

Curriculum Committee Minutes

06 Oct. 17

Attendees - Ibrahim Aboud, Carole Blake, Api Lealofi, Dr. D. Morse, Jaime Rodriguez, Amy Ross, Sandi Thomas

Guests - Randy Christensen, Susan Nylander, Roland O'neal, Mark Weller, Jennafer Worland.

Recorder - E. Locke

Start time 1307

I. **Approve Agenda**

Motion by: Amy Ross

Second by: Susan Nylander

Discussion: Remove all IMMT courses from item III and IV.

Call for Vote: Approve to remove all IMMT items for item III and IV.

II. **Approve Minutes**

a. **07 Apr. 17**

Motion by: Abe Ibrahim

Second by: Amy Ross

Discussion:

Call for Vote: Approved

b. **21 Apr. 17**

Motion by: Amy Ross

Second by: Susan Nylander

Discussion:

Call for Vote: Approved

III. **New Courses – Curricunet**

a. **AUTO 52A**

Motion by: Amy Ross

Second by: Susan Nylander

Discussion: New course for Auto. Needs units and hours adjusted in Curricunet to reflect 4 units, 54 hours lecture and 54 hours lab.

Call for Vote: Approved with noted changes.

III. New Course – Curricunet- Continued

b. ENGL 13A

Motion by: Susan Nylander

Second by: Amy Ross

Discussion: The focus of this new course is on African American writers and thinkers throughout several hundred years. Articulation Officers were not able to view course for transferability.

Call for Vote: Tabled

IV. Course Revision – Curricunet

a. AIRC 50

Motion by: Abe Ibrahim

Second by: Amy Ross

Discussion: Updating the course to better serve the students and the industry. Competencies, course objectives, methods of instruction, basis for grades and book.

Call for Vote: Approved

b. AIRC 51

Motion by: Api Lealofi

Second by: Abe Ibrahim

Discussion: Reactivating course. Updating the course to better serve the students and the industry. Competencies, course objectives, methods of instruction, basis for grades and book.

Call for VOTE: Approved

c. AIRC 52

Motion by: Amy Ross

Second by: Abe Ibrahim

Discussion: Updating the course to better serve the students and the industry. Competencies, course objectives, methods of instruction, basis for grades and book.

Call for Vote: Approve

d. AIRC 53

Motion by: Susan Nylander

Second by: Abe Ibrahim

Discussion: Updating the course to better serve the students and the industry. Competencies, course objectives, methods of instruction, basis for grades and book.

Call for Vote: Approved

IV. Course Revision – Continued

e. CHLD 19C

Motion by: Susan Nylander

Second by: Amy Ross

Discussion: Removing the lab hours. Lecture is 54 hours.

Call for Vote: Approved

V. Consultant Changes

Motion by: Abe Ibrahim

Second by: Amy Ross

Discussion: Presenter is not present. Discussion to table item.

Call for Vote: Tabled item

VI. Discussion items

a. Prerequisite notification. – P. Shreve/ K. Freeman- Presenter not present.

b. Admin. Policy update – AP 4021 Program Discontinuance- P. Shreve/K. Freeman
- BP 4021 Program Discontinuance – P. Shreve/ K. Freeman
Presenter not present.

c. Curriculum and Tech. Review timeline – Dr. D. Morse

The goal is to have the catalog complete before fall registration. In order for this happen, the curriculum deadline is December. We will still take submissions, however, there is no guarantee that they will be approved or ready to be offered in the fall.

Adjourn - 1340

Barstow College
Curriculum Committee Minutes
03 Nov. 17

Attendees – Ibrahim Aboud, Carole Blake, Kyri Freeman, Gene Low, Amy Ross,

Guests - Jennafor Worland, Susan Nylander, Tanesha Young, Roland O’Neal, Art Rodriguez

Recorder - Elizabeth Locke

Start time - 1302

I. Approve Agenda

Motion by: Abe Aboud

Second by: Gene Low

Discussion: Table items IV a – j. IMMT 90A – J. Move item IVa. to top of the agenda.

Call for Vote: Approved

II. Approve Minutes

a. 06 Oct. 17

Motion by: Gene Low

Second by: Susan Nylander

Discussion: Correct Abe’s name.

