



## CURRICULUM COMMITTEE MEETING MINUTES

**Voting Members Present:** Shannon Davis (Chair), Alan Ainsworth, Laura Anderson, Jonas Crawford, Arminé Derdarian (proxy for Robert Cabral), Judy McArthur, Arion Melidonis, Robert Morris, Shannon Newby, Art Sandford, Kari Tudman (proxy for Mati Sánchez) Ana Maria Valle-Villa, Richard Williams, Scott Wolf, Catalina Yang

**Voting Members Absent:** Robert Cabral, Jerry Lulejian, Mati Sánchez, Michael Webb, Emily Zwaal

**Proxies:** Armine Derdarian for Robert Cabral, Kari Tudman for Mati Sanchez

**Non-voting Members Present:** Lisa Putnam (Co-Chair), Janet Dawald, Luis Gonzalez, Christina Tafoya, Gail Warner

**Non-voting Members Absent:** Joel Diaz, Carolyn Inouye

**Guests:** Alex Lynch, Marlene Dean

Meeting Date: 10/11/17    Approval of Minutes from: 9/27/17    Recorded By: Laurie Nusser

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

### **DISCUSSION/DECISIONS**

	ACTION		
I.	Call to Order & Welcome	I, AT	S. Davis called the meeting to order at 2:09 p.m.  The following proxies were announced: Armine Derdarian for Robert Cabral and Kari Tudman for Mati Sanchez.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: CRM R102, CRM 102B CRM 103A and CRM 105 and CRM R015 were pulled from second reading because they had changes to their TOP codes, a substantial change requiring that they go to DTRW-I first.  <b>A. Valle Villa moved to approve the agenda as amended, A. Melidonis seconded, and the motion passed.</b>

			<p><b>Yes:</b> S. Davis (Chair), A. Ainsworth, L. Anderson, J. Crawford, A. Derdarian (proxy for Robert Cabral), J. McArthur, A. Melidonis, R. Morris, S. Newby, A. Sandford, K. Tudman (proxy for Mati Sánchez) A. Valle-Villa, R. Williams, S. Wolf, C. Yang</p> <p><b>No:</b> None</p>
III.	Approval of Minutes	I, AT	<p>Corrections to the September 27, 2017 Minutes: Janet Dawald listed twice as a non-voting member; add leading Rs to CRM 105 106 and 107 and 109, 113; add comments regarding SLO discussion; Page 11 non-credit courses, suggested revision of “change” to “recommended.”</p> <p><b>A. Valle Villa moved to approve the September 27, 2017 minutes as amended, C. Yang seconded, and the motion passed.</b></p> <p><b>Yes:</b> S. Davis (Chair), A. Ainsworth, L. Anderson, J. Crawford, A. Derdarian (proxy for Robert Cabral), J. McArthur, A. Melidonis, R. Morris, S. Newby, A. Sandford, K. Tudman (proxy for Mati Sánchez) A. Valle-Villa, R. Williams, S. Wolf, C. Yang</p> <p><b>No:</b> None</p>
IV.	Second Reading CRM R102A, CRM R102B, CRM R103A, CRM R105 and CRM R115 were pulled from the agenda at the meeting.	I, AT	<p><u>Career &amp; Technical Education</u> ADS R107, ADS R123, CNIT R144, CNIT R145, <del>CRM R102A, CRM R102B, CRM R103A, CRM R105,</del> CRM R106, CRM R109, CRM R113, <del>CRM R115</del></p> <p><u>Liberal Studies</u> MUS R103A, PSY R131, SPAN R101</p> <p><u>Library, Transitional Studies, Health, Athletics, PE</u> None</p> <p><u>Math/Science</u> MATH R104, MATH R116</p> <p><u>Student Development</u> None</p> <p><b>A. Melidonis moved to approve the second reading items, R. Morris seconded, and the motion passed.</b></p> <p><b>Yes:</b> S. Davis (Chair), A. Ainsworth, L. Anderson, J. Crawford, A. Derdarian (proxy for Robert Cabral), J. McArthur, A. Melidonis, R. Morris, S. Newby, A. Sandford, K. Tudman (proxy for Mati Sánchez) A.</p>

