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 10:05a.m.

II. **Roll Call**
Voting Members Present: Ibrahim Aboud, Rodolfo Duque, Lilia Franco, Kyri Freeman, Apineru Lealofi, Vincent Lovato, Melissa Matteson, Susan Nylander, Jaime Rodriguez, Jennafer Worland
Non-Voting Members Present: Tim Botengan, Heather Brang, Karen Kane, Penny Shreve, Jessica Tainatongo, Sandi Thomas, John Robles
Members Excused: Carole Blake, Heather Minehart
Members
Absent: Joseph Williams,
Guests: Chris Nalbandian, Nance Nunes-Gill, Tanesha Young

III. **Approval of Agenda**
The Agenda of April 19, 2019 was approved. (9,0,0 Passed)

IV. **Approval of Minutes from April 5, 2019**
The Minutes of April 5, 2019 were approved. (9,0,0, Passed)

V.   **Opportunities to Address the Committee**
ASG student representative, John Robles stated that students are interested in nursing programs. EVP Kane welcomed John to the committee meeting and responded that more on additional programs will be addressed today in the committee and will reference this question.

VI. **Reports**
A. Curriculum Committee Chair — Kyri Freeman
The next and last curriculum committee meeting of the semester is May 3, 2019. This will be the last opportunity to have items submitted as anything not passed by this day, will be carried over into the Fall 2019 semester.

B. EVP of Academic Affairs — Karen Kane
STEM Program
EVP Kane addressed the ASG student representative inquiry regarding nursing programs stating faculty working diligently to establish a STEM program which would fit the pre-needs of the nursing program. A nursing program is very expensive to run

but we know we have a lot of students interested. We are developing programs to help get students into a program.

New Saturday Schedule Pattern

For individuals that cannot take a GE pattern and/or transfer courses during the week. Offering two nights a week and Saturday accelerated programs. Tuesday/Thursday pattern to coincide. If Fulltime faculty would like to teach they are welcome to do so, if no full time can or don't desire a Saturday, Saturday classes would be staffed with associate faculty. There will be counseling support, library, Financial Aid, A & R hours. Additional vending machines that will offer hot/cold drinks and snacks will be added as well.

New Summer Schedule Pattern

New scheduling pattern for summer. Dr. Nalbandian. 8-week POT and 6-week POT; never been able to offer the high demand science classes; spoke with Beverly-could we offer a 12-week POT that an associate faculty member could teach it. Piloting this summer 2 science classes in the 12-week POT.

Elementary Teacher Education ADT

Referring to the TMC, almost everything we need we have. Heather Bradford developed the education course, needs a bit of tweaking. Most courses are GE with the exception of science. Beverly Ranney offered to develop the science course for this ADT. Spoke with Scott Godfrey, he's on board and will be talking to his para-educators. Possibly for the Saturday classes. Can begin with offering MATH 6 as this goes through the Chancellor's Office.

C. Dean of Instruction – Penny Shreve
Courses continue to go through. Exciting things within Kinesiology.

D. Dean of CTE – Sandi Thomas
Workforce development growing at a face pace; moving into the 21st century, many things are coming down the pipeline. Jobs are out there, with hopes that our students can go into apprenticeships and on to employment. Megatronics in development, complete with an open lab. Will allow students in our demographic area to have stackable certifications. Vocational instructors are doing the Canvas training in order to offer more hybrid. Numbers are improving.

E. Dean of DE and Learning Support – Tim Botengan
State is making available the CVC-OEI system portal. As we look for and vet different systems that integrate with Canvas, will share out the website to everyone. In line with creating the vetting process through the DE Committee; Thank you to the Academic Senate, they had approved the recommendation of DE Committee to adopt the revised courses and rubric. This is what really helps with the design and development of an online class. Full on rubric provides the guidelines, requirements for online classes. Thank you to Nance.

Faculty checklist, a cheat sheet for faculty outlining the requirements for online classes, help provide a list where faculty can refer to ensure they are not missing anything.