Call for Vote: Approved

III. New Course – Curricunet

a. ENGL 13A – African-American Literature

Motion by: Gene Low

Second by: Amy Ross

Discussion: This course is being brought back from last month’s meeting. Transfer page was hidden from the Articulation Officer in Curricunet.

Call for Vote: Approved

b. ENGL 191 – Bridge to College Success

Motion by: Amy Ross

Second by: Gene Low

Discussion: This course was for non-credit, extra support workshops to help incoming high school students with writing and reading. Now this course will be offered to all students and the college will be able to collect apportionment.

Call for Vote: Approved

c. IME&I 95A –Emergency Systems, Process Control Elements and Instrument

Motion by: Gene Low

Second by: Abe Aboud

Discussion: Change from IME&I to IMEI. This is part of a series of new courses to support another pathway for a new certificate. Prerequisite is all the IMEI 90 series. Grades do not add up to 100%. This will be fixed.

Call of Vote: Approved

d. IME&I 95B – Pneumatic Control Valves, Actuators, and Positioners – R.

Motion by: Gene Low

Second by: Susan Nylander

Discussion: Change from IME&I to IMEI. New course for future certificate.

Call for Vote: Approved

e. IME&I 95C - Performing Loop Checks, Troubleshooting, and Process Control Loops –

Motion by: Gene Low

Second by: Amy Ross

Discussion: Change IME&I to IMEI. New course for future certificate.

Call for Vote: **Approved**

f. IME&I 95D - Programmable Logic Controllers

Motion by: Gene Low

Second by: Amy Ross

Discussion: Change from IME&I to IMEI. New course for future certificate

Call for Vote: Approved

g. IME&I 95E - Data Networks and Distributed Control Systems

Motion by: Gene Low

Second by: Amy Ross

Discussion: Change from IME&I to IMEI. New course for future certificate

Call for Vote: Approved

IV. Course Revisions – Name change and COR changes

a. AHLT 55A –

Motion by: Abe Aboud

Second by: Gene Low

Discussion: Art Rodriguez stated that the state requirements have increased. Hours will be corrected to align with Chancellor's Office requirements as well as EMT state requirements.

Call for Vote: Approved

b. IMMT 90A – Change to IME&I – All R. O’Neal/N/Nunes-Gill

c. IMMT 90B – Change to IME&I

d. IMMT 90C - Change to IME&I

e. IMMT 90D – Change to IME&I

f. IMMT90E - Change to IME&I

g. IMMT 90F – Change to IME&I

h. IMMT 90G – Change to IME&I

i. IMMT 90H – Change to IME&I

j. IMMT 90I – Change to IME&I

k. IMMT 90J – Change to IME&I

Motion by: Abe Aboud

Second by: Gene Low

Discussion: Items IVb - k have been tabled.

Call for Vote: Approved

V. Consultant Changes – Penny

Motion by: Susan Nylander

Second by: Amy Ross

Discussion: After a discussion, it was decided to table this item.

Call for Vote: Table

VI. Informational items

a. Prerequisite notification/Text books – K. Freeman

Discussion: Whether there is a change with the prerequisite or not, the item still has to go through the curriculum committee. Prerequisites are now due. It was mentioned that textbook updates are due in November of 2018.

b. AP 4021 Program Discontinuance – P. Shreve/ K. Freeman

c. BP 4021 Program Discontinuance – P. Shreve/ K. Freeman

Discussion – Both were discussed and approved as is.

d. Curriculum Manual

Discussion: More change may be coming but need to be discussed further at a later time.

e. Change meeting time survey – K. Freeman

Discussion: 9 out of 10 would like to change the meeting time to 10:00 am. It was agreed to start the new time at the beginning of the new year. (2018)

Motion to Adjourn

Gene Low

Amy Ross

Adjourn - 1419

Barstow College
Curriculum Committee Minutes
01 Dec. 17

Attendees- Ibrahim Aboud, Carole Blake, Gene Low, Nancy Nunes-Gill, Jaime Rodriguez, Amy Ross, Penny Shreve.

