

## 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 2017-2018

*Continue implementation of course cycle of review (5-Year Review)*

- Continue implementation of COR/program review
- Ensure compliance on repeatability issues
- Review prerequisite/co-requisite establishment process
- Ensure compliance on degrees
- Work on development of newly approved ADTs
- Ensure all ADTs meet C-ID requirements
- Expand GE Committee
- Continue implementation of CTE 2-year program review processes
- Develop rubric for GE course qualification, outcomes, and assessment
- Maintain/coordinate SLO component in CurricUNET
- Review DE addendum and standard policy
- Implement new DE addendum in CurricUNET

Curriculum Committee Members:	
<input type="checkbox"/> Co-chair, VP: Julius Sokenu <input checked="" type="checkbox"/> Co-chair, Faculty: Jerry Mansfield <input type="checkbox"/> Curriculum Technician: <i>Vacant</i> (non-voting) <input checked="" type="checkbox"/> Academic Data Specialist: Alan Courter (non-voting) <input type="checkbox"/> Academic Data Specialist: <i>Vacant</i> (non-voting) <input checked="" type="checkbox"/> Articulation: Letrisha Mai <input checked="" type="checkbox"/> Library Resources: Mary LaBarge <input type="checkbox"/> Academic Senate President: Nenagh Brown (ex officio) <input type="checkbox"/> AFT Representative: Rex Edwards (non-voting) <input checked="" type="checkbox"/> Dean: Carol Higashida <input checked="" type="checkbox"/> Dean: Mary Rees <input checked="" type="checkbox"/> Dean: Helga Winkler <input checked="" type="checkbox"/> Student Representative: Donna Rahgeshay <input checked="" type="checkbox"/> ACCESS/Learning Skills: Jolie Herzig <input type="checkbox"/> Behavioral Sciences: <i>Vacant</i>	<input checked="" type="checkbox"/> Business: Gary Quire <input checked="" type="checkbox"/> Chemistry & Earth Sciences: Robert Keil <input checked="" type="checkbox"/> Child Development: Cynthia Sheaks-McGowan <input checked="" type="checkbox"/> Counseling: Jodi Dickey <input type="checkbox"/> EATM: <i>Vacant</i> <input checked="" type="checkbox"/> English/ESL/World Languages: Wade Bradford <input checked="" type="checkbox"/> Health Sciences: Olga Myshina <input checked="" type="checkbox"/> Kinesiology, Athletics & HED: Remy McCarthy <input checked="" type="checkbox"/> Life Sciences: Beth Miller <input checked="" type="checkbox"/> Mathematics: Daniel Rubinstein <input checked="" type="checkbox"/> Fine and Performing Arts: Robert Salas <input checked="" type="checkbox"/> Physics, Astronomy & Engineering: Scarlet Relle <input checked="" type="checkbox"/> Social Science: Chris Beam <input checked="" type="checkbox"/> Media Arts and Comm Studies: Candice Larson <input checked="" type="checkbox"/> CTE Faculty Liaison: Gary Quire

Guests	
<input checked="" type="checkbox"/> Traci Allen	<input checked="" type="checkbox"/> Matthew Morgan
<input checked="" type="checkbox"/> Cynthia Reed	<input checked="" type="checkbox"/> Ed Garcia
<input checked="" type="checkbox"/> Brock Cushman	

## MINUTES

Meeting began at 1:02 p.m.

### **APPROVAL OF MINUTES:** September 19, 2017

Co-chair Jerry Mansfield called for a motion to approve the September 19, 2017 Meeting Minutes. Letrisha Mai identified an error in the draft of the minutes regarding a statement she made during the discussion of consent agenda items. The Committee agreed with this proposed revision. Wade Bradford motioned for approval. Jolie Herzig seconded the motion. The motion carried with no votes against and four abstentions: Robert Keil, Gary Quire, Carol Higashida, and Robert Salas. In an email, Academic Senate President Nenagh Brown noted two minor errors in the discussion of the Curriculum Committee Charter Review.

### **INFORMATION ITEMS:**

- A. Sept—**Disciplines:** Nursing; ESL; Chemistry
- B. Oct—**Disciplines:** HIM; Political Science; **CTE:** Biotechnology; EATM
- C. Nov—**Disciplines:** Art; Art History;
- D. Dec—**Disciplines:** Business; Accounting; Journalism
- E. **PAST DUE:** Child Development (9/16); Work Experience (9/16); Graphics (11/16); CNSE (12/16);  
Computer Science (1/16); **CTE:** Child Development

