Curriculum Committee
Reviews and recommends to the College President all new courses, new programs, modifications to existing courses and programs, and graduation requirements. This committee’s charge include these academic and professional matters as identified in Education Code 53200(c): curriculum, including establishing prerequisites and placing courses within disciplines; degree and certificate requirements; and educational program development.

GOALS for 2013-2014
Implement course cycle of review (5-Year Review)

- Continue implementation of COR/program cycle of review
- Work towards compliance on repeatability issues
- Review prerequisite/corequisite establishment process
- Work towards compliance on degrees
- Work on development for additional 1440 degrees
- Develop program review processes
- Develop rubric for GE course qualification, outcomes, and assessment
- Develop SLO component in CurricUNET
- Review DE procedures and standard policy

Curriculum Committee Members:

- Co-Chair, EVP: Lori Bennett
- Co-Chair, Faculty: Jerry Mansfield
- Curriculum Technician: Carmen Leiva (non-voting)
- Instructional Data Specialist: Alan Courter (non-voting)
- Instructional Data Specialist: Kim Watters (non-voting)
- Articulation: Letrisha Mai
- Library Resources: Mary LaBarge
- Academic Senate President: Mary Rees (ex officio)
- AFT Representative: Rex Edwards (non-voting)
- Dean: Amanuel Gebru
- Dean: Lisa Putnam
- Dean: Julius Sokenu
- Student Representative: Andrew Anderson (non-voting)
- ACCESS/LS: Sile Bassi
- Behavioral Sciences: Elisa Setmire
- Business: Janice Feingold
- Chemistry & Earth Science: Robert Keil
- Communication Studies/Theatre Arts/FTVM: Candice Larson
- Computer Science & Networking: Christine Aguilera
- Counseling: Denice Avila
- EATM: Cynthia Stringfield
- English/ESL/World Languages: Wade Bradford
- Health Science: Linda Loiselle/Olga Myshina
- Kinesiology, Athletics & Health Education: Vacant
- Life Sciences: Sandy Bryant
- Mathematics: Kathy Fink
- Music & Dance: Beth Megill
- Physics, Astronomy & Engineering: Scarlet Relle
- Social Sciences: Hugo Hernandez
- Visual & Applied Arts: Timothy Samoff

Guests

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Page 1 of 4
Meeting began at 1:05 p.m.

APPROVAL OF MINUTES: February 11, 2014
Co-Chair Jerry Mansfield called for a motion to approve the February 11th, 2014 Meeting Minutes. Janice Feingold motioned for approval. Mary LaBarge seconded the motion. Motion carried.

INFORMATION ITEMS:

A. CORs for January – Criminal Justice, Kinesiology/Health Education
B. CORs for February – Music, Health Science, Nutritional Science
C. CORs for March – Radiologic Technology, Radiologic Technology (CTE)

DISCUSSION:

Jerry Mansfield asked the committee if they would like to discuss and/or review items listed in the consent agenda before voting. The committee was amenable to discussing the consent agenda during the meeting and before voting, including the curricular modifications.

Jerry also mentioned that during the last DTRW-I meeting on February 27th, 2014, it was discussed that according to Title 5 and Ed Code CTE programs should also be reviewing the courses, and not just the program as a whole. There was discussion of the ramifications of reviewing the courses every two years, and it was discussed there would be more discussion and review with Dean Julius Sokenu, who is the CTE expert on campus as to review.

A. Future look at ADTs
The definition of an ADT was discussed as such: an ADT is an Associate Degree for Transfer, which includes either an AA-T (Associate in Arts for Transfer) or an AS-T (Associate in Science for Transfer).

LeTrisha Mai and Jerry also made note the State Chancellor’s office will not accept a Transfer degree that includes the language, “…or a “P” if the course is on a ‘pass-no-pass’ basis (Title 5 §55063). Even though a “pass-no-pass” is allowed, it is recommended that students complete their major courses with a grade” even though Title 5 allows for it, at this time in order to get a transfer degree approved at the State, we cannot include the language. Further discussion will need to be had in regards to this, as in DTRW-I, the other campuses discussed the inclusion of this language too.

