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:

☑ Co-chair, VP: Julius Sokenu	☐ Business: *Vacant*
☑ Co-chair, Faculty: Jerry Mansfield	☑ Chemistry & Earth Sciences: Robert Keil
☑ Curriculum Technician: Ana Barcenas (non-voting)	☑ Child Development/Education: Cynthia Sheaks-McGowan
☑ Academic Data Specialist: Alan Courter (non-voting)	☑ Counseling: Jodi Dickey
☐ Academic Data Specialist: *Vacant* (non-voting)	☐ EATM: *Vacant*
☐ Articulation: Letrisha Mai/Traci Allen	☑ English/ESL/World Languages: Wade Bradford
☑ Library Resources: Mary LaBarge	☐ Health Sciences: Linda Loiselle/Olga Myshina
☑ Academic Senate President: Nenagh Brown (ex officio)	☐ Kinesiology, Athletics & HED: Remy McCarthy
☐ AFT Representative: Rex Edwards (non-voting)	☑ Life Sciences: Beth Miller
☐ Dean: Lisa Putnam	☑ Mathematics: Daniel Rubinstein
☑ Dean: Mary Rees	☑ Fine and Performing Arts: Robert Salas
☐ Dean: *Vacant*	☑ Physics, Astronomy & Engineering: Scarlet Relle
☐ Student Representative: Jasmine Bautista	☐ Social Sciences: Hugo Hernandez
☑ ACCESS/Learning Skills: Jolie Herzig	☑ Media Arts and Comm Studies: Svetlana Kasalovic
☐ Behavioral Sciences: *Vacant*	☐ CTE Faculty Liaison: *Vacant*

Guests

☑ Brock Cushman	☐

MINUTES

Meeting began at 1:06 p.m.

APPROVAL OF MINUTES: February 6, 2018

Co-chair Jerry Mansfield called for a motion to approve the February 6, 2018 Meeting Minutes. Wade Bradford motioned for approval. Daniel Rubinstein seconded the motion. The motion carried with no votes against and no abstentions.

INFORMATION ITEMS:
A. 2017—**Disciplines**: Nursing (in process); Business; Accounting; Journalism
B. Jan—**Disciplines:** Theatre; Technical Theatre; **CTE:** Criminal Justice; FTVM
C. Feb—**Disciplines:** Mathematics; Philosophy; Physical Science; **CTE:** CNSE; Game Design
D. March—**CTE:** Photovoltaic; RADT; Biomedical Device Manufacturing
E. **PAST DUE:** Work Experience (9/16); Graphics (11/17); CNSE (12/16);
          Computer Science (1/17); **CTE:** Biotechnology