Online students make up a large portion of the student population. We want to continue to enhance the support services for these students. Beginning next week, remote tutoring will start. All tutors have access to Confer Zoom. Embedded online tutoring will be piloted for Fall 2019. There are currently some embedded tutors now for our ENGL and MATH courses (traditional classes), we want to provide this to our online students as well. Fall 2019, we will also be piloting livestreaming and academic skills workshops. Many workshops are going on over at the TLSC, we want to pilot these to be accessible

to students no matter where they are, to be able to participate in the live, or view the recoded workshops.

Fall 2014, success rates for our distance education students was 63.12% now Fall 2018 that percentage was at 68.84% success rate for online students. The needle is moving in the right direction.

TLSC – Study Jam begins May 1ST. May 1- lunch for day time students, dinner for later students, lots of activities. May 1-10; prepping for final; activities for reducing stress, exercise before their final (staff invited as well), cap decorating activities. May 13-16- breakfast/lunch/dinner, puzzles and other activities for our students for finals.

F. Articulation Officer – Jaime Rodriguez

Courses in catalog that haven't been taught in 3 years, if not pushed through in the fall reset, would like to inactivate and put forward into the Curriculum Handbook. K.Freeman had reservations on whether this was a good idea, to ensure courses were not connected to a degree or a program. Dean Shreve mentioned, if a course had not been offered in 3 years, it should trigger a discussion to plan or revise. Articulation Officer, J. Rodriguez stated that nothing would be inactivated without speaking with discipline faculty first. Reaffirming that that this would be a general process rule, courses that haven't been attached to anything, in the catalog for three years, and not being offered.

G. SLOAC Chair – Jennafer Worland

SLOAC in the process of combining with program review; SLOs flow into PLOs. May mean there is a split between instructional and non instructional.

VII. Consent Agenda from Tech/Peer Review

Motion moved/seconded (Franco/Aboud) to approve the Consent Agenda.

Typos on the consent agenda; ENTR 3, ENTR 4 mention ESL; HUMA 4 discipline was added to the program of study box.

K. Freeman stated that ENTR 3/ENTR 4 needs to not say Pathways, and have Business rather than ESL. T. Young mentioned she believes that the goal for these two courses are to be part of a certificate. EVP Kane, language should be added to the justification for when it goes to the board. T. Young said that the justification does need to be there, and believes it was a copy/paste error.

WELD 57A pulled from consent agenda by Tanesha Young based off submitters request that additional changes are needed.

Vote called to approve the Consent Agenda as amended with the correction of the three typos, and the removal of WELD 57A (8,0,0 Passed)

Motion moved/seconded (Franco/Worland) to approve item WELD 57A. T. Young explained that this item is being pulled as faculty authors/submitters want to make additional changes. Will return to Curriculum consent agenda 5/3 if ready. (0,9,0 Not passed)

VIII. Unfinished Business

A. ACCJC Report and Program Outcome Introduction – Lisa Holmes

Accreditation follow up report due 1 Oct. 4 recommendations – 1) assess PLOs for all instructional programs, standard IB2, 2A3, all available on the website. In depth response but didn't provide a whole lot. Found that we have PLOs for all of our programs

but don't regularly assess all of them. Speaks to the work that has been done here. Process in place and make sure that it's followed. Narrative we need to write-what work have we been doing; what does that look like; what are we doing. Will probably want to come back (the team) to see how we're doing all of that. Check out the website; everything is there. There's some clean up today; process and structure wise; look at the outline, it has three outcomes, look at the assessment data, with 6 different teachers, don't align. Outcomes on courses match the syllabus; need to feed into PLOs. SLOs need to feed the data for the PLOs. Faculty/Deans need to make sure we let our associate faculty know what the new SLO/PLOs are so they know what to teach (weekly); need to vet this out over the summer. Assessment of SLOs need to be agreed upon (apples to apples) among all instructors teaching the same course; lead faculty need to lead that discussion. Need a narrative of some kind to turn on; will want to come back to assess. Need to show evidence that the data we're collecting is actually making changes; that we're doing something about it, we are discussing it and making changes. Feeds ILOs, strategic planning; courses are the foundation. Report is due in October, narrative needs to be created soon.

