**CURRICULUM COMMITTEE**

**MEETING MINUTES**

**Voting Members Present:** Shannon Davis (Chair), Alan Ainsworth, Laura Anderson, Robert Cabral, Jonas Crawford, Arminé Derdiarian, Judy McArthur, Arion Melidonis, Robert Morris, Shannon Newby, Richard Williams, Scott Wolf, Catalina Yang, Emily Zwaal

**Voting Members Absent:** Jerry Lulejian, Mati Sánchez, Art Sandford, Ana Maria Valle-Villa

**Proxies:** Judy McArthur for Ana Valle Villa, Arion Melidonis for Emily Zwaal

**Non-voting Members Present:** Luis Gonzalez, Carolyn Inouye, Christina Tafoya, Gail Warner

**Non-voting Members Absent:** Joel Diaz, Lisa Putnam (Co-Chair)

**Guests:**  Janet Dawald, Tami Crudo

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| Meeting Date: 12/13/17 | Approval of Minutes from: 11/08/17 | | Recorded By: Laurie Nusser | |
| **AN = Action Needed** | **AT = Action Taken** | **D = Discussion** | | **I = Information Only** |

**DISCUSSION/DECISIONS**

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|  | ACTION |  |  |
| I. | Call to Order & Welcome | I, AT | S. Davis called the meeting to order at 2:10 p.m.  The following proxies were announced: Judy McArthur for Ana Valle Villa, Arion Melidonis for Emily Zwaal |
| II. | Adoption of Agenda | I, AT | Additions/Changes to the Agenda: Second reading items POLS R100, POLS R101, POLS R102, POLS R108, and PE R133A were pulled from the agenda as the changes have not been made as of yet.  **C. Yang moved to approve the agenda as presented, A. Melidonis seconded, and the motion passed**  **C. Yang moved to a Yes:** Shannon Davis (Chair), Alan Ainsworth, Laura Anderson, Robert Cabral, Jonas Crawford, Arminé Derdiarian, Judy McArthur, Arion Melidonis, Robert Morris, Shannon Newby, Richard Williams, Scott Wolf, Catalina Yang, Emily Zwaal  **No:** None |
| III. | Approval of Minutes | I, AT | Corrections to the November 8, 2017 Minutes: PG 100 missing the leading “R”  **A. Melidonis moved to approve the November 8, 2017 minutes as amended, R. Cabral seconded, and the motion passed.**  **No:** None |
| IV. | Second Reading | I, AT | Career & Technical Education  BUS R120, CAOT R124, CIS R020A, CIS R100, P.A. in Accounting for Entrepreneurs, P.A. in Entrepreneurship, P.A. P.A. in Marketing for Entrepreneurs  Liberal Studies  ANTH R110, ANTH R116/IDS R102, EDU R122, ENGL R098L, ENGL R198C, ENGL R102, POLS R100, POLS R101, POLS R102, POLS R104, POLS R108  POLS R100, POLS R101, POLS R102, POLS R104 & POLS R108 were pulled from the agenda as the changes have not been made.  Library, Transitional Studies, Health, Athletics, PE  PE R133A was pulled from agenda as the changes have not been made.  AS-T in Nutrition and Dietetics  AS-T in Public Health AS-  Math/Science  BIOL R199, CHEM R189, GEOG R102  Student Development  PG R100A, PG R100B, PG R102  **A. Melidonis moved to approve the second reading items, R. Cabral seconded, and the motion passed.**  **Yes:** Shannon Davis (Ch **Yes:** Shannon Davis, Alan Ainsworth, Laura Anderson, Robert Cabral, Jonas Crawford, Arminé Derdiarian, Judy McArthur, Arion Melidonis, Robert Morris, Shannon Newby, Richard Williams, Scott Wolf, Catalina Yang, Emily Zwaal  **No:** None |
| V. | First Reading | I, D, AT | Only substantive changes are recorded in the minutes. Please refer to the comments in CurricUNET for additional non-substantive comments.  First Reading (courses/programs in **bold** are new) –  Career & Technical Education  FT R090 USLA Lifeguard Academy I  Field trips required needed in the catalog description. Variable units should be changed to “yes.” Course objectives #2: consider grouping some topics into sub-categories. Lab content needs formatting updates. Typical graded assignments: fix formatting.  Requisites appear to need correct formatting, legacy required? Appropriate TOP code is under review. There was discussion regarding running an experimental course shell but was decided not to do this as it would push back the offer date of the course even further when it is being expedited. S. Davis indicated this course will go to DTRW-I, return to Curriculum Committee in February, will go to the Board for final approval and should be available in April if all goes well. The unit/hours issue was corrected during the meeting.  Liberal Studies - none  Library, Transitional Studies, Health, Athletics, PE – none  Math/Science- none  Student Development- none  **R. Cabral moved to approve the First Reading items as presented, A. Melidonis seconded, and the motion passed.**  **Yes:**  **Yes:** Shannon D **Yes:** Shannon Davis Alan Ainsworth, Laura Anderson, Robert Cabral, Jonas Crawford, Arminé Derdiarian, Judy McArthur, Arion Melidonis, Robert Morris, Shannon Newby, Richard Williams, Scott Wolf, Catalina Yang, Emily Zwaal    **No:** None |
| VI. | Distance Learning Approval | I, AT | CRM R107, ECON R199, HED R103, HED R104  – **All DL items reviewed and determined complete**  **Approved**  **A. Melidonis moved to approve the complete Distance Learning appendices, S. Newby seconded, and the motion passed.**  **Yes:** Shannon Davis (Ch **Yes:** Shannon Davis, Alan Ainsworth, Laura Anderson, Robert Cabral, Jonas Crawford, Arminé Derdiarian, Judy McArthur, Arion Melidonis, Robert Morris, Shannon Newby, Richard Williams, Scott Wolf, Catalina Yang, Emily Zwaal  **No:** None |