DISCUSSION:
A. Goals and Accomplishments
1. *Continue implementation of COR/program review*
    Jerry Mansfield told the members that the first bullet point listed under "GOALS for 2017-2018" on the agenda is ongoing.
2. *Continue implementation of CTE 2-year program review processes*
    Jerry Mansfield asked the members if they felt they needed more training with regard to the second bullet point. Dean Mary Rees told the Committee that a request had gone out to faculty to act as CTE Liaison and that Josepha Baca had been selected for the role. She also said, however, that Josepha Baca's teaching schedule did not allow for her to attend the Curriculum Committee meetings. She told the members that Brock Cushman had volunteered to act on the curriculum side of CTE Liaison and that he would be working and communicating with Josepha Baca. Mary Rees distributed to the members a handout that included a flow chart describing the process for a new CTE program from inception to the final vote of the Regional Consortium as well a copy of the LMI request form used by the Centers for Excellence. She said that the first step in the creation of a new CTE program is that the originator must obtain Centers of Excellence data to support their proposal. She said that the next step was for the originator (or CTE Liaison) to bring the program before the Regional Consortium to determine that the proposed program would not create a redundancy in the area and/or region. Once the Regional Consortium had approved it, she said, curriculum could begin to be developed. She went on to say that the minutes of the Regional Consortium meeting are attached to the documents that are sent to the state to earn the final approval before the program may be offered at the College and that the review process asks for all CTE areas to bring LMI data to the Curriculum Committee when they are being reviewed. Jerry Mansfield reminded the members that they are not being asked to review all courses but to seek to be sure all CTE programs are still viable. Mary Rees emphasized that labor market data is needed to outline the potential success of a program.
3. *Ensure compliance on repeatability issues*
    Jerry Mansfield told the members that the Committee had moved on from this goal and that conditions that allowed for course repeats were now very narrowly defined.
4. *Develop rubric for GE course qualification, outcomes, and assessment*
    Jerry Mansfield said that these goals are being worked on at this time.
5. *Ensure compliance on degrees*
    Jerry Mansfield said that this was ongoing.
6. *Maintain/coordinate SLO component in CurricUNET*
    Jerry Mansfield told the members that course learning outcomes (CLO) are being developed from the current student learning outcomes (SLO) as a course-specific model.
7. *Ensure all ADTs meet C-ID requirements*
    Jerry Mansfield said that the articulation officer was assisting with this and that it is ongoing.
8. *Review DE addendum and standard policy/Implement DE addendum in CurricUNET*
    Jerry Mansfield said that although the new DE addendum had functioned properly in the test module of CurricUNET, it was not working in production. He told the members to continue to use the old DE addendum.
9. *Expand GE Committee*
    Jerry Mansfield said that the GE Committee had grown in its membership initially but that the group had seen a decrease in membership more recently. He said that the GE Committee is actively seeking new members.
10. *Accomplishments and new goals*
    Robert Keil asked if a goal for next year could be to provide training on the new curriculum management system being adopted by

the VCCCD. Academic Senate President Nenagh Brown said that the goal for the new management system, CourseLeaf, was to have data migration completed by winter break of 2018 and that it would become fully active on February 1, 2019. She went on to say that adding professional development for CourseLeaf as a goal for next year would be a good idea. Jerry Mansfield agreed and added that another goal to be included next year was developing noncredit protocols. He told the members that ideally they would have a noncredit COR available for use. Daniel Rubinstein asked if reviewing TOP codes could be a goal for next year. Jerry Mansfield suggested that perhaps that should be a goal for this year. He said that the TOP code is not included in the COR and that that was wrong. He said that there needs to more education about TOP codes. Beth Miller asked if the Curriculum Committee would play a role in Guided Pathways in 2018-19. Jerry Mansfield replied yes. Mary Rees told the Committee that the state only catalogs revised courses and that Jerry Mansfield and Julius Sokenu were responsible for maintaining compliance with all active course that come through the Committee for review and that this this was an accomplishment worthy of recognition. Nenagh Brown followed up by saying that local approval would be a changing issue in the future and that areas for which the College is given local approval authority would be broader such as the inclusion of noncredit courses. She also said that clearly defining goals and accomplishments was an important task for any standing committee as it helps to build college-wide goals for the following year. Jerry Mansfield reminded the members that the College was recognized by the Campaign for College Opportunity in December for having creating the most ADTs among California community colleges of similar size.

B. **Current Events/concerns**
Jerry Mansfield told the members to please advise the Committee of any concerns or current events in their respective areas.

C. **Financial aid concern**
Jolie Herzig told the Committee that she believed there was a gap in the program review process. She told the Committee that in order for a student to receive financial aid they must complete a comprehensive education plan using a financial aid approved program. As an example, she cited a case where a student was on track for a certificate in accounting but when the student went to apply for financial aid discovered that the program was not approved for financial aid. She told the members that a workaround for the student was used to allow them to be financial aid eligible: the counseling department assisted the student in finding a similar program that was financial aid approved even though the student may not be looking at that degree. She went on to say that she believed that the financial aid department may not be advised of new degrees and certificates when they become approved by the state and that the financial aid department needed to take additional steps to be sure the program was financial aid eligible. She told the members that the College needs to be sure that all levels of approval are met before offering a program to students. Jerry Mansfield asked if a solution to the problem had been identified. Jolie Herzig replied the financial aid officer, Kim Korinke, had been invited to attend counseling meetings to help close caps in communication.

D. **New curriculum technician**
Jerry Mansfield introduced Ana Barcenas as the new Curriculum Technician at Moorpark College. The Committee members introduced themselves to her.

