

Curriculum Committee Meeting

BCC

07 Oct. 16

1300

RM B6

- I. Approve Agenda
- II. Approve Minutes
 - a. 02 Sept. 16
- III. New Course - Paper
 - a. AUTO 57 – Automotive Heating and AC System – E. Blaine
- IV. Course Revision – Paper
 - a. ENGL 50X – Intensive Writing Preparation for College – C. Firtha
- V. Course Revision – Curricunet
 - a. GEOL 4 – The Age of the Dinosaurs – K. Freeman
 - b. AHLT 55A – Emergency Medical Tech.

Adjournment

Curriculum Committee Minutes

07 Oct. 16

Attendees: Ibrahim About, Tim Botengan, Kyri Freeman, Api Lealofi, Gene Low, Nance Nunes-Gill, Susan Nylander, Amy Ross, Eric Blaine.

Recorder: Elizabeth Locke

Call to order 1307

I. **Approve Agenda**

Motion by: Api

Second by: Nance

Discussion:

Call for vote: Approved

II. **Approve Minutes**

02 Sept. 16

Motion by: Api

Second by: Gene

Discussion: Confirmed Tech. Review. Api, Nance, Susan, Gene and Andrew. A training to for Tech. Review has been created. Kyri will email it to everyone.

Call for vote: Approved

III. **New Course – Paper**

a. AUTO 57

Motion by: Nance

Second by: Susan

Discussion: The local businesses asking for this Heating and AC course to improve employee skills. More information was requested regarding the SLO's, assessment methods, transfer information, mission, feasibility, and advisory board minutes. Initiator will bring this item back when requests are complete.

Call for vote: Tabled

IV. Course Revision – Paper

a. ENGL 50x

Motion by: Amy

Second by: Gene

Discussion: Distance Ed. is on the wrong form. It is requested that the initiator bring this item back with the current form to the next meeting.

Call for vote: Tabled

V. Course Revision – Curricunet

a. GEOL 4

Motion by: Gene

Second by: Nance

Discussion: Need textbook update in order to be aligned with the CID.

Call for vote: Approved

b. AHLT 55A

Motion by: Nance

Second by: Susan

Discussion: Prerequisite is being removed. This course was used as an example to maneuver in curricunet. Change has been made. It was decided to table this item due to the nature of the changes. This item will be moved to the next curriculum meeting. Also, extensive discussion on proper wording in order to be consistent for items that are approved, tabled and the one in question is not approved, denied, disapproved. This was not decided.

Call for vote: Tabled

Discussion: Api sent out information regarding the CID's to the appropriate faculty members to update the course outline of records that are in need of updating to align with CID. Kyri offered to help faculty with their updates as a solution to get this taking care of as soon as possible. It was decided that faculty need to submit their update to Tech. Review by 01 Dec. 16 in order to be on the February 2017 Curriculum Agenda.

Adjourn 1409

**Curriculum Committee Minutes
Barstow Community College
04 Nov. 16**

Attendees: Tim Botengan, Rodolfo Duque, Kyri Freeman, Api Lealofi, Nance Nunes-Gill, Susan Nylander, Amy Ross, Denise Pasley, Bryan King.

Recorder: Elizabeth Locke

Call to order 1351

I. Approve Agenda

Motion by: Nance
Second by: Susan
Discussion: Table item II.
Call for vote: Approved

II. Approve Minutes

Motion by: Api
Second by: Nance
Discussion: Table
Call for vote: Approved

III. Course Revision – Paper

a. ENGL 50X Intensive Writing Preparation for College

Motion by: Nance
Second by: Api
Discussion: The request for Distance Ed. approval was brought to the Curriculum Committee last meeting on an expired form. It was requested that it be brought back on the most current form.
Call for vote: Approved

IV. Course Revision - Curricunet

a. CHEM1 –

Motion by: Api
Second by: Nance
Discussion: Dr. Spencer made substantial changes to the course which included a change in the prerequisite. After approval, the instructor changed her mind, switched the prerequisite back in

the system without any record of curriculum approval. Item was brought back for formal Curriculum approval.

Call for vote: Approved

b. AHLT 55A –

Motion by: Api

Second by: Susan

Discussion: Tabled at last meeting. Changes were also made during last meeting to remove the CPR card prerequisite.

Call for vote: Approved

V.

