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

I. Call to Order
   a. The meeting was called to order at 10:11 am by Melissa Matteson. Quorum was not met so no voting will take place.

II. Roll Call
   a. Excused Absence – Elsa Greenlee, Kyri Freeman, Lilia Franco
   b. Voting Members Absent – Peter Esperanza and Rudy Duque
   c. Voting Members Present – Melissa Matteson, Eduardo Vasquez, Jennafer Worland, Apineru Lealofi, Jaime Rodriguez, Randy Christensen, and Joseph Williams (arrived at the meeting at 10:26 a.m. - quorum met at this point).
   d. Non-Voting Members Present – Karen Kane, Jessica Tainatongo, Heather Minehart, Heather Brang and Tim Botengan
   e. Guests -

III. Approval of Agenda
   a. 1st – Apineru L. / 2nd – Jennafer W.

IV. Approval of Minutes
   a. Approval of Minutes – 09/12/2019 (6, 0, 1-Apineru L. abstained as he was absent from the meeting) & 10/04/2019 (6, 0, 1-Melissa M. abstained as she was absent from the meeting)
      a. 1st – Jennafer W. / 2nd – Joseph W.
      b. Title of both minutes changed from “agenda” to “minutes”
      c. Item IV (9/12) should read: replace ‘food’ with ‘good’

V. Opportunities to Address the Committee
   a. Nothing.

VI. Reports
   a. Curriculum Committee Co-Chairs – Eduardo Vasquez and Melissa Matteson
      • Melissa reported out that the memorandum AA 19-35 was submitted to the Chancellor’s Office earlier this week by Jessica; just lets them know we are all trained and can approve all local degrees.
      • Eduardo went to an Academic Senate meeting yesterday and a Textbook Policy was discussed. A lot of the instructors want to keep the Academic Freedom but would like to look at the notes. A lot of resistance to have the instructors choose one book. Full-time instructor and part-time instructors don’t always agree; some feel OER doesn’t meet the standards.
         • Committee members felt that the Textbook Forum will answer some of these questions and educate instructors on OER. May need to update the COR textbook page to reflect different sections for those who want to use OER and those who don’t.
         • Discussion was had about Academic Freedom.
         • Eduardo felt that the impression from yesterday’s meeting was that Academic Senate would be creating the Textbook policy. Discussion followed that the policy should come from the Curriculum Committee.
      • Eduardo attended a Curriculum Committee meeting at Chaffey Community College and met with the Curriculum Specialist. He sent out information on their forms.
   b. VP of Academic Affairs – Karen Kane
      • Appreciate the research that you have done with other Curriculum Committees to improve our processes. I love the way you’re studying the system to make sure we’re in line with
everyone else.
• The workshops week email went our earlier in the week but the 2nd week of workshops for faculty is November 4th and it’s on curriculum so we want to make sure we encourage faculty to attend. We will be recording at least one session each week for those who can’t.
• Will not be here several days next week as I will be at a conference and the majority of it is on Equity. Bev and Lisa will be presenting data on our DI populations and every single session of the three days has something to do with equity on curriculum.
• Helping prepare the President’s evaluation and we went through her board goals and a lot of it had to do with curriculum. We’ve had 400 courses and 30 programs go through a reset. It’s overwhelmingly awesome. The work that has been done provides a good foundation for us now. We are going to be on par and then ahead of other colleges within the next 18 months because of all of this work.

c. Dean of Instruction – Tim Botengan
• Congratulations to all of the faculty that have had their courses go through. Have had a lot of requests to make the DE Form fillable, so that was done. Melissa let Tim know that is the next form the committee will be working on.

d. Dean of CTE – Karen Kane
• Thank you to all of you that attended Tuesday’s event. Used to be the Joint Advisory Committee Breakfast but has been renamed the Barstow Area Collaborative for Workforce and Economic Development. Well attended; about 100 people; faculty staff and community members. Drove in from all over southern CA; it shows the shift in CTE and where we are going; how we are aligning with our industry partners. Labor market demand is showing, what we’ll offer and how we’ll offer it.
  • Sent out a mechatronic survey to all attendees. Great day, good reflection of where CTE is and transitioning to CE – Career Education. Thanks to everybody.
  • Some took tours after the meeting and looked at what equipment we have and how they might be able to help with new equipment.
• We’re not having the Car Show in November as is tradition; moving to April to align with Barstow’s 60th Anniversary events. Not sure if the gala date has been set yet, but whatever weekend that is the car show will be set for that weekend so those coming in from out of town will be able to visit the CTE campus.

e. Articulation Officer – Jaime Rodriguez
• Continuing to notify instructional faculty of C-ID status; BIOL 20A and CHEM 2A were approved, MATH 4C and PHIL 7 were both conditionally approved.
• Will be submitting most recent board approved courses to C-ID.
• MATH and ENGL were approved by UC after submitting appeals.
• Getting ready for IGETC/CSU GE submissions for first part of December, all CORs must be uploaded in ASSIST prior to submitting which is a priority.
• Communicating with faculty with questions on new ADTs, certificates and local programs.

f. OAC Chair – Joseph Williams and Penny Shreve
• Workshop week – will be in a classroom inside the PAC; week of November 4-7.