			Valle-Villa, R. Williams, S. Wolf, C. Yang <b>No: None</b>
V.	First Reading	I, D, AT	<p>Only substantive changes are recorded in the minutes. Please refer to the comments in CurricUNET for additional non-substantive comments.</p> <p>First Reading (courses/programs in bold are new)–</p> <p><u>Career &amp; Technical Education</u>  ACCT R101, <b>ACCT R101H</b>, ACCT R102, ADS R121, BUS R189, BUS 198, CNIT R143, <b>CNIT R198B</b>, <b>CRM R103B</b>, <b>CRM R103C</b>, CRM R198, <b>CRM R198F</b>, <b>CRM R198G</b>, <b>CRM R198H</b>, <b>CRM 198I</b></p> <p>ACCT R101 Financial Accounting: Changes needed: None</p> <p><b>ACCT R101H Honors: Financial Accounting:</b> Changes needed: Course Content: I.D. "Cost-Benefit Principle" is listed in regular course but not honors. They need to match. Textbooks: Other texts are listed in regular course but not honors. Discussion ensued regarding needing an Honors Coordinator and release time. The Academic Senate needs to recommend a coordinator to get this process started. J. Lieser is department chair but is interested in this position.</p> <p>ACCT R102 Managerial Accounting: Changes Needed: None</p> <p>ADS R121 Alcohol/Drugs and Domestic Violence: Changes needed: Objectives #4/SLO #2: not sure what "synthesize" means in this context, is this something that can be assessed? It sounds like something a student internalizes, but might not be something we can measure? Methods #6: Is a supplemental reading assignment instruction? Seems like this could potentially be a good candidate for an online class, if that's the plan at some point in the future, why not submit a DE Appendix just in case?</p> <p>BUS R189 Topics in Business: Changes needed: Should some examples of potential course objectives or SLOs be listed, or are the possibilities just too broad? Committee agreed that</p>

		<p>SLOs would be developed for each course topic developed.</p> <p>BUS R198 Short Courses in Business: Should some examples of potential course objectives or SLOs be listed, or are the possibilities just too broad? Committee agreed that SLOs would be developed for each course topic developed.</p> <p>CNIT R143 CompTIA Linux+ Fundamentals and Certification Preparation: Changes needed: Some methods of instruction listed aren't methods. Attachments: remove SLOs and add them to the new SLO page.</p> <p><b>CNIT R198B IT Projects:</b> Changes needed: None</p> <p><b>CRM R103B Advanced Pastry:</b> Changes needed: CB04 is wrong - course is degree applicable as it is a transfer-level course. Select D Credit - Degree Applicable. Consider adding detail to Course Content. Course content and lab content appear to be the same, with the exception of each item having added the word "Making." Perhaps more detail here as well? Methods of instruction: "Instructor will guide students through an exercise in recipe costing on baked items for retail sale" ~ course content and SLOs don't seem to mention this aspect of the course, perhaps add this business-related item to the content? Methods of Evaluation and Assessment list "Essays": this should likewise be added to course content and seems like a great candidate for an SLO. MQs: in certification section you don't need to mention the culinary MQ again since it is properly located above in MQ section. The certification section is for the ServSafe certification you mentioned.</p> <p><b>CRM R103C Cake Decorating and Assembly:</b> Changes needed: Course and lab content need more detail. No mention in course or lab content of essay content to coincide with requirement that is mentioned in the assignments. Nothing in the course or lab content seems to require/imply writing. The methods of instruction mention workbook assignments and text, perhaps the information they cover should also be</p>
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mentioned in the lab or course content.

**CRM R198 Short Courses in Culinary Arts and Restaurant Management:**

Changes needed: Units – In CurricUNET you have to select YES for variable units in order to allow for a range of total contact hours in both 16 and 18 week semesters. (112 to 126).

**CRM R198F Catering Techniques:**

Changes needed: Course content needs detail. Assignments: Is there no identified test? MQs: No Minimum Qual is listed. SLOs: Course objectives look great, an SLO connected to one of these objectives might be nice:

3. Identify and analyze the market for the style of catering business to be developed
4. Calculate menu pricing and explain how it correlates to competitive food service operators
5. Calculate costs, breakeven points, and profit
6. Demonstrate the proper training of service staff for differing types of service

Consider adding more detail to the content and lab content. Methods: "Hands-on repetitive tasks related to catering requests in a variety of work stations within a training kitchen" sounds more like an assignment than a method of instruction, consider revising. DL

Appendix: If the students are required to be present for on- or off-site catering, is the DL Appendix for a hybrid course?