New Course - Curricunet

a. BADM3 Entrepreneurship

Motion by: Amy

Second by: Nance

Discussion: This course is about changing the mindset, creativity, critical thinking and decision making skills which applies to all types of business. There are now degrees at UC's and CSU's and eventually would like our students to continue this path. Also, this is a path that the Advisory Committee wants to see happen with CTE. Workforce, Economic and Development have navigated specifically towards entrepreneurship which there is a lot of money coming from the state to promote this course and degrees as well. In addition, the goal is to eventually bring this course to every student on the CTE path by having this course become of part of the certs and degrees. In the future, this course will be an elective to our local Business Degree. Rationale was left out of the submittal and method of instruction has not been added to Curricunet due to a user issue. It was decided to table the item. Request that the rationale, need, appropriate support documentation be attached and method of instruction be added in the system.

Call for vote: Tabled

b. EDUC1 Introduction to Elementary Classroom Teaching

Motion by: Amy

Second by: Susan

Discussion: Nance was asked to create an Elementary Teacher Degree. After research, it was found that this course needed to be created for the degree. Lab and lecture hours and units will be confirmed later.

Call for vote: Approved

VI.

New course – Paper

a. ATHL 9 Intercollegiate Soccer (Women)

Motion by: Api

Second by: Nance

Discussion: This was added for a few reasons, to meet Title 9, it is recommended by the board and a survey was done which resulted in an overwhelming response to bring female soccer to campus. Catalog description needs a few changes with language and punctuation. Changes will be made.

Call for vote: Approved

b. ATHL 26 Women's Soccer

Motion by: Api

Second by: Susan

Discussion: Essentially this is the same class as ATHL 9. They are offered at different times of the year depending on what season it is. In season athletes will take the ATHL 9 course. Out of season they will take this course which basically covers practice. Catalog description needs same exact language change as ATHL 9.

Call for vote: Approved

c. MATH 6 Mathematical Concepts for Elementary Teachers

Motion by: Nance

Second by: Susan

Discussion: This course is needed for Elementary Teachers. This is for the upcoming Elementary Teacher Degree. Needs current distance ed form. Recommended to table and request that current Distance Ed form be used.

Call for vote: Tabled

VII.

New Transfer Degree

a. Elementary Teacher Education

Motion by: Susan

Second by: Amy

Discussion: This is the degree that the previous courses, MATH 6 and EDUC 1 were created for. All courses are ready except Physics. In the future, Physics will be activated and revised. Need the front cover and approval criteria. Recommendation is to table this item.

Call for vote: Tabled

VIII.

Degree Revision - Paper

a. Early Childhood Development

Motion by: Susan

Second by: Amy

Discussion: SLOAC thought it was difficult to measure and assess number three. Outcome #3 has been revised.

Call for vote: Approved

IX.

Information Item - Api Lealofi

Update on current transferrable courses for CSU-GE Breadth and IGETC.

Transfer pathways that incorporate the CID's and ADT's. An email with this information has been sent. This will be included in the 2017-2018 catalog update.

Once the CID information is approved through the Curriculum Committee and once the COR is updated, the information can be sent to the CID for approval.

Adjourn

1455

**Curriculum Committee
Barstow Community College
Agenda
02 Dec. 16
1300 Rm. B6**

- I. Approve Agenda**
- II. Approve Minutes**
 - a. 7 Oct. 2016**
 - b. 4 Nov. 2016**
- III. New course – Roll over – Curricunet**
 - a. BADM3 – Entrepreneurship – D. Pasely**
- IV. New Course – Roll over – paper**
 - a. MATH 6 – Mathematical Concepts for Elementary Teachers – R. Duque**
- V. New Transfer Degree – Roll over - Paper**
 - a. Elementary Teacher Education – N. Nunes-Gill**
- VI. Course Revision – Curricunet – SLO's Objectives, methods of instruction.**
 - a. ATHL 4 – Intercollegiate Volleyball (Women) – T. Puryear**
 - b. ATHL 7 - Intercollegiate Cross Country (Men) – T. Puryear**
 - c. ATHL 8 - Intercollegiate Cross Country (Men) – T. Puryear**
- VII. Course Revision – Catalog description, course content, SLO's – Paper**
 - a. ACCT 1A – Principles of Accounting – R. Vasconcellos**
 - b. ACCT 1B – Principles of Accounting – R. Vasconcellos**
- VIII. Course Revision – Textbook update – Paper**
 - a. ACCT 1A – Principles of Accounting – R. Vasconcellos**
 - b. ACCT 1B – Principles of Accounting – R. Vasconcellos**
- IX. ADT Revision – ENGLISH**
 - a. ENGL 12B – Survey of American Literature II 1865 – Present - Add to degree – C. Firtha**
- X. Course Revision**
 - a. ENGL 1A – English Composition and Reading – Add ENGL 50x as Prerequisite**

XI. Action item Curriculum Manual – K. Freeman

XII. Discussion – CB Coding – Penny Shreve

Adjourn

**Curriculum Committee Minutes
Barstow Community College
02 Dec. 16**

Attendees: Ibrahim Aboud, Tim Botengan, Rodolfo Duque, Kyri Freeman, Api Lealofi, Gene Low, Nance Nunes-Gill, Amy Ross, Penny Shreve, Stephen Eaton.

