



CURRICULUM COMMITTEE MEETING MINUTES

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

Voting Members Absent: Judy McArthur

Proxies: Arminé Derdarian for Richard Williams, Robert Cabral for Judy McArthur

Non-voting Members Present: Janet Dawald, Joel Diaz, Luis Gonzalez, Christina Tafoya, Gail Warner

Non-voting Members Absent: Carolyn Inouye, Lisa Putnam (Co-Chair)

Guests: Elissa Caruth, Graciela Casillas Tortorelli

Meeting Date: 10/25/17 Approval of Minutes from: 10/11/17 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 2:10 p.m. The following proxies were announced: Armine Derdarian for Richard Williams (here until 2:30), R. Cabral for J. McArthur
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: MUS R103A was already approved at the last meeting and removed from the second reading agenda. A. Melidonis moved to approve the agenda as amended, M. Sánchez seconded, and the motion passed. Yes: S. Davis (Chair), A. Ainsworth, L. Anderson, R.

			<p>Cabral, J. Crawford, A. Derdarian, A. Melidonis, R. Morris, S. Newby, A. Sandford, M. Sánchez, A. Maria Valle-Villa, R. Williams, S. Wolf, C. Yang, E. Zwaal No: None</p> <p>Later in the meeting, ANTH R116 was pulled from the first reading agenda because its co-listed course, IDS R102 was not revised and added to the same agenda. A. Melidonis and M. Sanchez agreed to this additional amendment to the agenda.</p>
III.	Approval of Minutes	I, AT	<p>Corrections to the October 11, 2017 Minutes: 1st Reading Items (page 9) GEOG R198A, Requisites: GEOG R101 change to GEOG R101 in both sentences. Requisite approvals (page 10): minutes state not approved, however, all were approved.</p> <p>C. Yang moved to approve the October 11, 2017 minutes as amended, M. Sanchez seconded, and the motion passed. Yes: S. Davis (Chair), A. Ainsworth, L. Anderson, R. Cabral, J. Crawford, A. Derdarian, A. Melidonis, R. Morris, S. Newby, A. Sandford, M. Sánchez, A. Maria Valle-Villa, R. Williams, S. Wolf, C. Yang, E. Zwaal No: None</p>
IV.	Second Reading	I, AT	<p><u>Career & Technical Education</u> ACCT R101, ACCT R101H, ACCT R102, ADS R110A, ADS R110B, ADS R121, BUS R189, BUS R198, CNIT R143, CNIT R198B, CRM R102A, CRM R102B, CRM R102C, CRM R103A, CRM R103B, CRM R103C, CRM R105, CRM R107, CRM R115, CRM R198, CRM R198F, CRM R198G, CRM R198H, CRM R198I</p> <p><u>Liberal Studies</u> ANTH R119, ART R140, BRS R101, ECON R199, EDU R124, ENGL R125, ENGL R128, HIST R104, HIST R107, HIST R108, HIST R109, HIST R117, MUS R101, MUS R130, MUS R140, MUS R198</p> <p>Discussion about title of ENGL R128. Course approved to move forward and title will remain the same.</p> <p><u>Library, Transitional Studies, Health, Athletics, PE</u></p>

			<p>ENGL/ESL R075, ENGL/ESL R077, ENGL/ESL R085, ENGL/ESL R087, ICA R165, PE R118, COA in Fitness Trainer</p> <p><u>Math/Science</u> CHEM R104, GEOG R198A, MATH R001, MATH R120, MATH R121, MATH R122, MATH R134, MATH R143, AS-T in Geology</p> <p>R. Cabral moved to approve the second reading items, R. Morris seconded, and the motion passed. Yes: S. Davis (Chair), A. Ainsworth, L. Anderson, R. Cabral, J. Crawford, A. Derdarian, A. Melidonis, R. Morris, S. Newby, A. Sandford, M. Sánchez, A. Maria Valle-Villa, S. Wolf, C. Yang, E. Zwaal No: None</p>
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 & Technical Education</u> BUS R111, BUS R120, BUS R121, BUS R122, BUS R124, BUS R125, BUS R132, BUS R140, CAOT R001, CAOT R004, EMT R169</p> <p>BUS R111 Business Law Changes needed: Other Instructional Materials: needs complete citation. SLOs should no longer be attached, use SLO page. MQs: select one; recommend Business (the ASCCC has added JD or LL.B as acceptable under the general Business MQ and eliminated a specific MQ for Business Law.)</p> <p>BUS R120 Introduction to Business Changes needed: MIS Codes: Banner and the State both show this course with a TOP Code of 0501.00 Business and Commerce. TOP Code 0506.00 is more accurate, but it will require the COR to go through additional approvals; MQs: select one. Course Objectives 1 and 2 are the same; phrasing odd. Content: expand a little. SLOs are no longer attached, use SLO page.</p>