**CRM R198G Dining Room Service:**

Changes needed: Course description: professionalism of using the term 'mom and pop operations' in the basic course information. It might be better to use an alternative phrase versus "real" restaurant. Typical graded assignments do not seem to clearly specify essay based work, do they need to write essays for this course? If not, uncheck Essays under Methods of Evaluation. Lab Content could be revised to describe what the students will be doing. DL Appendix: Can this course realistically be taught online given the lab content?

**CRM R198H Advanced Pastry:**

Changes needed: Make same changes as requested

for CRM R103B

**CRM R198I Cake Decorating and Assembly:**

Objectives: Course content and lab content: sparse.  
Typical graded assignments: do not see essay type assignments but essays are checked under Methods of Evaluation.

Liberal Studies

**ANTH R119** ECON R199, **EDU R124**, HIST R104, HIST R107, HIST R108, HIST R109, HIST R117, MUS R101

**ANTH R119 Introduction to Border Studies:**

Changes needed: Basic Course Info: Missing SAM code, CB21, and CB24. MQ: select only one MQ.

ECON R199 Directed Studies in Economics:

Changes needed: reword course description to remove the "curious or motivated," not appropriate for a course description. Content Review: objectives from Econ R101 and R102 need to be selected/checked off. SLO #1 & 2 are listed together and should be separate.. Methods of Instruction: remove legacy duplicated methods.

**EDU R124 Teaching Literacy in Diverse Classrooms:**

Changes needed: MQs - HR confirmed that we can only assign 1 MQ; which discipline do we want to hire someone into? Recommendation for this course is that it has an EDU MQ. Reading faculty would then need to explore equivalency or FSAs (Faculty Service Areas). TOP Code: recommend using 0801.00: Education, General (Pre-Professional)

HIST R104 History of California:

Changes needed: Is DE appendix same as last review or is this new? Methods of Instructions: #6 Too many "to"s. RE: Textbooks #1 & #3 are 2012. This is ok as long as newer textbooks are also listed.

HIST R107 History of Mexicans in the United States:

Changes needed: All textbooks are marked optional and two of the texts are over five years old, any newer editions? CHST R107, the co-listed course should be

		<p>reviewed at the same time.</p> <p>HIST R108 African-American History: Changes Needed: Textbooks: All textbooks are marked as optional but there are required readings listed in the assignments. Some textbooks are 2011 and 2013, are there newer appropriate textbooks? SLOs #2: "Students will evaluation" Shouldn't it be "evaluate"? Typical Graded Assignments #2: The "good" in "good critical thinking" sounds odd.</p> <p>HIST R109 History of Mexico: Changes needed: Methods of Instruction: #3 "student class presentations and group discussions" sounds more like an assignment than a method. Outside Assignments: Are the exams mentioned in the Writing section take-home exams or in-class exams. If they are take-home, might want to indicate that and if they are in-class then they are not "outside assignments."</p> <p>HIST R117 History of American Women Changes needed: None</p> <p>MUS R101 Fundamentals of Music: Changes needed: Typical graded assignment: no essays are listed but Methods of Evaluation indicates there are essays required. Concert reports can be counted as essay. C-ID issue.</p> <p><u>Library, Transitional Studies, Health, Athletics, PE</u> ENGL R075/<b>ESL R075</b>, ENGL R077/<b>ESL R077</b>, ENGL R085/<b>ESL R085</b>, ENGL R087/<b>ESL R087</b>, ICA R165</p> <p>ENGL R075 Reading Fundamentals/<b>ESL R075</b> <b>Reading Fundamentals:</b> Changes needed: MQs: HR confirmed that we can only assign 1 MQ; which discipline do we want to hire someone into? It appears that this should have an MQ for ESL. Suggest a different TOP Code: The ESL/Reading TOP is 4930.85. MIS Codes: Banner shows that this course is actually 2-levels below transfer, the COR needs to be corrected to indicate 2-levels below transfer.</p> <p>ENGL R077 Writing Fundamentals/<b>ESL R077 Writing</b></p>
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**Fundamentals:**

Changes needed: MQs: HR confirmed that we can only assign 1 MQ; which discipline do we want to hire someone into? It appears that this should have an MQ for English. Other faculty may need to explore equivalency or FSAs (Faculty Service Areas). MIS Codes: Although Banner shows that this course is actually 3-levels below transfer, the Catalog graphic indicates that this class is 2-levels below transfer. Banner and the COR appear to need correction to indicate the course is 2-levels below transfer. Other MIS codes appear to be accurate (has an English TOP code).