Guests - Susan Nylander, Jennafer Worland, Randy Christensen, Roland O’Neal, Tanesha Young

Recorder - Elizabeth Locke

Start time - 1306

I. Approve Agenda

Motion by: Gene Low

Second by: Susan Nylander

Discussion:

Call for Vote: Approved

II. Approve Minutes

a. 03 Nov. 17

Motion by: Jaime Rodriguez

Second by: Gene Low

Discussion:

Call for Vote: Approved

III. Course Revisions – Curricunet (IMMT’s)

a. IMMT 90A – Change to IMEI 90A

Motion by: Gene Low

Second by: Jaime Rodriguez

Discussion: Name change, SLO change

Call for Vote: Approved

b. IMMT 90B – Change to IMEI 90B

Motion by: Gene Low

Second by: Amy Ross

Discussion: Name change.

Call for Vote: Approved

III. Course Revisions – Curricunet (IMMT's) continued

c. IMMT 90C – Change to IMEI 90C

Motion by: Susan Nylander
Second by: Gene Low
Discussion: Name Change
Call for Vote: Approved

d. IMMT 90D – Change to IMEI 90D

Motion by: Gene Low
Second by: Abe Aboud
Discussion: Name Change
Call for Vote: Approved

e. IMMT 90E – Change to IMEI 90E

Motion by: Gene Low
Second by: Jaime Rodrigues
Discussion: Name Change
Call for Vote: Approved

f. IMMT 90F – Change to IMEI 90F

Motion by: Gene Low
Second by: Amy Ross
Discussion: Name Change. It became clear that the IMMT courses are not just a name change. Units, lecture and lab hours are being adjusted as well. Motion to table this item until Dec. 8th meeting to be clear on what changes being made.
Call for Vote: Approved

Note: It is clear that there are additional changes to the IMMT courses other than a name change. It was decided to table items **III a – k** until the Dec. 8th meeting to ensure what changes are being made.

Motion by – Gene Low
Second by: Abe Aboud
Call for Vote: Approved

IV. Distance Education Form

Discussion: Kyri stated the Distance Ed Form in curricunet needs to be corrected. It was agreed to create a new form.

V. Training Information

Discussion: The schedule has been moved up this year so that there is a better chance for curriculum items to be in the catalog for fall. However, there was still a deadline for curriculum items, so if you did not make the deadline, do not ask Liz if it will be in the catalog.

Special meeting Dec. 8th to accommodate additional CTE curriculum items.

VI. Discussion- Informational

a. Academic Freedom 430

Discussion: Kyri stated Dr. Morse wanted us to start looking at the AP/BP's. This is the BP for Academic Freedom. At the moment they are informational only. Penny stated that Dr. Morse has a different view than what we've had in the past. He believes that curriculum should be involved in the AP/BP's. He believes that faculty should be helping to create, advice, suggest as a constant process. Penny stated that she believes Dr. Morse wants to see work groups created. Kyri suggested that the committee look over the AP/BP's and maybe have suggestions.

b. Library 440

Discussion: Kyri stated she could add more, but is not sure what Dr. Morse's thoughts are. She would like to research what other colleges have. Penny stated that Carole Blake has gone through the process of creating an AP/BP and suggested Carole to share why she revised the AP/BP. Carole stated that she and Abe did this while in the leadership academy. They were asked to revise them because they didn't have enough information. This was their assignment through the leadership academy. The document was taken to HR then the VP then approval by the Board. Penny stated that a policy was passed for curriculum that the committee never saw. This is why Dr. Morse wants more people involved. Kyri stated she thought the Academic Freedom looked pretty good. The library one needs work.

c. Articulation

Discussion: This one does not give much detail. Jaime stated that she has this one on her desk now and that she will be working with Heather R and Heather M. Penny stated that Jaime should hold off and talk Dr. Morse because he has a vision. Dr. Morse would like more dialogue than just having someone assigned to update. Penny also stated that Dr. Morse wants the people who are living the process to be involved in writing the process. Abe noticed that the documents have the same revised and

approved dates. There were only speculation as to why the dates are the same and when these were originally created.

MISC - Kyri stated many prerequisite validations will be coming through.

Nance informed Kyri that she can't make any changes to her courses in Curricunet. Kyri believes that the final implementation haven't been done and for her to check with Penny and Liz.

