td>
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### IX. Suspensions
None

### X. Consent Items
None

### INFORMATION/DISCUSSION

**XI. CurricUNET discussion**

* B. King-Rushing reported that lots of changes are being worked on. The Program side of CurricUNET is now up and running. Go to Build –> Degree/Certificates. Bola will try to write basic instructions for building programs by Friday. Collect issues and report them to Bola on all pages as you find them.

* Carmen reported that Frank and Jerry both thought the CurricUNET process was easy.

* Chris asked how a non-voting member views proposals. Bola showed how to view all proposals.

**Voting member discussion:** Need clarification of who is a voting member. Erika referenced the Participatory Governance Manual, and said it needs clarification. *Put on next agenda to discuss who is voting vs. non-voting member, e.g. Counseling, CalWORKs, EOPS, etc. Are they one department or not? Then Teresa will take the results of the Curriculum Committee’s discussion to Academic Senate.

* Jim asked if we can make courses transparent after the department reviews it. Bola answered that it would need to be a special request to CurricUNET, as it goes against the typical method of when courses become view-able.

* Bola went through the long list of bugs in CurricUNET that he is already aware of. Bola requested to see all the new curriculum forms so he could ensure that Governet has the most updated versions to work from. Governet will need to change old to new forms line by line.

* Co-contributors are getting an error message when clicking on the pencil to edit.

* The committee discussed how to input a range of Total Contact Hours without making it Variable Hour. Erika appreciates everyone’s efforts to help make this happen.

* Teresa suggested have a recurring CurricUNET help day when faculty could drop in and get added support. She will send out a notice about dates.
| XII. | Curriculum Institute updates       | I, D | T. Bonham reported on updates from the Curriculum Institute she attended during the summer. CurricUNET will eventually communicate with State Curriculum Inventory, hopefully between Aug and Dec. This will be important for the AA-T/AS-Ts that we have coming through to have a bulk upload feature.

Distance Ed workshop – students now need two years of access to publisher-created material, and must be able to print it. We need to keep the DE appendix separate from the COR. Instructors need to keep record of student’s attendance and last day of attendance (if dropped), for financial aid records to help combat fraud. C. Dorrance suggested communicating these changes to all DE instructors in writing.

Articulation w/Universities workshop – think of your AO as your friend.

C-ID workshop – TMC is the template that we’re working from; the AA-T/AS-T is what you create from that. More AA-Ts are coming. For CSU Spring transfer, only students with AA-T/AS-Ts will be admitted. UC is working of accepting AA-T/AS-Ts too, esp. in Math. Training for Counselors is coming soon. |

| XIII. | Announcement of Voting Dean       | I | E. Endrijonas announced Carmen Guerrero as the voting dean. |
| XIV.  | Review of 2011-12 Curriculum Committee Self-Appraisal Survey | I, D | E. Endrijonas tabled this until next mtg. |
| XV.   | LOT                               | I, D | E. Endrijonas: first meeting is next Tues. Slated to be sub-committee of CC. |
| XVI.  | C-ID and Prerequisite Requirements | I | S. Davis did not have further comments. |
| XVII. | Call for volunteers for the GE Subcommittee | I, D | S. Davis called for volunteers. C. Mainzer and C. Inouye volunteered for the subcommittee. J. Merrill may be interested, depending on meeting dates. Teresa suggested putting out an email for more members.

This year District GE requirements need to be reviewed, especially local requirements that are in |
excess of Title 5.

The GE Committee is mapping CSLOs to the GESLOs and needs faculty assistance. Shannon will email faculty re. how their course is mapped to the GESLOs.

| XVIII | DTRW-I and DCAA | I | E. Endrijonas reported that DTRW-I meets tomorrow. DTRW-I will maintain the same meeting schedule because it is tied to the BOT. The DCAA chair will be Jane Harmon, Interim EVP at MC; first meeting may be October. Erika will serve as the EVP on DCAS. |
| XIX. | Adjournment | I | T. Bonham adjourned the meeting at 4:02 pm. |
| XX. | Next meeting | I | The next Curriculum Committee meeting is on September 26, 2012 at 2:00 pm. |