ENGL R085/**ESL R085** – not colisted but should be, course revision and new course is listed in curricunet, MQ issue for both ESL and MQ/TOP code discussion, English needs to be colisted, inherent

ENGL R087 Academic Reading/**ESL R087 Basic Composition:**

Changes needed: Basic Course Information: Catalog Descriptions do not match: ENGL says, "The course includes study of..." and ESL says, "The course includes THE study of..." Catalog notes do not match. English includes that ENGL R087 was formerly ENGL R068 but ESL does not. Credit Basis - ENGL has letter grade but ESL has student option. Course Content: Not the same in both courses. ESL ends with VII. Capitalization, ENGL continues on with VIII. Abbreviation, IX Spelling, and X Paragraph principles. Textbooks: ENGL has Other publications but ESL does not.

ICA R165 Conditioning for Athletes:

Changes needed: Course Units: Lower end of range should be 24 (1.5 \* 16). Requisites: Wouldn't a requisite for this course to be a student athlete? MIS Codes: State Inventory and Banner both show this class as transferable to both UC and CSU; should the COR be corrected to reflect the same? Needs something in the description or go see a counselor to indicate ICA.

Math/Science

CHEM R104, **GEOG R198A**, MATH R001, MATH



R120, MATH R121, MATH R122, MATH R134, MATH R143

CHEM 104 General, Organic, and Biological Chemistry:

Changes needed: MIS Codes: State Inventory and Banner have the wrong TOP code (Earth Sci); recommend correcting these to be Chemistry TOP code. Is there a newer textbook than 2012?

**GEOG R198A Geographical Field Interpretation:**

Changes needed: Requisites: GEOG R101 is listed as **both** a concurrent and as a Pre-requisite sequential? Course content: Course requisites for GEOG R101 listed twice. Course content and lab content are identical. Textbook is from 2006; any newer editions or more current options?

Marlene Dean presented the changes to MATH R001.

MATH R001 Transitional Mathematics:

Changes needed: pass/no pass – no letter grade: mastery based and not degree applicable, optional items in course content in because students finish option one and allow enrollment in intermediate algebra. Course and Lab content appear to be identical. They also use different numbering schemes. Outside Reading: not sure word problems constitute outside reading assignments? There is no required textbook for the course, perhaps this should just be left blank?

MATH R120 Calculus with Analytic Geometry I:

Changes needed: none

MATH R121 Calculus with Analytic Geometry II:

Changes needed: none

MATH R122 Calculus with Analytic Geometry III:

Changes needed: none

MATH R134 Linear Algebra:

Changes needed: Banner didn't match state, COR is missing objective (word algebra is missing)

			<p>MATH R143 Differential Equations: Changes needed: No new textbook available? Missing MIS codes</p> <p><u>Student Development</u> none</p> <p><b>A. Melidonis moved to approve the First Reading items as presented, A. Sandford seconded, and the motion passed.</b> <b>Yes:</b> S. Davis (Chair), A. Ainsworth, L. Anderson, J. Crawford, A. Derdarian (proxy for Robert Cabral), J. McArthur, A. Melidonis, R. Morris, S. Newby, A. Sandford, K. Tudman (proxy for Mati Sánchez) A. Valle-Villa, R. Williams, S. Wolf, C. Yang <b>No:</b> None</p>
VI.	Distance Learning Approval	I, AT	<p>ACCT R101, ACCT R101H, ACCT R102, ANTH R119, ENGL R105, ENGL R112, FT R152, CNIT R143, CRM R198G, ENGL R077/ESL R077, HIST R104, HIST R107, HIST R109, HIST R117, MATH R001, MUS R101</p> <p><b>-Reviewed and determined complete</b> <b>- Approved</b></p> <p><b>A. Melidonis moved to approve the complete Distance Learning appendices, C. Yang seconded, and the motion passed.</b> <b>Yes:</b> S. Davis (Chair), A. Ainsworth, L. Anderson, J. Crawford, A. Derdarian (proxy for Robert Cabral), J. McArthur, A. Melidonis, R. Morris, S. Newby, A. Sandford, K. Tudman (proxy for Mati Sánchez) A. Valle-Villa, R. Williams, S. Wolf, C. Yang <b>No:</b> None</p>
VII.	Requisite Approval	I, AT	<p>A. Prerequisites/Corequisites – ACCT R102, CHEM R104, CRM R103B, CRM R103C, CRM R198F, CRM R198G, CRM R198H, CRM R198I, ECON R199, ENGL R087/ESL R087, GEOG R198A, MATH R120, MATH R121, MATH R122, MATH R134, MATH R143</p> <p>B. Advisories – ADS R105A, ACCT R101, ACCT R101H, ENGL R075/ESL R075, ENGL R077/ESL R077, ENGL R085/ESL R085</p> <p><b>-Reviewed and determined complete – Approved</b></p>