Motion to Adjourn

Motion by: Susan Nylander

Second by: Gene Low

Adjourn: 1403

**Barstow Community College
Curriculum Committee Minutes
08 Dec. 17**

Attendees Ibrahim Aboud, Tim Botengan, Gene Low, David Morse, Nance-Nunes-Gill, Susan Nylander, Jaime Rodriguez, Amy Ross, Penny Shreve.

Guests Apineru Lealofi, Mark Weller

Recorder Susan Nylander

I. Approve Agenda

Motion by: Gene Low

Second by: Abe Aboud

Discussion: Nance Nunes-Gill sitting in as chair for Kyri.

Call for Vote: Approved

II. Course Revisions – A-K

a. IMMT 90A – Change to IMEI 90A

b. IMMT 90B – Change to IMEI 90B

c. IMMT 90C – Change to IMEI 90C

d. IMMT 90D – Change to IMEI 90D

e. IMMT 90E – Change to IMEI 90E

f. IMMT 90F – Change to IMEI 90F

g. IMMT 90G – Change to IMEI 90G

h. IMMT 90H – Change to IMEI 90E

i. IMMT 90I – Change to IMEI 90I

j. IMMT 90 J – Change to IMEI 90J

k. IMMT 90K – Change to IMEI 90K

Motion by: Gene Low

Second by: Amy Ross

Discussion: These courses were tabled at the last meeting. All courses now match the state and Banner hours, etc. Won't be in catalogue right now, but they are corrected in Curricunet now.

Call for Vote: Approved all together

III. Certificate of Achievement

a. AIRC

Motion by: Gene Low

Second by: Amy Ross

Discussion:

Call for Vote: Approved

b. Automotive Technology – Hybrid

Motion by: Gene Low

Second by: Amy Ross

Discussion:

Call for Vote: Approved

c. Automotive Technology – Steering, Suspension, and Brakes

Motion by: Amy Ross

Second by: Susan Nylander

Discussion:

Call for Vote: Approved

d. Automotive Technology – Air Conditioning

Motion by: Gene Low

Second by: Jaime Rodriguez

Discussion:

Call for Vote: Approved

e. Automotive Technology – Advanced Technology

Motion by: Gene low

Second by: Jaime Rodriguez

Discussion:

Call for Vote: Approved

f. Industrial Maintenance Electrical and Instrumentation – Level III

Motion by: Amy Ross

Second by: Gene Low

Discussion:

Call for Vote: Approved

g. Industrial Maintenance Electrical and Instrumentation – Level IV

Motion by: Jaime Rodriguez

Second by: Gene Low

Discussion:

Call for Vote: Approved

h. Welding Technology – Gas Tungsten Arc Welding (GTAW)

Motion by: Jaime Rodriguez

Second by: Gene Low

Discussion: Table this item to confirm WELD 55A and B.

Call for Vote: Approved to Table

i. Welding Technology – Pipe Welding

Motion by: Gene Low

Second by: Abe Aboud

Discussion:

Call for Vote: Approved

j. Welding Technology – Semi Automatic Arc Welding (GMAW/FCAW)

Motion to accept the certificate without words “Draft 56”

Motion by: Gene Low

Second by: Abe Aboud

Discussion:

Call for Vote: Approved

k. Welding Technology – Shielded Metal Arc Welding (SMAW)

Motion by: Amy Ross

Second by: Gene Low

Discussion: Courses were left out of the narrative, but Nance is the co-originator and will add them in now for approval.

Call for Vote: Approved

l. Welding Technology

Motion by: Amy Ross

Second by: Abe Aboud

Discussion: It was said that this certificate is actually a revision of an existing certificate. Tabled to confirm status of WELD 55a and B.

Call for Vote: Approved to Table

MISC – Not on agenda

Jaime questioned CHEM 2A, BIOL12 cross listed with CHEM 12? Jaime was not able to locate courses or minutes. Also, it was said that several courses with articulation information errors that must be corrected and go through the process to articulate.

Dr. Morse states, anything that is not or does not seem correct in the catalogue, send information/concerns to the Academic Affairs Office.

Consider a consent agenda for items that had been reviewed.

Possible Curricunet training before next meeting, which is 3rd Friday in January.

Motion to Adjourn

Motion by: Amy Ross

Second by: Gene Low

Meeting adjourned: 1407