



COMMITTEE ON CURRICULUM & INSTRUCTION MEETING MINUTES

March 1, 2019 10:00 A.M., B6

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. **Call to Order: Kyri Freeman, Curriculum Committee Chair**

The meeting was called to order at 10:06 a.m.

II. **Roll Call**

Voting Members Present: Ibrahim Aboud, Carole Blake, Lilia Franco, Kyri Freeman, Vincent Lovato, Melissa Matteson, Susan Nylander, Jaime Rodriguez, Joseph Williams, Jennafer Worland

Non-Voting Members Present: Tim Botengan, Heather Brang, Karen Kane, Penny Shreve, Sandi Thomas

Members Absent: Rudolfo Duque, Apineru Lealofi, Heather Minehart, Jonathan Robles

Guests: Nance Nunes-Gill, Jessica Tainatongo, Eduardo Vasquez, Tanesha Young

III. **Approval of Agenda**

It was moved/seconded (Worland/Williams) to amend the March 1, 2019 agenda, adding CHEM 2A/CHEM 2B to New Business (7,0,0 Passed)

IV. **Approval of Minutes from February 22, 2019**

February 22, 2019 Minutes were approved with the amendment to include Melissa Matteson as excused from the February 22, 2019 Curriculum meeting. (8,0,1 Passed)

V. **Opportunities to Address the Committee**

VI. **Reports**

A. Curriculum Committee Chair – Kyri Freeman

Curriculum flow material was presented at the recent All Division meeting. Forms and Flow Charts have been put on the Curriculum part of the website. Easiest way to find this information is by using the internal Google search bar and type in 'Curriculum.'

EVP of Academic Affairs – Karen Kane

EVP Kane complimented the members of the Curriculum Committee. Recognized the long explanation of flow that was covered at the previous meeting and had seen Curriculum members be able to speak up and answer questions regarding Curriculum in outside meetings. Good moving forward. Thank you and well done.

B. Dean of Instruction – Penny Shreve

In discussion with English and Math about possible changes in curriculum in terms of support.

C. Dean of CTE – Sandi Thomas

Ongoing work with CBIS and CSIS as well as CHLD and ESL that are being taken to Tech Review today. Work in progress.

D. Dean of DE and Learning Support – Tim Botengan

Digital Learning Day sessions were recorded and will be made available to all college. 300 to 400 people in some of the sessions; growing every year. Finals week for the first 9-week term. Will still continue to offer the same support in the TLSC; tutors available, workshops still being taught. Chemistry, Biology, Math and English; testing anxiety, etc. Take a look at the next announcement and continue sending students to the TLSC.

E. Articulation Officer – Jaime Rodriguez

Continuing the discipline faculty meetings with Lisa Holmes and Heather Minehart. Reviewing new courses.

F. SLOAC Chair – Jennafer Worland

SLOAC upcoming meeting is Monday. Will be discussing SLOACs role will be in the process and procedures for SLO changes.

VII. Consent Agenda from Tech/Peer Review

A. No consent agenda moved forward

VIII. Unfinished Business**A. Clarification of Existing Course Approval Process**

EVP Kane shared that K. Freeman went over the Flow Charts that are now available on the college website.

Dean Shreve discussed the variation of the signatures on the flows. Curriculum Chair Kyri Freeman responded the signature concern and flow will be discussed at Tech Review meeting taking place immediately after the Curriculum meeting, but also that the process is still under review as we try to fine tune to make it an easier process for all.

EVP Kane stated there was an avalanche of emails as the Tech Review agenda was being prepared the day prior. Curriculum committee is doing great in unusual circumstances. People are stepping into their jobs within Curriculum and leading faculty so they don't have angst and can calmly contribute. Thank you and you should be proud how the process is progressing as a committee.

B. Curriculum Flow Narrative

K. Freeman went over the Curriculum Flow narrative (see attached document) which supplements the visual flowchart that was provided at the previous Curriculum meeting. The group email is still under construction but should be operational soon.

Vote to include the Curriculum Flow Narrative be placed on the website. (9,0,0 Passed)

IX. New Business**A. IGETC and CSU General Breadth Patterns for Local AA/AS**

Motion moved/seconded (Nylander/Rodriguez) to approve Eduardo Vasquez's suggestion for IGETC and CSU General Breadth Patterns for Local AA/AS

E. Vasquez explained some college are using the IGETC and the CSU/UC Breadth to satisfy the local AA/AS degree requirements. Students can as an option get the local AA/AS and start working; option 2 they can finish AA/AS requirements and transfer requirements and graduate and 3rd option they complete their transfer requirements and just transfer, no graduation. Mainly in relation to non-occupation degrees. Proposing that we option 1 – (see attached document) only need to finish the IGETC or CSU/UC. Adds in the ability to receive the degree and explained it could help us capture a lot of students.