		<p>BUS R121 Introduction to Management Changes needed: MIS Codes: SAM Code was left blank. Banner and State Inventory show this course with a SAM code of "D-Possibly Occupational" -- recommend keeping this SAM code. MQs: select one.</p> <p>BUS R122 Human Resource Management Changes needed: MQs: select one, SLO #3: How will students demonstrate this understanding? May want to consider a more measurable verb.</p> <p>BUS R124 Organizational Behavior Changes needed: Course Content: May want to expand on these a little. Methods of Instruction: #2 is incomplete</p> <p>BUS R125 Personal Finance Changes needed: Basic Course Info- Basic skills info missing. MQs: select one.</p> <p>BUS R132 Marketing Changes needed: MQs: select one. Methods of Instruction: #2 is incomplete.</p> <p>BUS R140 Business Communications Changes needed: MQs: select one. Course Content: first section (I - VI) may be better suited under Typical Graded Assignments section, or reworded here.</p> <p>CAOT R001 Keyboarding (Alpha and Numeric) Changes needed: Course is marked repeatable but it is not so this needs changed. Units/Hours: Need the top range of contact hours. Course and lab content could be more robust. Outside assignments section is incomplete in the writing section. No textbook is listed. MQs: select one. SLO formatting issues.</p> <p>CAOT R004 Microsoft Outlook Changes needed: Need the top range of contact hours. MQs: select one. SLO formatting. Need to separate methods of instruction.</p> <p>EMT R169 Emergency Medical Technician Changes needed: opening paragraph for lab content unnecessary unless it is helpful for outside agencies reviewing this COR. Outside assignments: videos</p>
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need to be moved to "other content."

Liberal Studies

CHST R107, **ENGL R098L**, **ENGL R198C**, PHIL R103, PHIL R104, PHIL R105, PHIL R106, SOC R108, AA-T in Anthropology (REV)

CHST R107 History of Mexicans in the United States
Changes needed: Need unit range, on the CHST 107 COR under Typical graded assignments there is a "3. Other" listed that does not appear on the HIST 107 COR.

ENGL R098L Intermediate Composition: Writing and Revision Support

Changes needed: Consider revising course description. New law (AB 705) has requirement to get students through college level English in one year. There was discussion regarding co-requisites and if this was adding units but it is a one-way co-requisite and only attached to certain CRNs so students do not have to take the course. It is designed to save students from taking additional transitional English courses by allowing students to take an English course a level above where they would have placed with this support course to assist them. Experimental classes will be implemented in fall 2018 and spring 2019.

ENGL R198C College Writing Skills and Support

Changes needed: There are no prerequisites or advisories? No MQs listed. Units/Hours need variable for 16-18 week semester. Methods: "student presentations" may not be a method of instruction. Out of Class Assignments - Other: "Participating in classroom debates." Sounds like it is in class? Consider removing.

PHIL R103 Survey of World Religions: East

Changes needed: catalog description: word was omitted so needs rephrased. MQs: select one. Textbooks - text #3 2019, is a new edition coming out?

PHIL R104 Survey of World Religions: West

Changes needed: MQs: select one. Textbooks - text #4 2019, is a new edition coming out?

PHIL R105 History of Ancient and Medieval Philosophy

Changes needed: Units/Hours - upper range did not save (54). Textbooks - all textbooks listed are 2010 or 2011. Anything more current? Methods: 1. Delete? Formatting is odd.

PHIL R106 History of Modern Philosophy

Changes needed: Units/Hours - upper range 54 (Check variable so that upper range saves). Methods of instruction - appear twice (legacy MOI still showing as well?). Textbooks - all textbooks listed 2005 and 2010, anything more recent?

SOC R108 Sociology of the Chicano Community

Changes needed: All of the texts/resources are over 10 years old. Consider updating course description. Units need to be variable. Methods: formatting is a mix of letters and numbers and appears to be legacy and new at once? Is this a CurricUNET issue?

AA-T in Anthropology (REV)

Changes needed: Last sentence in the description of the program is a fragment and would sound better if made into a complete sentence. Program outcomes formatted?