| VII. | Requisite Approval | I, AT | * 1. Prerequisites/Corequisites – FT R090 – **pulled from agenda** as the requisite page needs work   2. Advisories – HED R104   – **HED R104 advisory reviewed and**  **determined complete – Approved**  **A. Melidonis moved to approve the complete Requisite item, C. Yang seconded, and the motion passed.**  **Yes:** Shannon Davis (Ch **Yes:** Shannon Davis, Alan Ainsworth, Laura Anderson, Robert Cabral, Jonas Crawford, Arminé Derdiarian, Judy McArthur, Arion Melidonis, Robert Morris, Shannon Newby, Richard Williams, Scott Wolf, Catalina Yang, Emily Zwaal  **No:** None |
| VIII. | Deletions/Inactivation | I | There were no items in this category. |
|  | Consent Agenda | I, AT | Add advising clarification language to Chemistry portion of prerequisite for CHEM R120 to read “CHEM R110 with  a grade of “C” or better or one year of high school  Chemistry with a grade of B or better.” |
|  | INFORMATION/DISCUSSION |  |  |
|  | Presentation: Alternative GE path for Career Education & STEM majors – Shannon Davis |  | S. Davis provided a presentation of “Proposal of Alternative General Education Pattern for STEM and CE/CTE Majors.” This proposal came from an ad hoc meeting of a group of counselors and articulation officers from all three district colleges. The presentation included the difference between Title 5 GE requirements (18 units) vs. VCCCD GE requirements (29-38 units). CTE and STEM students are graduating with much more than the 60 units required for an Associate degree and anecdotal evidence of counselors indicates that many students choose only to complete a Certificate of Achievement instead of their AA/AS due to the number of units required to complete the degree. The proposal is to align our local GE requirements with Title 5 minimums to increase the number of students completing their Associate degree and in a shorter amount of time. The CCC Board of Governors passed 6 goals in their Vision for Success that include Increasing by 20% the number of students acquiring degrees and certificates, increasing transfers by 35%, and decreasing the average number of units accumulated by CCC students earning an Associate degree. There are many other districts that have this same GE pattern such as LA and SBCC. This initiative is being brought about due to statewide emphasis on student success and outcomes. In addition, in the near future some portion of CCC funding is likely going to be tied to completion data.  Discussion ensued about whether this was beneficial or detrimental to students. Some faculty raised concerns that students wouldn’t be getting the same Liberal Arts education if we reduce requirements especially in light of today’s political climate.  The presentation was also provided to Counseling on 11/14/17 and presented for 1st reading at this meeting. S. Davis requested to have everyone take this back to their departments for their recommendations and to return their comments to her. It will be presented to Academic Senate in Jan or Feb too (with data), then resulting decision goes to DTRW-I next. This is a district wide proposal as GE patterns are a district wide requirement. |
|  | Curriculum Updates – Shannon Davis | I, D | Only courses that were tied to Strong Workforce money or other initiatives/mandates that were time sensitive would be reviewed in Spring 2018 due to the expiration of our contract with Governet (CurricUNET) along with the earlier deadlines for class schedules due to the combined summer/fall registration and earlier schedule go-live dates for every term. Courses can be brought to the curriculum committee for review in February or March 2018, but no later due to the need for DTRW-I review prior to BOT and limited DTRW-I meetings for the year (last one will either be April or early May). Programs (both new and revised), which rely less on CurricUNET for processing/review will still be reviewed in spring as well as course deactivations. |
|  | CurricUNET/Discussion/ Updates – Shannon Davis/Laura Anderson |  | S.Davis reminded everyone not to put new curriculum into CurricUNET any more since the contract ends in February. Faculty should create new programs or do program revisions as Word docs and submit them via email to S. Davis. |
|  | Articulation Report – S. Davis | I | None |
| 1. XIV. | High School Articulation Report – C. Tafoya | I | C. Tafoya will send a list of updates. |
| 1. XV. | Distance Ed Committee Report – Shannon Newby | I, D | No meeting in December. |
| 1. XVI. | General Ed Committee Report – Shannon Davis | I, D | Planning to meet in January. |
| 1. XVII. | DTRW-I Committee Report – Shannon Davis | I, D | No meeting in December, cancelled due to the Thomas fire and few courses for the agenda. |
| 1. XIII. | Strategic Planning Steering Committee Report (SPSC) | I, D | Department Chair meeting on December 5 where they wrote departmental drafts for objectives and action steps. |
| 1. XXI. | New Business | I | There was no new business. |
| XXII. | Public Comment | I | L. Anderson stated that she has been submitting courses approved in Curriculum this fall to the state and the first new control numbers had been issued from the new COCI system (Chancellor’s Office Curriculum Inventory) and she has now put them in CurricUNET and Banner. |
| XXIII. | Adjournment | I, AT | S. Davis adjourned the meeting at 3:15 pm. |
|  | Future Meetings | I | * February 14 * February 28 * March 14 * ~~March 28~~ *(college closed for Spring break)* * April 11 * April 25 * May 9 *(no first reading items will be read)* |