### **DISCUSSION:**

#### **A. Goals and Accomplishments Discussion**

Jerry Mansfield asked to review the goals and objectives for 2017-18. He told the Committee that they needed to decide if any items needed to be added or subtracted from the list. Wade Bradford asked if the GE Committee had been expanded. Jodi Dickey replied that it had been expanded. Jerry Mansfield asked if the GE Committee was reviewing GELOs. Jodi Dickey replied that they were reviewing them. Mary Rees asked about the last bullet, "Implement new DE addendum in CurricUNET." Jerry Mansfield replied that a new addendum was implemented but that it was not functioning properly. Scarlet Relle asked for a bullet to be added for the development of a rubric for new course creation that emphasized the needs statement. She said that, in her opinion, this has been an area of deficiency in the submission of new courses. Jerry Mansfield asked how such a rubric could be developed. Scarlet Relle replied that this could be a professional development opportunity for a faculty member that could count toward their flex hours obligation. Mary Rees told the Committee that it was important for faculty to know about changes in the curricular process in the local approval system. Jerry Mansfield said that departments needed to be educated on the new state chancellor system. Letrisha Mai said that the District was aligning their definition of a substantive curricular change with the definition held by the state. She added that adding or removing a prerequisite was not regarded by the state as a substantive change to a course and that the District would no longer define it as such. She also said that changes in prerequisites could affect the articulation of a course with the CSU and UC system and that this matter needed further discussion within the District. Mary Rees said that the College needed to investigate how, or if, adding prerequisites could disproportionately affect certain student populations. She said that the state wants colleges to pay attention to this type of curricular modification.

#### **B. Committee Member Duties**

Brock Cushman asked for a brief review of the levels of approval in CurricUNET, in particular, he said he was confused about level 3. Jerry Mansfield said that level 3 was meant for specialized groups such as the GE committee and SLO Coordinator. He went on to say that level 2 was the level at which content review took place, level 4 was for members of Tech Review, and level 5 was where members of the Curriculum Committee reviewed courses and programs.

#### **C. Consent Agenda Courses Discussion**

Letrisha Mai asked Ed Garcia if he received an email about C-ID, specifically, to confirm that CNSE M01 and M06 were now in alignment with ITIS 150 and 110, respectively. Ed Garcia said he did receive it. She asked that he send her the email. Jerry Mansfield confirmed with Matthew Morgan that the only revision to the philosophy courses listed on the consent agenda was the addition of distance education as an allowable method of instruction.

#### **D. Action Agenda Discussion**

Jerry Mansfield reminded the members that they had decided last year that non-credit courses would be numbered in the 900s. He asked for Cynthia Reed to please speak about the new non-credit math courses on the agenda. Cynthia Reed told the Committee that a grant was used for the initial creation of short (small number of total hours) math preparatory courses called "bridges." She said that the math department had received excellent feedback from students about how the bridge courses had prepared them to be successful in other math courses. She said that the bridge courses were built to cover prerequisite topics and topics that the math

department had identified as areas where students had struggled in final exams. Jodi Dickey asked if the bridge to MATH M01 was going to be offered in the summer and the bridge to MATH M03 would be offered in the fall. Cynthia Reed said that was the plan. She went on to say that there were six bridge courses in all that are being developed and it was the intention of the department to offer all six courses during the year. Jerry Mansfield mentioned that the Developmental Math Bridge Certificate of Completion had previously not been available for the Committee to view on CurricUNET but that they could look at it now. Candice Larson asked if there was a way to remove the entry of 0 units from the certificate document. Jerry Mansfield replied that that was a limitation of the system. Daniel Rubinstein asked what a student would get, beyond academic fulfillment, for completing both bridges. Cynthia Reed replied that a certificate would be awarded. Dean Mary Rees told the Committee that the number of certificates awarded would be counted at the state and that this would not be considered if only one bridge course is completed. Cynthia Reed said that repeat students were common, that students who took one of the bridge courses were also likely to take another. Letrisha Mai asked about the title of the classes. Cynthia Reed replied that, after discussion within the department, it was decided to title the courses using the course title and number of the course to which the courses bridged the student so that both the content of the course and the intended connection to the counterpart math course was evident to the student. Mary LaBarge said that she thought this was a great idea. Scarlet Relle asked about the other bridge courses that were being written. Cynthia Reed said that they were bridges to transfer level math courses and went on to say that they would not be offered as part of a certificate but would be offered for credit. Mary Rees said that the M901 and M903 courses were considered basic skills and the other bridge courses were upper level courses and would be transferable. Jerry Mansfield asked Letrisha Mai if these courses would be on the agenda for the next DTRW-I meeting. She said they would be on the agenda. Ed Garcia said that the CNSE M55 and M82 courses included an increase in units. Jerry Mansfield said that an increase in course content that corresponded to the increase in units was needed to justify that type of revision. He displayed for the Committee the COR for CNSE M55 in course-comparison view in CurricUNET. After looking at the course in that view, Jerry Mansfield said he did not see a net increase in content. Ed Garcia said that the course should have been a 3-unit course all along but had been awarding only 2 units and that this was an error. Jerry Mansfield said that he was not sure where we stood with regard to C-ID but if the content for the course and the C-ID matched, we should be fine. Wade Bradford said that the content of the course could be revised in such a way to show an increase. Jerry Mansfield said that a copy-and-paste from the C-ID descriptor was a likely way to get it approved. Ed Garcia replied that the C-ID descriptor was too vague. Jerry Mansfield displayed the COR for CNSE M82 in course-comparison view. He said that it was easy to see how much of the content had been altered and that it was much easier to see how an increase in units was justifiable. Mary Rees asked for the intent on CNSE M55. Jerry Mansfield said they should see how it compares with C-ID. Mary Rees asked if it should be included in the vote. Jerry Mansfield replied that it was ok to vote on it but that the Committee must decide.

