



COMMITTEE ON CURRICULUM & INSTRUCTION MEETING MINUTES

April 5, 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 10:03a.m.

II. Roll Call

Voting Members Present: Ibrahim Aboud, Rodolfo Duque, Lilia Franco, Kyri Freeman, Apineru Lealofi, Vincent Lovato, Susan Nylander, Jennafer Worland

Non-Voting Members Present: Tim Botengan, Heather Brang, Karen Kane, Jessica Tainatongo, Sandi Thomas

Members Excused: Melissa Matteson, Heather Minehart, Joseph Williams, Jaime Rodriguez,

Members Absent: Carole Blake, Jonathan Robles, Penny Shreve

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

III. Approval of Agenda

The Agenda of April 5, 2019 was approved. (6,0,0 Passed)

IV. Approval of Minutes from March 22, 2019

The Minutes of March 22, 2019 were approved. (6,0,0, Passed)

V. Opportunities to Address the Committee

None

VI. Reports

A. Curriculum Committee Chair – Kyri Freeman

Continuing to approve courses. Please remember that existing degrees and certificates need to go through on the New Forms. If you are not waiting for C-ID, programs need to be resubmitted.

K.Freeman is stepping down from Curriculum Committee Chair as of May 17th. Nance Nunes-Gill stated that Academic Senate is allowed to appoint according to the bylaws, for the remainder of the term. Elections would be held in Spring of 2020. It was also mentioned that with the upcoming July 2019 Curriculum Institute, Academic Senate can pay for Melissa Matteson, Eduardo Vasquez, and Jaime Rodriguez.

B. EVP of Academic Affairs – Karen Kane

With the immense amount of work Barstow has been doing, there is conversation of expanding course options into Saturdays starting with 2 classes in the morning for 9 weeks; can be offered with hybrid. The idea is we want to accommodate different schedules for students but also be prepared for any situation that could impact enrollment, for example, a recession. These Saturday courses, along with a Tuesday and Thursday night pattern,

partially online, in one semester, if extra committed a student could potentially take 12 courses. Currently looking at options, as we would not do this without proper support such as available hours on these days for the Library, TLSC, food options, counseling, A&R and Financial Aid.

C. Dean of Instruction – Penny Shreve

Absent

D. Dean of CTE – Sandi Thomas

Continuing to build classes, IMM & AUTO, CBIS/CSIS

E. Dean of DE and Learning Support – Tim Botengan

The Distance Education Committee voted unanimously to recommend the adoption of the revised CVC-OEI Course Designed Rubric for a first read. There is an online faculty mentoring program in development as well as the creation of checklists so that faculty are aware they are meeting all requirements and guidelines. A vetting process for Instructional Technology and Software is being created so that any integration with instructional software there are assurances in place that ensure its accessible for students before its adopted and, that the Instructional Technology can be integrated with the College's systems.

Annual Online Teaching Conference is in June. There are 2 faculty members confirmed for the conference, waiting on 3 more to confirm. Academic Senate paying for 2 members, the rest will be funded through other means.

Midterms are occurring, the TLSC is still offering workshops, some more popular than others. Currently trying to figure out what works. It was reported at the All College meeting, that there have been over 600 tutoring sessions, doubled from last year. This support is being established at Fort Irwin as well. If the need continues to go up, we will provide more tutors at Irwin. Integrated StarFish kiosk now; students can go online and make appointments with the counselors. As of next week, we might be able to offer remote tutoring to our students. Shareable whiteboard, can see each other, shareable documents. Will be able to service students from all over.

F. Articulation Officer – Jaime Rodriguez

absent

G. SLOAC Chair – Jennafer Worland

SLOAC meeting occurred on Monday; discussions continued on how to connect SLOs with programs including how to make them more efficient and effective. Reminder, Missy Cunningham and Jennafer Worland stepping down as co-SLOAC chairs.