Guests: Ramon Vasconcellos, Michael Karpel, Arthur Ramirez, Taylor Puryear

Recorder: Elizabeth Locke

Call to order 1301

I. Approve Agenda

Motion by: Nance

Second by: Susan

Discussion: Table item II b. 04 Nov. 16 minutes. Also no one to speak on the English update, item IX. Request to table.

Call for vote: Approved

II. Approve Minutes

a. 07 Oct. 16 - Minutes

Motion by: Nance

Second by: Gene

Discussion:

Call for vote: Approved

b. 04 Nov. 16 – Minutes

Call for Vote: Tabled

III. New Course - Rollover

a. BADM 3 Entrepreneurship

Motion by: Nance

Second by: Api

Discussion: This items is a rollover from last meeting. The committee asked the initiator to make a fix which one was the Rationale, need, and attach supporting documentation. Chair confirmed changes have been made.

Call for vote: Approved

IV. New course – Rollover - paper

a. MATH 6 Mathematical Concepts for Elementary Teachers

Motion by: Api

Second by: Nance

Discussion: This item was tabled at last meeting. Request that current Distance Ed form be submitted. Confirm request was made.

Call for vote: Approved

V. New Transfer Degree – Rollover – Paper

a. Elementary Teacher Education

Motion by: Gene

Second by: Abe

Discussion: Tabled at last meeting. Confirmed requests have been made. Curriculum cover sheet.

Call for vote: Approved

VI. Course Revision – Curriconet – SLO's, Objectives, Methods of Instruction

a. ATHL 4 Intercollegiate Volleyball (Women)

Motion by: Gene

Second by: Nance

Discussion: Administration was asked by the board to bring this sport up to date. Updates were made as needed and are consistent with the other courses so that these sports may move forward.

Call for vote: Approved

b. ATHL 7 Intercollegiate Cross Country (Men)

Motion by: Gene

Second by: Penny

Discussion: Administration was asked by the board to bring this sport up to date. Updates were made as needed and are consistent with the other course so that this sport can move forward.

Call for vote: Approved

c. ATHL 8 Intercollegiate Cross Country (Women)

Motion by: Gene

Second by: Penny

Discussion: Administration was asked by the board to bring this sport up to date. Updates were made as needed and are consistent with the other course so that this sport can move forward.

Call for vote: Approved

- VII. Course Revision – Catalog description, course content, SLO's - Paper**
- a. ACCT 1A Principles of Accounting**
Motion by: Amy
Second by: Gene
Discussion: Course content was revised to reflect what other colleges have for transferability. Reviewed course and confirm it is equal to other community colleges.
Call for vote: Approved
- b. ACCT 1B Principles of Accounting**
Motion by: Amy
Second by: Gene
Discussion: Revised SLO's for ACCT 1B to reflect managerial accounting so that it will be more transferrable.
Call for vote: Approved
- VIII. Course Revision – Textbook update**
- a. ACCT 1A Principles of Accounting**
Motion by: Amy
Second by: Gene
Discussion: Updated the textbook in accordance with the need for transferability and course content.
Call for vote: Approved
- b. ACCT1B Principles of Accounting**
Motion by: Amy
Second by: Gene
Discussion: Updated the textbook in accordance with the need for transferability and course content.
Call for Vote: Approved
- IX. ADT Revision – English (Add to degree)**
- a. ENGL 12B Survey of American Literature II 1865 – Present**
Call for vote: Tabled
- X. Course Revision**
- a. ENGL 1A English Composition and Reading (Prerequisite)**
Motion by: Gene
Second by: Penny
Discussion: Need to confirm past curriculum approval. Request item be table.
Call for Vote: Approved

XI. Action item Curriculum Manual

Motion by: Penny

Second by: Gene

Discussion: Need to update the procedures and policies. Chair noted that some updates that were requested were done a year ago and may not be update now. It was noted to remove EVAR for #6. It was noted to add Dean of DE, and add subcommittee of Academic Senate. Question regarding membership for Basic skills. Request more research. Request to table.