Library, Transitional Studies, Health, Athletics, PE
HED R103, HED R104, HED R107, PE R130, PE R133B, PE R134A, PE R148A, **AS-T in Nutrition and Dietetics, AS-T in Public Health Science**

HED R103 Women's Health

Changes needed: Basic Course Information: Catalog date needs to be updated. The CB04 should be changed to "Credit - Degree-Applicable". Units / Hours - Variable units needs to be changed to "yes" to get the lower end of the range for 16 to 18 weeks. Distance Learning Appendix - If this is intended to be a DE course then something needs to be written in the "methods of instruction" section (copy the wording from the attached DE appendix in Attached Files but change CMS to LMS). If not, then the options for information transfer should be removed. Faculty confirmed during the meeting that this was not a DE course.

There was discussion regarding Banner allowing only one MQ to be entered. There is no way to list multiple MQs unless grandfathered in by District. There was a suggestion to have District HR attend the Academic Senate meeting to explain this issue.

HED R104 Personal Health and Wellness

Changes needed: Basic Course Info: Catalog date needs to be updated to Fall 2018. MQs: select one. Units/Hours: Change variable to "yes" to allow for listing the upper unit range. Requisites: The C-ID has an English advisory if you want to include this. Methods of Instruction: #2 mentions doing laboratory activities and assignments but there are no lab units associated with this course, #5 sounds like a graded activity not like a method of instruction, #6 (distance ed) does not need to be indicated here, delete legacy methods of instruction. Typical Graded Assignment: #4 mentions lab activities but there are no lab units associated with this course. Textbook: The textbook listed is the same author but not the same title as the sample texts given in the C-ID descriptor. May want to list a second text from the list they provide. Distance Education Appendix: Methods of Instruction section needs to be completed (copy from attached DE Appendix using LMS instead of CMS) or the information transfer portion needs to be removed if this is not meant to be a DE course. Faculty confirmed that this is not a DE course.

HED R107 Health/Fitness/Mental Aspects of Self-Defense

Changes needed: Discussion regarding title change of course. Consensus that new title was appropriate. MQs: select one. Change contact hours to variable to reflect a 16 to 18 week semester. Check/change formatting for course content. Distance Learning page is incomplete and will be removed because faculty confirmed it is not intended to be a DE course. No lab required for this class any longer, used to be a co-requisite with HED R107L.

PE R130 Jujitsu

Changes needed: Course Description: needs reworded. Units/Hours: change variable to "Yes" and then add the range of 48 to 54 hours. SLOs: need to

redo from historic SLOs so each is listed separately then delete historic. Distance Learning Appendix: please complete the statement for "regular effective contact." or remove if not a DE course. Faculty confirmed this is a physical activity course not intended to be offered online.

PE R133B Boxing for Fitness II
Changes needed: Units/Hours: change variable to "Yes" and then add the range of 48 to 54. Distance Learning Appendix: please complete the statement for "regular effective contact." Faculty confirmed this is a physical activity course not intended to be offered online.

PE R134A Escrima/Filipino Martial Arts
Changes needed: Units/Hours: change variable to "Yes" and then add the range of 48 to 54. Distance Learning Appendix: complete the statement for "regular effective contact." Faculty confirmed this is a physical activity course not intended to be offered online.

PE R148A Women's Conditioning I
Changes needed: Basic Course Info: update catalog year. Methods of Instruction: #3: "Students and the instructor will participate" complete the statement. Distance Learning Appendix: complete the statement for Methods of Instruction or remove if not a DE course. Faculty confirmed this is a physical activity course not intended to be offered online.

AS-T in Nutrition and Dietetics
Changes needed: When comparing the AS-T to the TMC, we list HED 102 (our HED R113) instead of NUTR 110 (our HED R114). Does HED 102 meet the C-ID descriptors for NUTR 110? If not, might want to think about matching the two or creating the course. Confirmed that this was just a typo not intentional. Does Chemistry lab need to be listed under core courses to match the TMC? Do the chemistry courses need to be listed on List A if they are required core courses? Answer: no. NUTR 120 Principles of Food with lab is listed on List B of the TMC. Should the course be created?