VII. Consent Agenda from Tech/Peer Review

Motion moved/seconded (Lovato/Nylander) to approve the Consent Agenda. Vote called to approve the Consent Agenda as amended (7,0,0, Passed)

VIII. Unfinished Business

A. IGETC and CSU General Breadth Patterns for Local AA/AS

Motion moved/seconded (Lovato/Aboud) to approve the IGETC and CSU General Breadth Patterns for Local AA/AS

Eduardo Vasquez revisited with corrections made from previous curriculum meeting discussion recommendations. This addition, which would be published in the catalog, would allow students to be able to use the CSU breath/IGETC to satisfy the local GE requirements. Handout was given to the committee to review. (See attached document) Added in the line to "meet with a counselor".

Discussion:

EVP Kane inquired about the non-occupational/occupational verbiage, "In theory, hopefully an AA would lead to an occupation"

-E. Vasquez responded that Barstow is unique in that we have two different pathways, in the future, the intent would be to merge option 3/option 4.

Tanisha Young commented, under option 3, the sentence that says "These general education requirements do not fulfill" suggests it could say, "These general education requirements may not fulfill" to differentiate between some of those courses that are on the CSU GE/IGETC.

-E. Vasquez noted and agreed.

Ibrahim Aboud noted under occupational requirements – capital letters, structure. Discussion on preference. Jessica Tainatongo added that if there was to be a change, the time is now as the catalog is in creation. Comes down to preference.

-E. Vasquez responded that at this time, structure and design can be left as is.

Vote to approve the IGETC and CSU General Breath Patterns for Local AA/AS as amended with minor corrections. (7,0,0 Passed)

B. ACCJC Report and Program Outcome Introduction

This committee will play a large part in addressing the recommendation regarding our program outcomes. EVP Kane stated that Barstow did not have the required program outcomes we needed and we will have to explain why we don't and where we are in the process. Documentation from SLOAC and Curriculum Committee will play a part in that report. Nance Nunes-Gill has volunteered to liaise on this recommendation. Nance stated she has gathered specific assignments that lead to PLOs. Noting there has been some collection. EVP Kane stated that the accrediting visiting team noted we did not. We were possibly not able to show them at that time. We can address this, and want to show evidence there had been some collection as well as where we are in the process. Work needs to be done by August. Want to hear about it by May 17. Lisa Holmes will be visiting to discuss this further at the April 19 meeting.

C. Routine Course Review Process

K. Freeman discussed the "Proposal for Routine Curriculum Review Process". This document was emailed to curriculum (see attached). The proposal was presented as a starting point for discussion as this document had been created in 2018. There have been changes that have occurred, therefore adjustments and revisions need to be made before it can be adopted. Will return as a voting item before the end of the year.

EVP Kane reminded the committee that this process is an education code and accreditation standard. CTE (and courses with outside regulations) must be reviewed every 2 years, 6 years for all other courses. Routine reviews should ideally be tied into an outcomes timeline and be posted on the curriculum website.

IX. New Business

None

X. Announcements

Nance Nunes-Gill inquired whether she could work directly with Tanisha to determine where CTE is in regards to what Certificates and Degrees are new vs not new, what forms are needed and where past submitted work is sitting. Nance Nunes-Gill addressed a concern that items are being submitted to the curriculum@barstow.edu email before the submission deadlines and are not receiving acknowledgement they are received. Items are not getting on agendas.

Curriculum Chair, Kyri Freeman responded that anyone is welcome to meet with any one of the Curriculum Specialists or Articulation Officers at any time. The amount of emails being received with multiple attachments relating to different programs or courses makes it confusing. Suggested that a single program or course with the subject clear on the change or action being made would be helpful.

EVP Kane suggested that someone from the group should respond they received it, and that in the meeting later today that can be decided. Was a good suggestion from Nance that someone is designated that they respond received.