Call for vote: Tabled

XII. Discussion – CB Coding – Penny Shreve

Mrs. Shreve discussed the importance of CB Coding for faculty when submitting curriculum items. Explained that if any CB coding is revised that the Chancellor's office considers this a substantial change. Reviewed the CB coding. Briefly mentioned top codes. It is good for faculty to know the tops code for their discipline and know where they are. Curriculum Specialist will assist.

Adjourn 1352

**Barstow Community College
Curriculum Committee
Agenda
03 Feb. 17 @ 1300 - RM B6**

- I. Approve Agenda**
- II. Approve Minutes**
 - a. 04 Nov. 16**
 - b. 02 Dec. 16**
- III. Archive – Degrees**
 - a. Administration of Justice – AS – S. Eaton**
 - b. Business – AS – S. Eaton**
 - c. Business Management – AS – S. Eaton**
 - d. Child Development – AS – S. Eaton**
- IV. New Course**
 - a. Auto 57 – Heating and Air Conditioning – E. Blaine**
- V. Course Revision**
 - a. Chem 2A – General College Chemistry – Spencer and Freeman**
- VI. Curriculum Manual – Penny – Kyri**
 - a. Membership**
 - b. Attendance policy**
 - c. Meetings**
 - d. Voting policies**
- VII. Curriculum timeline – 2017 - 2018**
- VIII. Coordinator check list prior to Tech Review**
- IX. Physics discussion – Penny**
- X. Process suggestions from Consultant Becky Weaver - Discussion – Penny**
- XI. Curricunet video**
- XII. Adjourn**

Curriculum Committee Minutes
Barstow Community College
03 Feb. 17

Attendees: Carole Blake, Tim Botengan, Rodolfo Duque, Kyri Freeman, Api Lealofi, Gene Low, Susan Nylander, Amy Ross, Penny Shreve.

Guests: Peggy Greeno, Jaime Rodriguez, Eduardo Vasquez

Recorder: Elizabeth Locke

Call to order 1320

Note: Committee Chair – Discussion

Meeting was delayed due to not having a quorum. Mr. Eaton is not present to discuss his items to archive a few local degrees. Items V (CHEM2A - Course revision) and VII (Curriculum timeline) will be tabled. The chair has opted to move on to discuss informational items until we are certain we have a quorum.

VII. Curriculum Timeline – Information

Will be tabled.

VIII. Coordinator check list prior to Tech. Review – Information – Penny (Kyri)

Discussion: Kyri – It is being considered is to have a little check list as to what each coordinator is required to look for and approve in the system in the event that someone else takes on the role. There will be documentation as what is needed for the approval of items to be moved forward.

IX. Physics discussion – Information - Penny

Physics has not been offered in a while. Hoping to bring it back. We have an adjunct that has provided outlines and information from his point of view. Already discussed with the Instructional Science Aid on materials that may be needed. With his help will have the content to upgrade physics by the next meeting. Hoping to get it reactivated in the catalog. Question if this course has a lab, yes. Question whether this course has a Math prerequisite. Penny was not certain. Needs to go back and review. Physics is required for the Elementary School Degree which is one of the reasons why this course is being brought back.

Note: Side bar: Kyri stated we have a quorum. Calling meeting to order: 1320

I. Approve Agenda

Motion by: Not audible

Second by: Not audible

Discussion: Mr. Eaton is on a conference call. The chair suggested waiting to discuss the archival of degrees (**III a.b.c.d.**) until Mr. Eaton arrives.

Call for vote: Approved

II. Approve Minutes

a. 04 Nov. 16

Motion by: Gene

Second by: Amy

Discussion: No discussion

Call for vote: Approved

b. 02 Dec. 16– Minutes

Motion by: Gene

Second by: Susan

Discussion: Susan questioned the tabled English items. Explained ENGL 12B was being considered to be added to an ADT. However, there was no response. ENGL 1A to confirm prerequisite. Prerequisite issue was solved.

Call for Vote: Approved

Note: Kyri motioned to amend the agenda to incorporate the Cut Scores

Motion by: Gene

Second by: Susan

Discussion: This item was talked about previously but have been overlooked to be placed on the agenda. Kyri would like to amend the agenda to add Cut Scores.