AS-T in Public Health Science

			<p>Changes needed: Check wording of PSLO #1: remove "comprehend." Total units needs to be fixed. Suggestion to consider adding ANTH R118 to degree Will have to look at TMC/CCCCO template to see if this is allowable.</p> <p><u>Math/Science</u> BIOL R189, ESRM R100, PHSC R170</p> <p>BIOL R189 Topics in Life Science Changes needed: None</p> <p>ESRM R100 Introduction to Environmental Science Changes needed: None</p> <p>PHSC R170 Concepts in Physical Science Changes needed: None.</p> <p><u>Student Development</u> None</p> <p>A. Melidonis moved to approve the First Reading items as presented, A. Derdiarian seconded, and the motion passed. Yes: S. Davis (Chair), A. Ainsworth, L. Anderson, R. Cabral, J. Crawford, A. Derdiarian, A. Melidonis, R. Morris, S. Newby, A. Sandford, M. Sánchez, A. Maria Valle-Villa, S. Wolf, C. Yang, E. Zwaal No: None</p>
VI.	Distance Learning Approval	I, AT	<p>BUS R111, BUS R120, BUS R121, BUS R122, BUS R124, BUS R125, BUS R132, BUS R140, CHST R107, ENGL R098L, ENGL R198C, ESRM R100, PHIL R105, PHIL R106, SOC R108</p> <p>– Reviewed and determined complete – Approved</p> <p>A. Melidonis moved to approve the complete Distance Learning appendices, R. Cabral seconded, and the motion passed. Yes: S. Davis (Chair), A. Ainsworth, L. Anderson, R. Cabral, J. Crawford, A. Derdiarian, A. Melidonis, R. Morris, S. Newby, A. Sandford, M. Sánchez, A. Maria Valle-Villa, S. Wolf, C. Yang, E. Zwaal No: None</p>

VII.	Requisite Approval	I, AT	<p>I. Prerequisites/Corequisites – BIOL R189, ENGL R098L, ENGL R198C, PE R133B, PHSC R170</p> <p>II. Advisories – EMT R169, ESRM R100</p> <p>– All requisites and advisories reviewed and determined complete – Approved</p> <p>A. Derdiarian moved to approve the Requisite items, A. Melidonis seconded, and the motion passed.</p> <p>Yes: S. Davis (Chair), A. Ainsworth, L. Anderson, R. Cabral, J. Crawford, A. Derdiarian, A. Melidonis, R. Morris, S. Newby, A. Sandford, M. Sánchez, A. Maria Valle-Villa, S. Wolf, C. Yang, E. Zwaal</p> <p>No: None</p>
VIII.	Deletions/Inactivation	I	<p>BUS R130, ENGL R151, ENGL R152, ENGL R153, ENGL R154, ENGL R157</p> <p>A. Villa-Valle moved to approve the Deletions/Inactivation items, A. Sandford seconded, and the motion passed.</p> <p>Yes: S. Davis (Chair), A. Ainsworth, L. Anderson, R. Cabral, J. Crawford, A. Derdiarian, A. Melidonis, R. Morris, S. Newby, A. Sandford, M. Sánchez, A. Maria Valle-Villa, S. Wolf, C. Yang, E. Zwaal</p> <p>No: None</p>
IX.	Consent Agenda	I, AT	None
	INFORMATION/DISCUSSION		
X.	Curriculum Updates – Spring Cycle – Shannon Davis	I, D	<p>There was a suggestion to add a spring curriculum cycle this year for courses to be effective spring 2019 due to the need to create courses to meet many of the new state initiatives and for Strong Workforce funding. Courses could 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. The new curriculum management system may not be in place and there may not be access to CurricUNET anymore so courses may have to be created manually as a Word document and review take place the way it was prior to having CurricUNET.</p>

XI.	Curriculum Deadlines		S. Davis indicated that November 1 st is the deadline for all courses with 5-year reviews/non-sub changes to courses with no Banner/catalog changes for Fall 2018.
XII.	CurricUNET/Discussion/ Updates – Shannon Davis/Laura Anderson		The CourseLeaf demo was held this week and the AOs and other pertinent staff are meeting separately to draft a common COR districtwide. GoverNet (hosting for CurricUNET) is being invited to present again by our district I.T. department in an effort to help with negotiations. The district wants to propose that GoverNET allow the district to pay for one more year of hosting CurricUNET while the new curriculum management system is being built to provide time to transition without disrupting our curriculum process.
XIII.	Articulation Report – S. Davis	I	There was no report.
XIV.	High School Articulation Report – C. Tafoya	I	There was no report.
XV.	Distance Ed Committee Report – Shannon Newby	I, D	There was no report.
XVI.	General Ed Committee Report – Shannon Davis	I, D	There has been no meeting yet.
XVII.	DTRW-I Committee Report – Shannon Davis	I, D	There was no report.
XVIII.	Strategic Planning Steering Committee Report (SPSC)	I, D	There was no report.
XIX.	New Business	I	There was no new business.
XXII.	Public Comment	I	There was no public comment.
XXIII.	Adjournment	I, AT	S. Davis adjourned the meeting at 4:02 pm.
	Future Meetings	I	<ul style="list-style-type: none"> • November 8 • November 22 (<i>college is closed that week</i>) • December 13 • January (<i>curriculum is dark</i>) • February 14 • February 28 • March 14 • March 28 (<i>college closed for Spring break</i>) • April 11

			<ul style="list-style-type: none">• April 25• May 9 (<i>no first reading items will be read</i>)
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