IX. New Business

A. Certificate of Achievement, Computer and Cyber Security Specialist (Security +), 1st read (9,0,0, passed)

Motion moved/seconded (Nylander/Worland) to Approve, first read, the Certificate of Achievement, Computer and Cyber Security Specialist (Security +)

Discussion:
EVP Kane made the general statement to explained these items on today's New Business, 1st read have passed through Tech Review and will now go through two reads in curriculum. New programs go through two reads for the purpose of giving the faculty at large the opportunity to discuss further.

Dean Sandi Thomas introduced the certificate and explained the need based off the demands of the labor market, workforce. These are stackable certifications. EVP Kane inquired with a general question, asking whether the idea to build non-credit mirrored programs. Dean Thomas responded, yes.

Nance Nunes-Gill mentioned there is no place on the narrative form itself to put labor market information. A box that said, "Please attach labor market information" would be helpful.

EVP Kane, all good discussions as we go through this reset, this is the first new CTE certificate. All good ideas. Dean Thomas had touched on the approval process that the Curriculum Committee may not be aware of- meaning for CTE Certificate requires more than a certificate or program in a GE transfer arena.

Dean Thomas elaborated on this process, discussing the steps, labor market demands, going to the region, regional- all 12 colleges vote. Advisory meeting held. Has to say on the notes, necessary in our demographic area, and jobs exist, will earn a living wage. This process is in addition to Curriculum, BOT, COCI.

Program Goals and Objectives - T. Young stated that under Program Goals and Objectives #1 it should address the transfer, occupational, lifelong learning purpose. Is this for transfer? Usually it's written in a sentence, or paragraph form, and not listed as a core bullet. Needs to be written in a sentence or paragraph form, should not be written as a core bullet. Made the recommendation that going forward, establish the standard. Refer to page 80-82 in the PCAH. address what the goal of the program, where it defines how goal of the program is what is requested, not so much a list of skills. Line or statement needs to address the goal.

K. Freeman and T. Young believe that the Narrative for this Certificate would not be acceptable to the Chancellors office as it is now.

EVP Kane said that Nance made a good point, as this is an incomplete request for the information that is needed for CTE.

Vote to approve, first read, the Certificate of Achievement, Computer and Cyber Security Specialist (Security +) to move to second read with stated corrections below. (9,0,0, passed)

Corrections needed to move to second read on 5/3 curriculum meeting:
- Program Goals and Objectives: Narrative needs to be rewritten based on the guidelines in the PCAH pages. 80-81.

B. Certificate of Achievement, Computer and Network Specialist (Network+), 1st read (9,0,0, passed)
Corrections needed to move to second read on 5/3 curriculum meeting:
- Program Goals and Objectives: Narrative needs to be rewritten based on the guidelines in the PCAH pages. 80-81.

C. Certificate of Achievement, Management Information Systems, 1st read (9,0,0, passed)
Corrections needed to move to second read on 5/3 curriculum meeting:
- Program Goals and Objectives: Narrative needs to be rewritten based on the guidelines in the PCAH pages. 80-81
- Talks about the workplace, but still needs a stronger intro statement in line with the PCAH directions.

D. Certificate of Achievement, Microsoft Office Specialist, 1st Read (9,0,0, passed)
Corrections needed to move to second read on 5/3 curriculum meeting:
- Program Goals and Objectives: Narrative needs to be rewritten based on the guidelines in the PCAH pages. 80-81

E. Certificate of Achievement, Unix Administrator, 1st Read (9,0,0 passed)
Corrections needed to move to second read on 5/3 curriculum meeting:
- Program Goals and Objectives: Narrative needs to be rewritten based on the guidelines in the PCAH pages. 80-8**1**

Announcements
K. Freeman reminded everyone, anything not done by the next meeting will carry over to Fall 2019.

Future Agenda Items

Next Regular Meeting – TBD; Fall 2019