E. Vasquez clarified that local requirements would be staying the same, just adding an additional option and providing a degree with that additional option. Counselors are involved,

have taken a look and recommend this to the curriculum committee. E. Vasquez will work further with counselors and create an ED plan to bring back to the committee at a future date.

Motion moved/seconded (Lovato/Franco) to postpone further discussion regarding the IGETC and CSU general Breath Patterns for Local AA/AS to next Curriculum Meeting

B. CHEM 2A/CHEM 2B

Motion moved/seconded (Aboud/Worland) to approve CHEM 2A

Discussion: Courses to be taught Fall 2019. Peer Review done folder. Not new courses, minor revisions. No DE forms because they have a heavy lab component.

EVP Kane Class stated class size maximum should be 45. Do not cap your courses on the COR, you go with the contract of 45. We would cap per scheduling if you have a room limitation or some other specific need.

Inquiry regarding the number of outcomes had Jennafer Worland reply that she would do some research but most colleges have a standard 5 outcomes.

Nance Nunes-Gill stated the original recommendation that a college have 3 outcomes can vary based on the course itself and what it is really needed, with the caveat that each individual outcome would need to be assessed.

Jaime Rodriguez saw the email for peer review, haven't seen all documents pertaining to CHEM 2A and has C-ID alignment questions.

Kyri Freeman- CHEM ADT has been proposed and suggested that if it doesn't meet C-ID it could be changed later.

EVP Kane and Dean Shreve stated that CHEM 2A/CHEM 2B were approved at this committee previously but got stuck somewhere. They were approved but never taught; were in the COCI. Instructor wasn't aware the chancellor's office approved them.

Discussion continued whether to move CHEM 2A/CHEM 2B through, as the process did not follow the established procedures not wanting to rush the courses through just because it needs to be taught in the Fall 2019 semester. If not approved today, the courses would not go to board meeting until April 17th and then having to go to the COCI, it runs the risk of not making it on the first fall published schedule. Still can be scheduled for Fall if not approved today, but with the May 6TH Fall schedule publication date it would be very tight. Articulation concerns.

Vincent Lovato expressed the concern that the course would be approved and then since it had not been articulated would not transfer.

Lovato – Do we need to be absolutely sure this needs to be articulated before it gets approved. Concerns it gets taught and it won't be transfer.

Dean Shreve – Chem/Science need to start in sequence. Was approved already and doesn't C-ID, put it through again with corrections.

Melissa Matteson said from a counseling perspective 2B has the prerequisites of 2A so the main concern would be getting 2A through for Fall.

Vote called for CHEM 2A to move forward to the Board of Trustees agenda with the small amendment of the class size (0,9,0, Not Passed)

Motion moved/seconded (Franco/Lovato) to call for an emergency meeting March 8, 2019 (8,0,1 Passed)

Motion moved/seconded (Lovato/Franco) to table CHEM 2B for a later meeting

X. Announcements

EVP Kane shared that Denise Pasley has arranged a 4-week series for Entrepreneurship. Can support by encouraging students to attend or by bringing their students to these events. Event is a 4 week series occurring Thursdays, March 28, April 4, April 11 and April 18th. This is an opportunity to reinforce what you teach outside the classroom.

XI. Future Agenda Items

- More courses coming forward
- E. Vasquez returning
- Tech Review items

XII. Next Regular Meeting – 10:00a.m., March 22, 2019, B6

XIII. Emergency Meeting – 10:00a.m., March 8, 2019, B6

XIV. Adjournment was adjourned at 11:08 A.M.

BENEFITS OF THE AA-T AND AS-T DEGREES

Besides the benefit of completing community college coursework with an associate degree in hand, this program also provides students with the necessary preparation to transfer to the CSU system and complete a baccalaureate degree with no more than 60 additional units. Students with an AA-T or AS-T degree will be guaranteed admission to a CSU campus with junior standing. While not guaranteed admission to their campus of choice, students will be given priority consideration for admission to their local CSU campus and to any CSU campus that offers a program that has been designated as "similar" by CSU.