XI. Future Agenda Items

XII. Next Regular Meeting – 10:00a.m., April 19, 2019, B6

XIII. Meeting was adjourned at 10:49 A.M.

LOCAL ASSOCIATE DEGREE GENERAL EDUCATION OPTIONS

Graduates from Barstow Community College receive an Associate of Arts degree or an Associate of Science degree. To earn an Associate degree, students must complete general education requirements as specified in Option 1, 2, 3 or 4 below, as well as additional units of electives and/or lower division requirements to make up 60 units. In addition, students must have at least 12-degree applicable semester units in residence at Barstow Community College. **It is critical to meet with a counselor to discuss educational goals early in a student's academic pathway to select the option that will help to achieve all stated goals.**

ASSOCIATE DEGREE OPTION 1: (CSU GE-Breadth) The general education requirements are the same as the requirements for the California State University General Education Breadth Requirements (CSU GE-Breadth). This pathway is designed for students who plan to transfer to a California State University campus (CSU) or a private university. Refer to page xx of the catalog for the CSU GE-Breadth requirements.

ASSOCIATE DEGREE: OPTION 2: (IGETC) The general education requirements are the same as the requirements for the Intersegmental General Education Transfer Curriculum (IGETC). This pathway is designed for students who plan to transfer to a University of California campus (UC) or a private university. Refer to page xx of the catalog for the IGETC requirements.

ASSOCIATE DEGREE: OPTION 3: (Non-Occupational) The Non-Occupational general educational requirements satisfy the local degree requirements and are for students who may not plan to transfer. These general education requirements do not fulfill CSU or IGETC requirements for transfer. Refer to page xx of the catalog for the Non-Occupational requirements.

ASSOCIATE DEGREE: OPTION 4: (Occupational) The Occupational general education requirements satisfy the local degree requirements and is for non-transfer, Career Technical Education (CTE) majors only. It is designed for students planning to seek immediate employment after graduation. Refer to page xx of the catalog for the Occupational requirements.

PROPOSAL FOR ROUTINE CURRICULUM REVIEW PROCESS

To be presented to the BCC Curriculum Committee on April 6, 2018

Rationale: In previous years, Review of existing curriculum at Barstow Community College has largely been tied to the program review process. Programs were expected to review and revise as necessary all courses as an aspect of their regular program review. However, this process has resulted to be insufficient for two reasons. First, the connection of course review to program review creates a workload burden for discipline faculty in that too many courses must be evaluated at the same time that other aspects of program review are being addressed, and thus thoughtful course review may in some cases be sacrificed. In addition, if many courses are in need of revision, having all of them done in the same year can create an unworkable burden for the curriculum committee, which must consider and approve all changes.

For this reason, following proposal outlines a process through which the BCC Curriculum Committee can ensure regular routine review of all courses in the curriculum within any given six year period.

1. An initial review of all courses will be conducted as an aspect of the transition from CurricuNet to eLumen and will be completed by the end of the 2018-2019 academic year.
2. In Fall 2018, faculty will be asked to designate each course in their programs for review during a specific academic year between 2019-2020 and 2024-2025. Programs may choose to evaluate all of their courses in the same year or may choose to distribute the reviews over a period of multiple years.
3. After receiving this input in Fall 2018, the curriculum chair, the curriculum and scheduling specialist, and the vice-president of academic affairs will create a schedule that distributes the reviews and the curriculum workload across a six year period, with all courses to have been reviewed by Spring 2025.
4. In those situations where more frequent course review is required by an external agency, those courses will be scheduled for review according to the external requirements.
5. In each year, the curriculum chair will distribute to discipline faculty in fall a list of the courses to be reviewed in that academic year. Departments with multiple full-time

faculty members may decide among themselves how the workload for the revisions will be divided.

6. All course reviews scheduled for a specific academic year will be due to the curriculum committee for consideration at its regular February meeting.
7. The curriculum committee chair will monitor and review the revisions and to ensure completion. Reviews that result in course revisions will be sent through the regular curriculum process.
8. Faculty conducting the routine review of each course will evaluate and revise as necessary, at a minimum, student learning outcomes, course content, prerequisites, instructional methods, articulation including C-ID compliance, and textbooks. Faculty are not necessarily expected to make changes in any or all of these areas but rather to review them carefully and revise or update as necessary.
9. Faculty will be allowed to review courses off-schedule if a need to do so arises, but any course so reviewed will also remain on its previously determined review schedule. This review cycle is in no way intended to discourage faculty from making curriculum revisions in a timely fashion when the need for a revision arises.