



COMMITTEE ON CURRICULUM & INSTRUCTION MEETING MINUTES

November 2, 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 10:11 a.m.

II. Roll Call

Voting Members Present: Carole Blake, Lilia Franco, Kyri Freeman, Apineru Lealofi, Vincent Lovato, Melissa Matteson, Jaime Rodriguez, Joseph Williams, Jennafer Worland

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

Members Excused: Ibrahim Aboud, Rudolfo Duque, Susan Nylander, Felicia Martinez

Members Absent:

Guests: Richard Alvarez, Lisa Holmes, Danielle Jeffers, Tanesha Young

III. Approval of Agenda

Curriculum Committee Chair, Kyri Freeman removed herself as chair to be able to pull item VII from the agenda for further discussion. Melissa Matteson, volunteered as temporary chair for this portion of the meeting. Agenda of November 2, 2018 was approved as amended. (7,0,0)

IV. Approval of Minutes Motion

The minutes of October 19, 2018 was approved. (6,0,0)

V. Opportunities to Address the Committee

VI. Reports

A. Curriculum Committee Chair – Kyri Freeman

Peer Review and Best Practice

Kyri reminded the peer reviewers if you are reviewing a course outline of record that was not created by the full time faculty and changes are being made, those communications and questions should be carbon copied to the full time faculty teaching that course. Best practice is to make sure everyone is aware of what changes are occurring and that there are no surprises after approval.

B. VP of Academic Affairs – Karen Kane

Chancellor Office Training Visit - Curriculum Inventory (COCI)

Two visiting chancellor office representatives provided technical training on how to upload our

approved courses into the Chancellor Office Curriculum Inventory (COCI). The upload will not be as easy as anticipated, as we need to upload courses on top of the courses already there. We cannot create new courses, unless it is absolutely a new course with a new control number. As a result, there will be a lot of back and forth that will need to occur with the Chancellor's Office.

VP Kane thanked everyone who was in attendance of the training. Going forward there will be a number of people who will have a reasonable understanding of how to upload to the COCI.

C. Dean of Instruction – Penny Shreve

COCI chancellor state training went well. Priority courses are up; Priority 2 courses almost done. If any peer reviewer is having problems getting a response from anyone please carbon copy her in communications.

D. Dean of CTE – Sandi Thomas

Continuing work building additional courses. Thankful for the support with the COR's.

E. Dean of DE and Learning Support – Tim Botengan

Caninnovate

The Caninnovate online conference event was successful with over 2000 participants attending from up and down the state.

Faculty Canvas Training

An additional 11 faculty took part in Canvas training, making a total of approximately 101 faculty that have completed the Canvas class and are Canvas certified. This class will be offered every semester.

Workshops and Classes

Spring 2019 will offer various classes and workshops that will be offered via Online, Hybrid and face to face methods on subjects such as ConferZoom, Integrated Rubrics in Canvas, New Canvas Gradebook more.

Upcoming Conferences

Digital Learning Day is June 28, 2019

Online Teaching Conference, June 17-June 19 in Anaheim, CA. If you are interested in attending please see Dean Botengan.

Tutoring/ Student Help

Learning Support Services continues to see an increase in students coming through and getting help. A total of 2003 students were seen for the month of October. Of those 2003 students, 306 were tutoring sessions for a total 282 hours of tutoring. Out the 282 hours of tutoring, 55% were math related, 13% English/Reading related and the rest were a combination of remaining subjects.

November 16, 2018 from 2-4:30pm will be a student worker and staff training session to walk through the available resources available at the Learning Resource Center. All are welcome.

F. Articulation Officer – Jaime Rodriguez

3 courses in C-ID were approved - ADJU 3, ADJU 4, ADJU 5

G. SLOAC Chair – Jennafer Worland

Nothing to report

VII. Consent Agenda from Tech/Peer Review Group

Motion introduced by Melissa Matteson, moved/seconded (Lealofi/Franco) to approve the

consent agenda.