Call for vote: Approved

III. Cut Scores – Api (Replaced original item III a – d)

Motion by: Susan

Second by: Gene

Discussion: Brief re-introduction to changing the cut scores. The English department met to discuss the cut scores because it was believed that they were too high. Based on state recommendations, the scores were adjusted and have been utilized since 2015. Counselors would like to make it an automated process rather than submitting a prerequisite validation form. However, there is a loop hole. After speaking to Kim, moving forward at this

time with the new cut scores in the system would skew the validation data that is currently taking place. Best to implement after the validation is done which is sometime in March. These are the official scores being used. Suggested to approve the scores now and implement in April when the validation is done. Penny stated that when there is a validation, people in the discipline meet to decide if changes are needed so there may be changes to come. Penny suggested waiting until after validation. Api shared that at that time, the scores would be re-evaluated and questions would arise which means the scores may be changed from what they are currently. Kyri confirmed with Api and stated that this should be more of an information item. All Agreed.

IV. New Course - Curricunet

a. AUTO 57 – Heating and Air Conditioning

Motion by: Susan

Second by: Amy

Discussion: Kyri stated the initiator is not present. Originally submitted on paper and added to curricunet which is not fully complete. However, Kyri just reviewed it. The reason it was tabled was due to not having the justification completed and the textbook also needed updating. These items still need to be complete. Recommendation is to table this item.

Call for vote: Tabled

V. Course Revision - Curricunet

a. CHEM 2A – General College Chemistry

Motion by: Api

Second by: Amy

Discussion: The revisions that were asked to be made have been made. However, more discussion is needed. It is not ready to be on the agenda.

Call for vote: Tabled

VI.

Curriculum Manual – Kyri

a. Membership

Discussion: The committee was asked to bring up the Curriculum Manual. It was stated that most is to validate and approve what is already in place. Reviewing membership. Non-voting advisors. Suggested to change Distance Education representative to Dean of Distance Education which is a change that has already been made in the Participatory Governance Handbook. Penny questioned if at one time was it discussed having the SLO coordinator? Kyri stated that it is the view point of the Academic Senate is that they if was preferred that they are not added as a voting members at this time. Penny informed the chair that the SLO coordinator is not even listed. Kyri stated to add the SLO coordinator to non-voting advisors. Call for vote for the addition/modification.

Call for vote: Approved

b. Attendance policy - Kyri

Discussion: Kyri stated that attendance has been a little issue in the past and have lecture people before. We are a small campus with a small pool of people which makes it difficult. Suggestion is to continue to have representatives who miss 3 or more meetings are subject to removal by majority vote. Subject does not mean that we have to remove them, it means that we have the option. Penny noted that the IOC's title needs to be updated to Curriculum and Schedule Specialist. This change needs to be made throughout the document. Asked if everyone is okay with this policy as currently written.

Call for vote: Approved

c. Meetings - Kyri

Discussion: A couple of areas to look at. "F" has never been done. Item B (1) Submitted items take approximately 6 weeks. Chair asked if this should be changed. It was decided to keep as is until further notice due to the changes in process. If a change in fact does need to be made, we can make it at a later date. Title of the IOC will need to be changed. No further comments. All those in

favor of improving the meeting section with change of the IOC title.

Call for vote: Approved

d. Voting policies - Kyri

Discussion: This section tells us what to do with submissions. How to take action on voting items. As of now there is approve (as submitted), not approved (back to the beginning) and table. What the committee has done is approve with changes. Kyri confirmed that there is no such thing as approve with changes. There also has been discussion about not having not approved. After a lengthy discussion, it was decided to use Approved, Disapproved, Tabled and Request Changes. Penny added that she wants to make clear that an approval can mean fixing an items during the meeting. Small issues such as typos.

Call for vote: Approved

Note: Kyri stated she can no longer stall for Mr. Eaton. Moving on. Further discussion regarding the Curriculum Manuel needs to be discussed, however, Academic Senate, Scott wanted to speak with Kyri, the chair prior to bringing the items to the committee. Expect more manual discussion in the future. It was suggested for everyone to review the manual and bring any suggestions back to the committee.

Item VII. Curriculum item is an informational items that was already discussed.