ASSOCIATE DEGREES FOR TRANSFER BY DISCIPLINE:

Administration of Justice AS-T
 Anthropology AA-T
 Biology AS-T
 Business Administration AS-T
 Communication Studies AA-T
 Early Childhood Education AS-T
 English AA-T
 Film, Television, and Electronic Media AS-T
 Geography AA-T
 Geology AS-T
 Kinesiology AA-T
 Mathematics AS-T
 Music AA-T
 Philosophy AA-T
 Physics AS-T
 Political Science AA-T
 Psychology AA-T
 Sociology AA-T
 Theatre Arts AA-T

You may also visit the website below for more information:
www.valleycollege.edu/academic-career-programs/degrees-certificates

ASSOCIATE DEGREE (GRADUATION) REQUIREMENTS

Graduates from San Bernardino Valley College (SBVC) receive an Associate of Arts degree or an Associate of Science degree. To earn an Associate degree, students must complete general education breadth requirements as specified in Option #1 or Option #2 below, as well as additional units of electives and/or lower division requirements for a major.

Students must file a Graduation Application in the Records Office by the deadlines listed below:

FALL GRADUATION	October 1
SPRING GRADUATION	March 1
SUMMER GRADUATION	July 1

When printed deadlines fall on either Saturday or Sunday, the filing period will be extended to the Monday following the deadline date.

ASSOCIATE DEGREE: OPTION #1

The Option 1 associate degrees are general degrees designed for students who plan to attend a four-year college or university.

ASSOCIATE DEGREE: OPTION 1A

The general education breadth requirements are the same as the requirements for the *Intersegmental General Education Transfer Curriculum* (IGETC). Refer to page 37 of the catalog for the IGETC requirements. In the process of completing this coursework, the student must fulfill these general requirements:

1. Complete a minimum of 60 transferable semester units of college coursework, with at least 12-degree applicable semester units in residence at SBVC.
2. Earn a letter grade of C or higher in each course.

ASSOCIATE DEGREE OPTION 1B

The general education breadth requirements for this degree are the same as the requirements for the *California State University General Education Breadth Requirements* (CSU GE-Breadth). Refer to page 38 of the catalog for the CSU GE-Breadth requirements. In the process of completing this coursework, the student must fulfill these general requirements:

1. Complete a minimum of 60 transferable semester units of college coursework, with at least 12-degree applicable semester units in residence at SBVC.
2. Earn at least a 2.0 grade point average for the CSU GE coursework. Earn a grade of C- or better for each course in the Oral Communication, Written Communication, Critical Thinking and Mathematics/ Quantitative Reasoning categories.

ASSOCIATE DEGREE: OPTION #2

This general Associate Degree is designed for students planning to seek immediate employment after graduation. The general education breadth requirements for this degree are listed below. In the process of completing this coursework, students must fulfill these general requirements:

1. Complete ACAD 001.
2. Complete a minimum of 60 semester units of college coursework, with at least 12-degree applicable semester units in residence at SBVC.
3. Earn an overall grade point average of C (2.00) or higher.
4. Complete coursework for an Associate of Arts or an Associate of Science major as listed in Part IV of the *San Bernardino Valley College Catalog*. Note: you must declare a major in order to receive a degree. All courses used to satisfy the majors for the Associate degrees must be completed with a grade of "C" or higher.
5. Demonstrate competency in English, mathematics and reading by satisfying the following criteria:
 - A. Competency in English as demonstrated by completion of ENGL 101 or ENGL 101H with a grade of C or higher.
 - B. Competency in mathematics as demonstrated by:
 1. Completion of MATH 095, or a higher level course in mathematics with a grade of C or higher, or a course from another college with a minimum of three semester units, *or*;
 2. Completion of a mathematics proficiency examination, which is equivalent to a comprehensive final examination in MATH 095 with the equivalent to a grade of C or higher.
 - C. Competency in reading as demonstrated by:
 1. Completion of READ 015 with a grade of C or higher, or assessment into READ 100, *or*;
 2. Completion of all courses required to satisfy minimum graduation requirements in Categories I, II and III as listed below with an overall grade point average of 2.00 or higher.
6. Complete 24 to 26 of the 60 semester units needed for graduation from the five subject categories as listed below:

CATEGORY I: NATURAL SCIENCE

(Minimum: 4 semester units if a laboratory is included; otherwise 6 semester units). Laboratory classes are underlined.