Kyri Freeman requested the following courses be pulled from the Consent Agenda for discussion:

- Item XXV., GEO1L, page 3 of the consent agenda
- Item XLIII., PHSC 2, page 4 of the consent agenda

Consent agenda of October 19, 2018 excluding, GEO 1L, PHSC 2. (Passed, 6,0,0)

Kyri Freeman discussed the concern of voting on course changes with the current full time faculty who teaches GEOL 1L currently on leave and who had strongly conveyed to her and others a strong objection to this course being taught via distance education. K. Freeman, herself, is not against approving a course for DE but because the instructor is not present, she ideally would like to revisit when the full time faculty returns from leave, or if they do not return, in the future.

A letter was presented to the committee written by Dr. Beverly Ranny regarding Scott Bulkley's classes. (The letter read to the committee is attached.)

Discussion ensued:

- Curriculum Chair, Kyri Freeman, expressed concern that this could set a dangerous precedent in the absence of a full time faculty member who opposes a change.
- Dean Shreve pointed out that current enrollment in GEOL 1L has been low and should be cancelled, emphasizing the need to find ways to improve enrollment. DE could be that solution.
- Jaime Rodriguez shared that multiple institutions are offering similar lab classes online allowing students from various areas.
- Dean Thomas stated that it is the 21st century and students would like some of these classes online using the example that CTE, Welding, Electrical, Cosmetology are showing higher numbers by utilizing online options.
- Joseph Williams agreed to put the course through for enrollment purposes but agrees and understands Kyri Freeman's concern with the full time instructor not in attendance.
- Apineru Lealofi stated that San Bernardino Valley offers this course online; therefore, it is doable if we want to offer it in another format.
- Dean Botengan strongly supported with the emailed letter by Dr. Ranney, stating his experience in distance education, and that the technology is available. The instructor is not here, and there is no way to know how long he will be out. Concerned about preventing students in taking the course and wants to help students wherever they may be, and that it is on us to figure out how to do that.
- Vincent Lovato does have concerns of a precedent, because of the current situation.
- VP Kane made note that voting for this course on the consent agenda only means that we have the ability to offer it online, not meaning it must be offered online. It will give it the opportunity to be offered in another format.

It was Moved/Seconded (Lealofi, Lovato) to move forward as written on the consent agenda Item XXV., GEO1L (7,0,0, Passed)

It was Moved/Seconded (Rodriguez, Williams) to move forward as written on the consent agenda Item XLIII., PHSC 2 . Kyri Freeman discussed the concern of voting on course changes

with the current full time faculty who teaches PHSC 2 currently on leave and who had strongly conveyed to her and others objection to this course being taught via distance education. (7,0,0, Passed)

VIII. Unfinished Business

A. OER Discussion

Nance Nunes-Gill, BCC's academic senate president, along with Rudolfo Duque, Eduardo Vasquez are not currently present at today's curriculum meeting as they are attending the 2018 Fall Academic Senate Plenary. One aspect of the Plenary involves voting on resolutions that come in statewide. One of the resolutions that is coming up for a vote has to do with OER and colleges establishing a point of contact. Come next curriculum meeting, Nance will be able to talk through how the college may want to establish if the Senate statewide votes in a way that says that is something Senates should do.

Dean Botengan elaborated on all the ongoing work that is going on with other colleges with OER. There is a page created within the Curriculum canvas shell that lists OER resources.

Future agenda item, and further discussion when Nance returns from the Senate Plenary and faculty have time to do research whether it being within the links put into canvas or outside research.

B. AP/BP Updates Program Discontinuance

Tabled for future agenda

IX. New Business

A. Strategic Plan

VP Kane, and the Director, Research Development & Planning, Lisa Holmes discussed Strategic Plan updates. Everyone within the college including students should have received a draft copy of the strategic plan. There will be opportunities as an individual and/or as a member of a committee to provide input. Goes to the board at the November 19 meeting and to the Chancellors office by November 21. From there, the college will then need to figure out how to rollout and implement, with the goal to make this a living plan with the idea that we must work the plan to achieve the results.

Four priorities to the plan:

Priority One: Curriculum and onboarding, moving and transition the student out.

Priority Two: Outward looking involves economic development, workforce development, strong workforce, CTE, Military population, Adult Education

Priority Three: Building community, Professional development, looking at the organization, making sure everyone feels valued including the students, questioning how do we promote a better Barstow internally.