X. Process suggestions from Consultant Becky Weaver – Discussion – Kyri/Penny
This is an informational item. As many know a consultant was brought in to help with process. Thought consultant was from Ellucian but the form says Fox and Weaver Consulting. These are suggestions for changes. There hasn't been time to go through the suggestions thoroughly. However, one suggestion was to change the Technical Review Chair to the Curriculum Chair. Not sure about that one. It was suggested that the committee go through the changes and discuss them with Mr. Eaton or as a group. Also, it was stated that any changes that are in the document are not believed to be a requirement as they are coming from a consultant and not the Chancellor's office. However, there could be some good suggestions that we may want to take on. It was encouraged for everyone to go through the suggested changes so we can discuss and figure out what the action items actually are.

XI. Curricunet Video – Penny

There has been discussion about making screen shots of the curricunet process, but figured no one will read them. It was thought that making a video would be much better. They are working on making videos for certain processes in curricunet. Think about what may be needed in the video and send ideas to Penny.

XII. Archive Degrees (Originally Item III a – d)

- a. Administration of Justice – AS
- b. Business - AS
- c. Business Management – AS
- d. Child Development – AS

Motion by:

Second by:

Discussion: Kyri – Next meeting for the tabled items would March 3rd.

We will take this items individually. A brief discussion on item III a, b, c, d, Archived Degrees. Kyri's understanding is that the Chancellor's office will ding us for having these without a reason for having them. The reason the counselor's attended this meeting was to express their thoughts and concerns regarding these degrees. Kyri asked if there would be a negative impact on the students if any of these degrees were removed. Item III c. Business Management hasn't been offered since 2004. It's either been Business or Management, but not Business Management. It was stated that Business Management was not listed in the catalog. Further discussion and confirmation will be needed from Mr. Eaton. The counselors were on in favor of keeping the rest of them. There has been talk to archive the local degrees that also have an ADT. Brief discussion. ADT's, the students have to do a higher level of math/college level of math, a second semester of English, science with lab, another math or bio or physical science. It was stated that we have a population that has challenges with higher level of math. Local degrees are a faster path for students wanting to get into the workforce. Suggestion that Mr. Eaton may know something that we don't know and asked for the counselor's to return to the next meeting. Suggest motion to table these items until March. Penny asked for these concerns to be put together so that when we meet again in case Mr. Eaton is not able to be here, someone can have a response for him. Motion is on the floor to table these for items for our next meeting.

Call for Vote: Tabled (Note: there was not a motion to begin a motion on this item)

Curriculum Committee Minutes
Barstow Community College
03 March 17

Attendees: Carol Blake, Morgan Bohnsack, Tim Botengan, Rodolfo Duque, Kyri Freeman, Gene Low, Nance Nunes-Gill, Susan Nylander, Amy Ross, Penny Shreve, Sandi Thomas, Samera Kabir.

Guests: Godwin Alozie, Kevin Frias, Joshua Loper, Arthur Ramirez.

Recorder: Elizabeth Locke

Call to order 1305

I. Approve Agenda

Motion by: Susan Nylander

Second by: Nance Nunes-Gill

Discussion: Table item II. Change item VIII. Archive Degrees to a discussion item.

Call for Vote: Approved

II. Approve Minutes

a. 03 Feb. 2017

Call for Vote: Table

III. Certificate Revision

a. IMMT.IME&I (Low Unit)

Motion by: Amy Ross

Second by: Gene Low

Discussion: Nance shared that changes were made to the original certificate. The electrical courses were removed from the original certificate now making the certificate 7 units opposed to 11.

Call for Vote: Approved

b. IMME&I Level II (Low Unit)

Motion by: Amy Ross

Second by: Gene Low

Discussion: Nance shared that the change to the original is the same as the previous certificate. Removed the electrical course.

Call for Vote: Approved

c. IMMT Level II (Low Unit)

Motion by: Gene Low

Second by: Susan Nylander

Discussion: Nance shared this is the same as the last two. Removed the electrical courses.

Call for Vote: Approved

IV. New Certificate – Paper

a. Pipe Welding

Motion by: Amy Ross

Second by: Gene Low

Discussion: This is a new certificate. The advisory and partners in the field have requested that pipe welding courses be created because it's a high need in their field. The courses have gone through the local curriculum and now are creating a 3 course certificate. Students who complete will receive a certificate.

Call for Vote : Approved

b. Electrical Skills Level II (Low Unit)

Motion by: Gene Low

Second by: Susan Nylander

Discussion: This is a new certificate. These are the courses that were pulled from the IMM certificates to create an electrical certificate by its self.

Call for Vote: Approved

V. New Course

a. Auto 57 – Heating and Air Conditioning

Motion by: Gene Low

Second by: Amy Ross

Discussion: This course was brought to the Curriculum Committee before. The rational and justification were not complete. They are now listed and complete in Curricunet.