VII. Consent Agenda from Tech/Peer Review Group
a. 1st – Jennafer W. / 2nd – Apineru L. (7, 0, 0)
b. Item 2 – refer to notes

VIII. Unfinished Business
a. Textbook/OER Forum Update – November 8th was the most requested date for a live Lots of requests for ConferZOOM, reached out to Melissa Meadows on how to throw a big event on campus. Reaching out to other campuses that use OER so they can present. Would like feedback from the committee to see what everyone would like to address. Student equity will be paying for food and speakers. Tim felt getting speakers from different disciplines would be helpful. Heather M suggested sending out an email to all students to attend for the panel; all students will be invited to attend the event. San Bernardino Valley College and Santa Ana College will be contacted as Santa Ana College has a degree that is offered all OER. Referred to as “Z Degree.”
  • Several colleges have OER handbooks, maybe we can get some of those to help with the Senate discussion.
  • Any particular questions we want to ask the student panel?
    • Have you ever dropped a class because of the cost of the textbook?
    • Have you ever NOT taken a class because of the cost of the textbook?
• Have you ever bought a textbook for a class and then not used that textbook?
• Students that have not bought the required textbook and then still passed the class.
• Students wait to buy the book because they’re scared to buy books until the class has started, if online, takes too long to get the books, no used books left, too expensive – listing books that aren’t used is a problem.
• Still trying to figure out best process has to how the bookstore is notified of what books to order. COR was deficient and unsure if faculty contacted the bookstore directly or through Instruction Office. Bookstore unclear if they should order from the COR, the syllabus... hoping the OER/Textbook Forum will clear this up.
• Melissa will work on a new Textbook form before the next Tech Review meeting; will include Kyri and Jessica.
• Would like to do a 2nd panel where special programs, bookstore, etc., and have them speak so they can explain the importance of one book.
  - Christina Calderon, Kyri Freeman and Ashlee from the bookstore.
• Non-credit courses (adult education) and textbooks – what is the policy for this as NC courses don’t cost anything.
  - If there is a book, who pays? Maybe this could be discussed in the second level.

IX. New Business
   a. General Education Pattern – Eduardo reported that one of the issues last time was Ethnic Studies not being included but that has since gone through. Basically the same thing was looked at last time (Eduardo brought flash drive with information). Whole idea is that there are two local general education programs (occupational and non-occupational) and would like to make one instead of two. Wrote out the basic requirements (refer to handout). Combined PE with item VII as most other colleges do. This will be a big opportunity for a lot of students.
   • Heather M pointed out that PSYC 5 was included but it’s dying. If this goes forward, will clean up the actual courses listed on the form.
   • It was also questioned if the specific courses have to be listed out or if it can just be the discipline? For example: ADJU 1-99; it covers everything and if more courses are added, it’s already captured.
   • Only problem is adding something to a local degree.
   • Anything less than 100 is degree applicable, so if 1-99 is included, then everything is covered and the broadest range possible is offered for local degrees. Other than Item VII, this could be done. There might need to be some exceptions to this (i.e. HIST).
   • Would also eliminate substitutions (less forms for the counselors).
   • This would make it all encompassing.
   • Karen questioned that if the idea is adopted, what if, they take anything that is 50 and above and they have a local and want to transfer....
   • Every student will default to CSU Breadth (Degree Works); the only way they will change to IGETC or Local and they have seen a counselor and student insists they will never transfer.
   • Karen suggested that this needs to be discussed in All Division
   • Eduardo will bring this back to the next Curriculum meeting with updates.
   • Melissa suggested sending it to the committee members prior to the meeting so it can be proof read.
   • Will need to come back as a first read when it’s ready for the vote.

   b. New Course Modification Form - Tech Review updated the form to only one page and it is now a fillable PDF (for ADA accessibility). Will be looking at the DE Form next. Once the textbook conversation is complete, the COR will be looked at and modified as well.
   • Will need to come back as a 1st & 2nd read and then Academic Senate for approval.

   c. AP 4100 – Eduardo reported that this AP had not been updated since 2005. Updated to reflect the PCAH and what CCLC and Title 5 required down to the bare minimums of what is required. No extra requirements; that is all included in the catalog.
• Eduardo will send out to the committee and will return as 1st read.

d. **Textbook Guidelines** – Need to have a conversation with Nance about this.
  • Heather M suggested waiting until after the forum as it might change some people’s minds.
  • Jennafer reported that there is some confusion from the faculty on the vetting of OER and not sure if it aligns with ADTs; if those questions can be answered at the forum and set minds at ease, there might be a shift.
  • OER was discussed in the All Division meeting Thursday; does it affect CID? How do we know if content will articulate to CID?
    • Now that faculty knows what they are doing with articulation, they need to know how OER fits into that.
  • Karen K suggested that on Friday the 8th at the OER/Textbook Forum, might want to have a segment where students are present and then maybe after lunch, only bring back faculty as the students don’t need to hear the entire discussion.

X. **Announcements**
a. Melissa announced that for the faculty week, there will be an ADA workshop during the week of Halloween. The Chancellor’s Office is hosting a conference on the 30th and everyone is invited. Will open up the reservations to staff after faculty has access. There are also links with 4-hour trainings that are available as well. As long as we show a need and have people in seats, they’ll come back and do it again.

b. Karen announced that in cooperation with the CO and small business development centers, Barstow is getting a lot of help. We’re hosting, for anybody who wants to come, a Webify series, it’s all free, with instructors to help teach how to utilize social media to help your current, or new, business. Nov 5 and 19, and the other two Tuesday nights in November it’s online. First Tuesday in December will be graduation. This company is looking at other opportunities to bring us as well. Encourage business students to attend.

XI. **Future Agenda Items**
a. AO Timeline
  • Handout from Jaime with annual submission dates are and a description. The second page includes links and shows what’s ongoing for the AO, an explanation on the UC….and information on the ASSIST Resource Center.
    • Melissa asked that Jaime present this at a future meeting and handout the information to everyone (will do this at the 1 Nov meeting).

b. Karen would like the Curriculum committee to start talking about the highly unlikely to succeed student and what’s our safety net for that group.

XII. **Next Regular Meeting**
a. Friday, November 1, 10:00 am, LRC

XIII. **Adjournment**