Priority Four: Infrastructure, Buildings, Technology, Planning and Processes.

B. Teaching Learning Support Center

Dean Botengan gave a progress update regarding the development of the Teaching Learning Support Center at the LRC. Right now, working on trying to get full time faculty coordinator stating the importance of it needing to be faculty driven. A presentation to proposed floor plan changes that will become the Teaching and Learning Support Center was given.

The TLSC will providing professional development to faculty and tutors.

Bridge courses for math and English are currently being built and are on the agenda for

today for additional discussion. Enrollment Management, IT among others are developing the process for the use of Starfish and SARS to track students. Working with Robbie Evans at Fort Irwin to mirror same or similar support services at Fort Irwin

Kyri Freeman announced an upcoming November 16, 2018 training and presentation session for all tutors and academic support on library resources. All are welcome.

C. Schedule of Classes

2/4/12/Student Centered Scheduling

Data was reviewed to how best support the Math and English changes due to AB705. Special sequences were created to provide extra support to get students into the college level based on the number of students that were in below English 50 and below Math 55. Sections created in the mornings, afternoons, MF/TR, balancing the English with the Math offerings building the rest of the classes around.

Script being developed for calling the students, targeting the lower levels students for Fall anyone that falls within the Recommend/Strongly Recommended needing support (based off the multiple measures that are run)

12 week sections created that did not have bridge course as well as a second 9 week lower level course for students to fall out into once students are in the 12 week session and it becomes apparent that student needs additional help.

Data was reviewed on what courses were being over and under offered, time blocks were cleaned up and overlaps limited to better balance and provide more opportunity for students.

VP Kane thanked Heather Minehart and Lisa Holmes for their appreciated scheduling work.

D. ACCT 1 – Principles of Accounting

Motion to approve ACCT 1 was moved/seconded (Blake/Worland)

Kyri inquired about the approval of ACCT 1, when ACCT 1A and ACCT 1B were just previously approved.

Jaime Rodriguez explained the discovery that ACCT 1A/ACCT1B did not meet C-ID requirements and at the time, the approval had to be pushed through as both ACCT 1A/ACCT1B were currently being offered. Joseph Williams further elaborated that the course had been split into two, with the idea to break it down to help students not grasping the content. ACCT 1A and 1B will not transfer, it needs to be merged into one course.

VP Kane spoke about how this does not apply to ADTs, and that the perception that our students need to break up ACCT into two semesters points to old thinking. Our students are able, bright and capable and as a result, ACCT 1 is new thinking. If students want to get an Associate degree of transfer, they need to retake ACCT 1, which can be taught Spring 2019. Data needs to be pulled as to how many students have declared business as a major.

ACCT 1 (Passed 8,0,0)

E. SDEV 150

Motion to approve SDEV 150 (Matteson/ Franco)

SDEV 150 is part of the two brand new courses used to satisfy the teaching and learning center. Courses come in as support for the new Spring Math and English schedule pattern to comply with AB 705. These courses are for students to come in to a basic skills laboratory, based on the recommendation of the instructor, opening to all levels and all courses once the TLC is off the ground. Counselors, Math and English have been meeting to discuss best

practice on how students will be placed into a SDEV course. Students cannot bypass counseling. Important to know that for the college to receive state appropriations, students need to have a raised flag, instructors must recommend by doing a Starfish alert, which triggers admissions and records to register the student and the student will be tracked when visiting the TSLC and we can collect apportionment. SDEV 150 is a noncredit, 0 unit, face to face basic skills lab (Passed 8,0,0)

F. SDEV 151

Motion to approve SDEV 151 (Rodriguez /Lovato)

Supervised tutoring. Trained or faculty tutoring trained tutors, more individual or group tutoring. Group, self or instructor recommended. Again, important to know that for us to claim apportionment, the instructor must flag the student in Starfish.

SDEV 151 (Passed 8,0,0)

X. Announcements

Nov 17, 2018 Curriculum Plenary at MT. SAC. Reach out to Nance or Kyri if you would you are interested in attending.

XI. Future Agenda Items

XII. Adjournment

The meeting was adjourned at 11:44am