Courses in the following subjects carry credit for

Natural Science:

ANTHRO	106, 104H, <u>106L</u>
ASTRON	120, <u>125</u>
BIOL	<u>100</u> , 104, <u>109</u> , <u>109H</u> , 141, <u>155</u> , <u>205</u> , <u>206</u> , <u>207</u> , <u>250</u> , <u>251</u> , <u>260</u> , <u>261</u> , <u>270</u> , <u>292</u>
CHEM	<u>101</u> , <u>104</u> , <u>104H</u> , <u>105</u> , 110, <u>150</u> , <u>150H</u> , <u>151</u> , <u>151H</u>
FN	162
GEOG	110, <u>111</u> , <u>111H</u> , <u>114</u>
GEOL	101, <u>111</u> , <u>112</u> , 122, 250, 251
OCEAN	101, <u>111</u>
PHYSIC	<u>101</u> , <u>150A</u> , <u>150B</u> , <u>200</u>
PS	101
PSYCH	141



Spring 2019 Curriculum Flow

New Credit or Non Credit Course, New Program or Existing Program Revision for Spring 2019

FORMS: New Course Approval Form (New Courses/New Program), Program Verification Form (Existing Program/Certificate revisions) COR, DE Approval/Materials Form (as applicable)

- Have appropriate forms signed/approved by individuals identified on the forms
- Submit/Email forms to: curriculum@barstow.edu
- Course/Program is then placed on the Tech Review agenda
Tech Review may return the course/program back to the initiator if there are concerns. Tech Review notes are posted within Canvas viewable by clicking through the following steps: Files – Curriculum – New Curriculum Processing – 1 Semester – 1 Spring 2019 – 2 Tech Review Suggestions. Notes will be posted by end of day the following Monday after Tech Review. Please contact your area Dean with questions
- When Tech Review approved:
 - New Course is placed on the Curriculum Committee Agenda. When approved, moves forward to the Board of Trustees agenda
 - Existing Program is placed on the Curriculum Committee Agenda. When approved, moves forward to the Board of Trustees agenda
 - New Program will go under New Business at the Curriculum Committee for first read. When approved, the new program will return to Curriculum Committee for a second read before moving forward to the Board of Trustees agenda
- Once passed by the Board of Trustees, item is uploaded to the Chancellors Office and may take *up to 60 days for approval for new programs and non-credit courses to be approved*
- The Articulation Officer submits the course for C-ID and other articulation purposes
- Once approved, the course/program may be offered
- Course/Program is added/edited in the catalog
- Course is updated in Canvas and can be found within the Curriculum Canvas folder – Files – BOT Approved CORs
- Revisions are communicated by area Dean to all faculty teaching the course/program

Existing Course Revision for Spring 2019 - NON-SUBSTANTIVE CHANGE

FORMS: Revised COR (Not the Course Modification Form)

Examples/Common Uses: content, textbook, assignments

- Faculty author communicates with and gets approval from the full-time faculty and area Dean to revise
- Submit/Email a revised COR, along with a clear explanation of changes being made to: curriculum@barstow.edu *Your email must CC the fulltime discipline faculty and area Dean
- Articulation Officer will contact the Peer Reviewer
- Peer Reviewer will check the course. If approved, the course goes back to the Articulation Officer. If applicable, Articulation Officer updates articulation systems, submits for C-ID
- Course is updated in Canvas. Updated CORs can be found within the Curriculum Canvas folder – Files – BOT Approved CORs.
- Revisions are communicated by area Dean to all faculty teaching the course

Existing Course Revision/Transitions for Spring 2019 - SUBSTANTIVE CHANGE

FORMS: Course Modification Form, COR, Old Face Page, DE Approval/Materials Form (as applicable)

Examples/Common Uses: Face Page revisions – TOP codes, course title, pre-requisites, hours, units

- Have appropriate forms signed/approved by individuals identified on the forms
- Submit/Email forms to: curriculum@barstow.edu
- Articulation Officer will contact the Peer Reviewer
- Peer Reviewer will check the course. Questions or Concerns may come back to the faculty author.
- Once approved by Peer Review, the Articulation Officer places the course on the Curriculum Consent Agenda
- Once passed, Item goes on the Board of Trustees agenda
- Once passed by the Board of Trustees, item is uploaded to the COCI/Chancellors Office and the updated COR within Canvas. The most up to date and current COR can be found in Canvas by locating the Curriculum Canvas folder – Files – BOT Approved CORs.
- Articulation Officer submits the course for C-ID and other articulation purposes as needed.
- Revisions are communicated by the area Dean to all faculty teaching the course
- Catalog updated as needed