			<p><b>A. Melidonis moved to approve the Complete Requisite items, A. Sandford seconded, and the motion passed.</b></p> <p><b>Yes:</b> S. Davis (Chair), A. Ainsworth, L. Anderson, J. Crawford, A. Derdarian (proxy for Robert Cabral), J. McArthur, A. Melidonis, R. Morris, S. Newby, A. Sandford, K. Tudman (proxy for Mati Sánchez) A. Valle-Villa, R. Williams, S. Wolf, C. Yang</p> <p><b>No:</b> None</p>
VIII.	Deletions/Inactivation	I	None
IX.	Consent Agenda	I	None
X.	Curriculum Committee Goals 2017-2018	I, AT	<p>A. Sandford moved to approve the Curriculum Committee Goals for 2017-2018, C. Yang seconded, and the motion passed.</p> <p><b>Yes:</b> S. Davis (Chair), A. Ainsworth, L. Anderson, J. Crawford, A. Derdarian (proxy for Robert Cabral), J. McArthur, A. Melidonis, R. Morris, S. Newby, A. Sandford, K. Tudman (proxy for Mati Sánchez) A. Valle-Villa, R. Williams, S. Wolf, C. Yang</p> <p><b>No:</b> None</p>
	<b>INFORMATION/DISCUSSION</b>		
XI.	Curriculum updates – Deadline for non-sub changes and Experimental Courses		S. Davis indicated the deadline for non-substantial changes & experimental courses to be submitted in CurricUNET is 10/18. Programs should be submitted asap to get through prior to change over from CurricUNET to another system.
XII.	MQ Discussion - L. Putnam		<p>There was discussion regarding multiple disciplines and MQs. Need to identify the primary discipline in Banner. Need to find a way to get around this banner issue as there are extenuating circumstances. Co-listing the courses was discussed to circumvent the system but is a lot more work, new upcoming system may solve the problem.</p> <p>Discipline and the course MQ do not have to match. Methodology issues were discussed. IDS courses were discussed – only one MQ can be entered in Banner. Faculty Service Area (FSA) in other areas and</p>

			need to apply again as a part-timer. Co-listed classes should be determined for the primary MQ in Banner.
XIII.	CurricUNET/Discussion/Updates – Shannon Davis/Laura Anderson		There was no report.
XIV.	Articulation Report – S. Davis	I	There was no report.
XV.	High School Articulation Report – C. Tafoya	I	There was no report.
XVI.	Distance Ed Committee Report – Shannon Newby	I, D	There was no report.
XVII.	General Ed Committee Report – Shannon Davis	I	There has been no meeting yet.
XVIII.	DTRW-I Committee Report – Shannon Davis	I	Courses being reviewed 10/12/17: ACCT R101H, ADS R110A, ADS R110B, ANTH R119, ART R140, BRS R101, CNIT R198B, CRM R102C, CRM R103B, CRM R103C, CRM R107, CRM R198F, CRM R198G, CRM R198H, CRM R198I, EDU R124, ENGL R125, ENGL R128, ESL R075, ESL R077, ESL R085, ESL R087, GEOG R198A, MUS R130, MUS R140, MUS R198, PE R118. Programs being reviewed: AA-T in Geology, COA Fitness Trainer
XIX.	Strategic Planning Steering Committee Report (SPSC)	I	There was no report.
XX.	New Business	I	There was no new business.
XXII.	Public Comment	I	S. Newby indicated there is an OER Summit at the DAC October 20 <sup>th</sup> . Contact Ashley Chelonis for more information.
XXIII.	Adjournment	I, AT	S. Davis adjourned the meeting at 4:07 pm.
	Future Meetings	I	<ul style="list-style-type: none"> <li>• October 25</li> <li>• November 8</li> <li>• <del>November 22</del> (college is closed that week)</li> <li>• December 13</li> <li>• <del>January</del> (curriculum is dark)</li> <li>• February 14</li> <li>• February 28</li> <li>• March 14</li> </ul>

			<ul style="list-style-type: none"><li>• <del>March 28</del> (college closed for Spring break)</li><li>• April 11</li><li>• April 25</li><li>• May 9 (no first reading items will be read)</li></ul>
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