### E. Ratification of CTE Faculty Liaison Discussion

Jerry Mansfield said that if the members accepted a non-voting role for CTE Faculty Liaison, they should vote to approve it as such on the ballot. He told the members that Gary Quire would be acting as the CTE Faculty Liaison as well as the representative for business. He also said that Gary Quire would have a vote as a representative for business but, if the Committee voted to approve the item as listed on the ballot, he would not have a vote as the CTE Faculty Liaison.

### F. Information Items Discussion

Jerry Mansfield asked the members if any among them knew who would be representing work experience. Traci Allen replied that she would be working with Shannon Johnson to assist with work experience. Mary Rees asked when curriculum for math was due. Jerry Mansfield replied that math was due in February 2018. He then asked if Candice Larson would be willing, due to her experience, to be the designated assistant for CTE program revisions. Candice Larson replied that she was willing to help any who needed it. Gary Quire asked if accounting and business were both due in December 2017. Jerry Mansfield replied yes. Scarlet Relle asked about the deadline for CTE curriculum that was not transferable. She asked when it needed to be submitted so that it could be offered the following year. Jerry Mansfield replied that anytime this term or early next term would be fine. Traci Allen said that early registration for fall 2018 had bumped up the deadline for curricular changes. Gary Quire asked if the business and accounting courses could be pushed to February 2018.

### G. Other

Jerry Mansfield told the Committee that the VCCCD's contract with CurriUNET was expiring in early 2018. He said that the District was investigating other curriculum management systems and that he had seen demonstrations of two systems, DIGARC and CourseLeaf, but was not sure where the District stood with the decision. Candice Larson said that the transition to CurricUNET from the previous management system was difficult. Mary LaBarge said that she thought the District moved to CurriUNET because that was the management system that the state was using. Mary Rees said that that was true but the state had now created their own curriculum management system that they maintained themselves.

**CURRICULUM REVIEW:**

**Consent Agenda:**

**A. Technical Revision:**

Course	Units	GE	DE	Title	Action
CNSE M05	4		X	Fundamentals of Computer Networking	Approved with 19 votes
CNSE M06	4		X	Fundamentals of IT Essentials	Approved with 19 votes
CNSE M13	4		X	Internetworking & TCP/IP	Approved with 19 votes
CNSE M18	4		X	Cisco System Computer Networking 1 and 2	Approved with 19 votes
PHIL M02	3	C2	X	Introduction to Ethics	Approved with 19 votes
PHIL M09	3	D2	X	Introduction to Symbolic Logic	Approved with 19 votes

**B. Outline Update:**

Course	Units	GE	DE	Title	Action
CNSE M01	4		X	Networking Fundamentals	Approved with 19 votes

**C. Course Deletion: No items to discuss.**

**D. Curricular Modifications: No items to discuss.**

**Action Agenda:**

**A. New Courses:**

Course	Units	GE	DE	Title	Action
MATH M901	0			Bridge to Elementary Algebra (MATH M01)	Approved with 18 votes
MATH M903	0			Bridge to Intermediate Algebra (MATH M03)	Approved with 18 votes

**B. Substantial:**

Course	Units	GE	DE	Title	Action
CNSE M55	3		X	Linux Networking and System Administration	Approved with 18 votes
CNSE M82	3		X	Introduction to Network Security	Approved with 18 votes

**C. Degrees/Programs:**

Program Title	Type	Degree Type	Action
Developmental Math Bridge	New	Certificate of Completion	Approved with 18 votes

**D. Policy: Ratify the CTE Faculty Liaison as a non-voting member of Curriculum.**

Action
Approved with 19 votes

Meeting adjourned at 2:23 p.m.

**NEXT MEETING:** Tuesday, October 17<sup>th</sup>, 2017, 1:00-2:30 p.m.

Meeting Calendar 2017-2018	
A-138	
1 <sup>st</sup> Tuesday 1:00pm-2:30pm & 3 <sup>rd</sup> Tuesday 1:00-2:30pm	
2017	2018
<del>9/5/2017</del>	1/16/2018
<del>9/19/2017</del>	2/6/2018
10/3/2017	2/20/2018
10/17/2017	3/6/2018
11/7/2017	3/20/2018
12/5/2017	4/3/2018
	4/17/2018
	5/1/2018
	5/8/2018