Call for Vote: Approved

VI. Archive

a. ENGL 10 – Introduction to Linguistics

Motion by: Gene Low

Second by: Rodolfo Duque

Discussion: Susan shared that this course hasn't been taught in years. As faculty reviewed the COR, it was determined that it needs a lot of work for it to be brought up to date. As of now, faculty is not interested. Thought it

was best to archive. This course is not attached to any degrees. If it is decided in the future that it is needed. The English department will work together to bring it back. If it is needed for TESL, the student would get what they need at the next level.

Call for Vote: Approved

VII. Course Revision – Curricunet

a. CHEM 2A – General College Chemistry

Motion by: Nance Nunes-Gill

Second by: Gene Low

Discussion: Revision of SLO's. Emily and Dr. Spencer have been going through the CHEM courses making them more appropriate for our students' needs. A question regarding the clarity of the content. Core competencies are listed. Assessment methods are included.

Call for Vote: Approved

b. WKFC 101 – Attitude in the Workplace

Motion by: Gene Low

Second by: Nance Nunes-Gill

Discussion: While creating another certificate, as it was reviewed, it was discovered that these courses were never switched over from BADM back before 2009. Part of the courses went through and 5 never made it. Initially we thought it was a name change, then discovered the course needed to be brought up to date.

Call for Vote: Approved

c. WKFC 102 – Dealing with Difficult People

Motion by: Susan Nylander

Second by: Gene Low

Discussion: Same scenario as item VII. B.

Call for Vote: Approved

d. WKFC 106 – Managing Change

Motion by: Gene Low

Second by: Nance Nunes-Gill

Discussion: Same scenario.

Call for Vote: Approved

e. WKFC 107 – Team Building

Motion by: Nance Nunes-Gill

Second by: Gene Low

Discussion: Same scenario

Call for Vote: Approved

f. WKFC 108 – Business Ethics

Motion by: Gene Low

Second by: Susan Nylander

Discussion: Same scenario

Call for Vote: Approved

VIII. Archive – Degrees (Tabled from last meeting)

a. Administration of Justice – AS

b. Business – AS

c. Business Management – AS

d. Child Development – AS

Discussion: In the beginning of the meeting we changed this item to a discussion item because it needs a lot of discussion and because Mr. Eaton is not present. Gene handed out Deferred Action for Childhood Arrivals (DACA) toolkit for Educators. Penny shared that Mr. Eaton wanted to have a strong dialog and felt that data was needed. He will ask for data before the next meeting. Penny added, that she spoke with Heather and stated this was not a financial aid issue but did express we cannot get rid of the Management degree. Heather argues that this is a SOC issue. Essential for the military. Heather has been asked to provide data. Gene shared that ADJU is also a SOC item so we shouldn't delete it. If we delete, we are no longer a military friendly school. SOC (Service Members Opportunity College) used to be around 12,000 schools. Now, it's been cut down to less than 200 schools across the nation. We are SOC members and we only have two degrees that are approved by them. Administration of Justice and Management. We have soldiers who are Military Policeman who receive credit for ADJU 1, 3, 5 and 7 often. The same thing with Management. Those who have had supervision or leadership training depending on their MOS, may receive credit for MGMT 1, 3, 5 or maybe all of them. May also get credit for CBIS 13. Once they receive credit for these courses, they may only have to take a few electives for the major to get their degree. Often they can take all 30 which is the max we take from the joined service are 30 units. Gene put samples in the handout. At times, the serviceman may only need 10 courses for a degree. Business Management. Gene shared that it does

not recall this degree being offered since 2004. When it was separated to Business and Management, Business Management was no longer offered. Gene also shared that Child Development should be in the catalog as it would benefit military spouses and align with Park University. Kyri recapped that the census is to keep a. ADJU, b. Business and c. Child Development. There will be further discussion of this item when Mr. Eaton is present so that he can share his reasoning as to why he would like these degrees archived.

IX. Action item – Distance Ed. Form

Motion by: Gene Low

Second by: Susan Nylander

Discussion: The Distance Ed. form is approved by DE committee and Academic Senate to be submitted with courses proposed to be offered online. In the transition to Curricunet, this documentation is not present and is considered grandfathered in. Now that this is an ACCJC requirement, Kyri states that Distant Ed. forms need to be filled out for all courses in Curricunet even if they have been approved previously. DE committee is finalizing the new form and Kyri agreed to help faculty go through the process of resubmitting. The new form will need to be added to curricunet. Penny will send a help desk request when the form is ready. Kyri wanted the committee to approve sharing with the faculty and assisting them in this process. It was shared that this needs to happen or else we will get dinged by Accreditation. It was also shared that the information on the DE form needs to align with the course.