B. Follow-up on Curriculum Rep duties
Jerry discussed the role of a curriculum representative and how a representative can review a COR. An example of a COR that was incorrect was shown, and Jerry went through the key points to review:
1. Section I. E. Student Learning Hours: make sure you fill out both the Min. to Max. Hours
2. Section I. I Course Description: 2 sentences minimum are required in the course description, starting with an action verb
3. Section I. J Entrance Skills: Prerequisites and Corequisites will need justifications (Section XIII), and remember to match objectives. (Recommended Preparation does not need justification)
4. Section II. Course Objectives: ensure the course objectives start with a lower case letter, as they are finishing a sentence; make sure the methods of evaluations are included in the right hand column
5. Section III. Course Content: make sure you have include all the numbers listed in the course objectives (Section II)
6. Section IV. Typical Assignments: include a minimum of three assignments, in each category — Writing assignments, Appropriate outside assignments and Critical thinking assignments. Make sure at least one of these assignments in each section is specific to the course
7. Section V. Methods of Instruction: you must choose the “Other” selection and include what the instructor will be doing in the course.
8. **Section VI. Methods of Evaluation:** you must choose the “Other” selection and include how the students will be evaluated in the course.

9. **Section VII. Representative Texts:** include at least 3 texts books that are no more than 3 years old.

10. **Section X. Minimum Qualifications:** you must include the State minimum qualifications found in this link: [http://extranet.cccco.edu/Portals/1/AA/MinQuals/MinimumQualificationsHandbook2012_2014.pdf](http://extranet.cccco.edu/Portals/1/AA/MinQuals/MinimumQualificationsHandbook2012_2014.pdf). This link is also available in the top line of the CurricUnet panel under Minimum Qualifications.

C. **Update on Course Inactivations**

Jerry mentioned that course re-activations are not as simple as once thought because courses that have been inactivated have been removed from ASSIST to comply with articulation agreements. In order to re-activate a course, Letrisha Mai noted there needs to be enough time built into the reactivation process and time of offering the course because it has to be resubmitted for CSU and IGETC approval if they are GE and transferable. Please advise your departments of the process to reactivate courses and note the timeline to activate the course, upon curriculum review and the CSU and IGETC submissions which happen only a few times during the year.

**CURRICULUM REVIEW (24 voting members/16 ballots returned):**

**Consent Agenda:**

A. **Technical:**

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<tr>
<th>Course</th>
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B. **Outline Update:**

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<td>Healthcare Ethics</td>
<td>HOLD — 3/11/2014</td>
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C. **Course Inactivation:**

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D. **Course Deletions:**

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<td>Legal Aspects of Computer Forensics</td>
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E. Program Inactivation: No items to discuss.

F. Program Deletion: No items to discuss.

G. Curricular Modifications:

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Program Title                                Type          Degree Type     Action
Associate in Arts in Anthropology             Modification A.A.             Approved w/15 votes
• Pending approval since Tech Review on 8/23/2012. Unit reduction from 22 units to 19 units.

Action Agenda

A. New Course Stand Alone (pending program update): No items to discuss.
B. New Course: No items to discuss.

C. Substantial:

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<td></td>
<td>Radiographic Clinical Lab I</td>
<td>Approved w/16 votes</td>
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D. Technical: No items to discuss.
E. Outline Update (action item due to distance education): No items to discuss.
F. Degrees/Programs: No items to discuss.

Meeting adjourned at 2:30 p.m.

NEXT MEETING: Tuesday, March 11, 2014, 1:00-4:00 p.m.

Meeting Calendar 2013-2014
A-138
1st Tuesday 1:00 pm-2:30 pm & 2nd Tuesday 1:00-4:00 pm

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