



COMMITTEE ON CURRICULUM & INSTRUCTION MEETING MINUTES

October 5, 2018 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 10:01 a.m.

II. Roll Call

Voting Members Present: Rudolfo Duque, Kyri Freeman, Apineru Lealofi, Vincent Lovato, Susan Nylander, Jaime Rodriguez, Jennafer Worland, Joseph Williams

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

Members Excused: Carole Blake

Members Absent: Ibrahim Aboud, Lilia Franco, Melissa Matteson, Felicia Martinez

Guests: Jasmine Elagha, Nance Nunes-Gill, Tanesha Young

III. Approval of Agenda

The agenda of October 5, 2019 was approved.

IV. Approval of Minutes Motion

The minutes of September 7, 2018 minutes was approved; Susan Nylander abstained.
The minutes of September 21, 2018 minutes was approved.

V. Opportunities to Address the Committee

Penny Shreve, Dean of Instruction introduced Jasmine Elagha of Academic Affairs to the committee. Jonathan Robles, introduced himself as the Associated Student Government Representative of the Curriculum Committee.

VI. Reports

A. Curriculum Committee Chair – Kyri Freeman

Curriculum Roster

Inquiry as to who is voting member, non-voting member, guest was discussed. Kyri Freeman, Curriculum Chair will provide the latest Curriculum Roster to the Curriculum Specialist for future reference and accurate meeting reports.

Curriculum Changes

Templates are different from previous forms, more specific areas, faculty time and hours are to be filled out. Course objectives may vary and do not need to be 10. Our local standards ask

for at least 8. Specific areas on template finding issues, forms are different from previous forms, Kyri or Karen can provide help. See Jamie Rodriguez or Tanesha Young for help with C-ID.

B. VP of Academic Affairs – Karen Kane

VP Kane requested that the minutes reflect how proud she is in the collective efforts of faculty and staff. Specifically, she thanked the peer reviewers for working tirelessly; Tanesha and Jamie and their work on the curriculum consent agendas; the Deans for keeping track of the faculty and what courses are submitted and what is left to be done; Beverly, Nance and Kyri for their leadership and Heather Minehart and Lisa Holmes for the work they are doing with the schedule.

Announced and encouraged attendance at the faculty forum taking place October 6, 2018 from 8:30am to 1:00pm at the campus Performing Arts Center.

C. Dean of Instruction – Penny Shreve

Nothing to Report.

D. Articulation Officer – Jaime Rodriguez

The Articulation Officer reported that are finishing schedules and working closely with faculty as well as meeting with Tech/Peer reviewers.

E. SLOAC Chair – Jennafer Worland

The SLOAC Chair reminded committee members that they are not taking data this semester, due to focusing on curriculum.

VII. Consent Agenda from Tech/Peer Review Group

It was moved/seconded (Lealofi/Nylander) to approve consent agenda as amended for any courses that listed 54 hours under standard lecture hour. Voting by hands raised; 7 in favor, 0 opposed, 0 abstained. Consent Agenda passed.

VIII. Unfinished Business

A. Report from the Curriculum Committee Institute Attendees

Tabled to next Curriculum Committee meeting scheduled for October 19, 2018.

B. Calendar Dates/Deadlines

VP of Academic Affairs, Karen Kane addressed the need for updated Curriculum calendars with hope to have this completed by Spring 2019, but realistic expectation of Fall 2019. Committee Chair, Kyri Freeman will bring samples.

October 22, 2018 deadline for Priority 1 or 2. If not submitted by this date, courses cannot be scheduled for this Spring. November 5th deadline for Priority 3, new courses. Absolute deadline for anything to be done and submitted is November 19th, 2018.

C. Cross-Listed Course Discussion

Discussion continued as to how and when to change the existing cross listed courses. VP of Academic Affairs, Karen Kane inquired as to why specific courses are currently cross listed. Jaime Rodriguez explained that some courses are actually courses per C-ID and need to be corrected (PSYC/SOCI 12) and others only one cross listed section has a C-ID (CHLD/PSYC 4, with CHLD 4 having a C-ID). Dean of Instruction, Penny Shreve will create a list of current cross-listed courses to Jaime, who will work with faculty to determine what steps to take to correct these issues with the goal to have them done in Priority 1.

D. ADT's

Kyri and Karen led a discussion regarding corrections and opportunities surrounding ADTs. Existing ADT's need to be updated and reviewed with corrected curriculum.

CSU Transfer only/Local degree discussion- If an institution has a local degree and a TMC is created, there is an 18 month deadline from the time released to have an ADT created. (Physical Education/Kinesiology)

Review existing TMC to determine if some of the programs may be beneficial. Kyri recommended that data should be reviewed before deciding to develop a new program.

Certificates and Degrees can begin being reviewed November 20th. Discussions moved to a future agenda item.

IX. New Business

A. Assembly Bill 705

The Academic Senate of California Community Colleges (ASCCC)- AB 705 requires that a college maximize the probability that a student will enter and complete transfer-level coursework in English and math within a one-year timeframe. Counselors cannot recommend, there is no assessment. Pre-requisites for college level math and English are eliminated. Discussions are ongoing as to how to best implement AB705.

Per Karen Kane, previous discovery and data indicates if you put students in college level courses with appropriate support the students are successful. The Basic skills committee has been in talks this previous year as to how to grasp and address the needs of the students; the challenge to address all levels within a course, whether it be a student needing additional support and resources vs a student that is prepared for college level courses. Ideas for discussion included various schedule pattern such as 2 weeks no class; 4 week accelerated math/English course; and 12 week transferable math/English course.

Learning Support Center will support faculty and students. Working with faculty with facilities, and curriculum development. Peer tutors have almost doubled in size to accommodate student support. Computer and digital literacy may be infused and is part of the conversation as well.

The college is actively looking for a professional with a Learning Disabilities Certification to support students and staff with the intent to bring full circle support from student assistance to curriculum building.

B. Reporting out to the faculty regarding Curriculum Meetings/Work

Each of the representatives should be reporting back to their constituency groups.

C. New Distance Education Form

Distance Education Committee approved a new form as previously suggested by the faculty curriculum consultant, Kim Anderson. Voting will take place at the October 19, 2018 meeting. The current form in use was a generic, check the box form, versus the updated form with expanded details and meaning. Discussion about auto graded exams and distance education ensued. Recommendation that no more than 40% of the class be auto-graded to ensure regular, effective contact.

X. Announcements

XI. Future Agenda Items

- More courses to review at the next meeting
- OER
- Report from the Curriculum Committee Summer Institute

XII. Adjournment

The meeting was adjourned at 11:29 a.m.