Call for Vote: Approved

X. Curriculum/Tech Review Timeline

Motion by: Susan Nylander

Second by: Gene Low

Discussion: Liz shared the yearly Curriculum/Tech Review Timeline. It was suggested that everyone print the timeline and have it accessible for next fall. It was confirmed that roll over meetings and special meetings are still an option.

XI. Curriculum Manual – Action Items

a. Remove Term of office

Motion by: Gene Low

Second by: Nance Nunes-Gill

Discussion: So far we have reviewed the manual and made updates. This is something that should be done periodically and for accreditation. The

motion at this time was to remove the term of office, this is specifically for Curriculum Chair. This idea came from the Academic Senate President. Academic Senate also removes the term of office from Academic Senate.

Call for Vote: Approved

b. Election selection procedures

Motion by: Nance Nunes-Gill

Second by: Susan Nylander

Discussion: This section is still correct. All faculty in each division can vote. Elections are held, usually in May. If someone is not elected, someone would be forced to do it. Faculty appointments are every other year staggered to the elections.

Call for Vote: Approved

c. Faculty Chair description (Add to Curricunet)

Motion by: Nance Nunes-Gill

Second by: Susan Nylander

Discussion: The description needs to include the following: provide training in Curricunet, move courses forward in Curricunet as needed. If the process changes due to the consultants' suggestions the role of the Chair could change as well. Also, attending a variety of Chancellor Office meeting should be included. It was suggested that the role should include facilitating proposals as appropriate for position. The Chair stated there is a need to recognize there are technical duties of working in Curricunet. It was shared that the IOC should be changed to CSS (Curriculum and Scheduling Specialist) in all areas. Motion will be to table this so that the Chair can write in the extra duties and until we make the decision regarding the consultant suggestions.

Call for Vote: Tabled

d. Voting members

Motion by: Nance Nunes-Gill

Second by: Gene Low

Discussion: No change

Call for Vote: Approved

e. Recommend terminate Curriculum Manual Committee

Motion by: Nance Nunes-Gill

Second by: Susan Nylander

Discussion: Kyri stated, we aren't doing a Curriculum Manual Committee. In the future we could have someone come in and this could be their job. It was suggested that we could delegate certain members to do this job. We don't necessarily have to have a committee. For now it is suggested to terminate the Curriculum Manual Committee.

Call for Vote: Approved

f. Proposal to add Proxy initiator

Motion by: Gene Low

Second by: Nance – Nunes-Gill

Discussion: The request is to have worded in the procedures that if another person, if they have been fully apprised of what is being done can act as a proxy for the initiator if they are not able to be present. This is something that we are already doing.

Call for Vote: Approved

XII. Training Video - Penny

Discussion: On hold. Penny thought her computer had the software to create a video, but it does not. Possibly next meeting. The video is an effort to train staff visually through video rather than screen shots. There is an option to include video on the Curricunet website.

XIII. Information – Coordinator Check lists

Motion by: Gene Low

Second by: Nance Nunes-Gill

Discussion: The coordinators were asked to create a checklist of what they look for when approving items. This check list is an effort to guide the new coordinator if a vacancy should occur. The SLO Coordinator shared the responsibilities and requirements of this particular coordinator. It was shared that the checklists will be shared on the resource page in Curricunet.

XIV. Discussion – Consultant Suggestions

Motion by: Gene Low

Second by: Nance-Nunes-Gill

Discussion: Kyri reminded everyone that this was handed out at the last meeting and emailed it twice. Kyri stated she was not clear there was a deadline in our prior discussions, but there is a timeline. The proposal doesn't not

make a lot of changes, but a few substantial changes. Penny shared three significant changes: Add Director of Enrollment Services for financial aid purposes; Move IOC/CSS into coordinator step; and faculty chair or representative as Tech. Chair. Kyri said this is a very big change. Penny shared that the significant change that Kyri is referring to that it is the IOC/CSS. Kyri asked Penny to explain a little more as to why there is a timeline with this approval and added that we do not have to approve exactly as they put it. Penny shared that we are trying to get curricunet as accurate as possible for it to be a repository to be connected to degree audit. They will be going directly into Curricunet and pulling from it, so curricunet needs to be as close to perfect as possible.

Adjourn 1429