E. **Consent Agenda Discussion**
Mary LaBarge asked why CS M30 was being deleted. Mary Rees replied that the computer science faculty had rewritten the course and that CS M30 was now obsolete as a result. Jerry Mansfield said that CS M30 hadn't been offered in some time.

F. **Action Agenda Discussion**
Jerry Mansfield told the members that ITAL M102 was listed on ballot incorrectly. He said that the course should have been listed as a new course under the action agenda on the ballot because it had been deleted (as ITAL M02) and was not simply being renumbered. Jodi Dickey said that ITAL M102 should have C2 listed as a GE area that it satisfies. Cynthia Sheaks-McGowan told the members that the new course CD M21, Infant and Toddler Development, is needed because many statewide programs in child development require six units focused on infants and toddlers and the College has only a three unit course with that focus. Jerry Mansfield asked how this course differed from the other infant/toddler course in the catalog, CD M15. Cynthia Sheaks-McGowan replied that content from CD M15 has been split out to form CD M21. She said that CD M15 focuses on crafting developmentally appropriate programs for infants and toddlers whereas CD M21 focuses on the physical, cognitive, and social/emotional development of infants and toddlers. She went on to say that the creation of EDU M08 came about after discussions with CSUCI and the College's partnership with them in their 2 + 2 program. She told the members that this course would better align with students whose goal it is to transfer into the CSUCI program versus those working in the child development professional area. Academic Senate President Nenagh Brown asked Cynthia Sheaks-McGowan to please explain the goal of the 2 + 2 program. Cynthia Sheaks-McGowan said that California public schools require a Bachelor's degree and a teaching credential in order to meet the minimum qualifications to teach in a K-12 school. She said that the 2 + 2 program allows students to achieve both goals in four years. She went on to say that the start date for the program is supposed to be fall 2018 but would need to confirm that information. Jerry Mansfield reminded the members that when co-listing a course, a new

or revised course needed to be brought to Tech Review and examined and after all edits are completed he will clone the course so that its "same as" partner will be exactly the same. He said that the clone function is not working consistently so the originating faculty may need to work with both CORs. He went on to say that the changes in the two certificates on the agenda were reflecting the changes to the titles of courses. Jolie Herzig asked why CD M04 and CD M04L were being moved from list A to list B in the Child Development Associate Teacher certificate. Cynthia Sheaks-McGowan replied that the officer for the County of Ventura responsible for awarding credentials wants to see the word "programs" in the certificate in order to grant the credential.

CURRICULUM REVIEW:

Consent Agenda:

A. Technical Revision: No items to discuss

B. Outline Update:

Course	Units	GE	DE	Title	Action
CD M05	3	B2, F	X	Teaching in a Diverse Society	Approved with 12 votes
CD M07	3		X	Music in Early Childhood	Approved with 12 votes
CD M08	3		X	Children's Art within a Multicultural Perspective	Approved with 12 votes
CD M09	3		X	Science, Technology, Engineering and Math in Early	Approved with 12 votes
CD M10	3		X	Language Arts in Early Childhood Education	Approved with 12 votes
CD M12	2		X	Early Childhood Teaching Practicum	Approved with 12 votes
CD M12L	1.5			Early Childhood Teaching Practicum Lab	Approved with 12 votes
CD M14	3		X	Introduction to Curriculum	Approved with 12 votes
CD M15	3		X	Care and Education Programs: Infants/Toddlers	Approved with 12 votes
CD M23	3	E1	X	Health, Safety, and Nutrition for Children	Approved with 12 votes
CD M24	3		X	Administration in Early Childhood Education I	Approved with 12 votes
CD M25	3		X	Administration in ECE II: Personnel and Leadership	Approved with 12 votes
CD M26	3		X	Adult Supervision and Mentoring in Early Childhood	Approved with 12 votes

C. Course Deletion:

Course	Units	GE	DE	Title	Action
CS M30	4			Introduction to Computer Systems	Approved with 12 votes

D. Curricular Modifications: No items to discuss

Action Agenda:

A. New Courses:

Course	Unit	GE	DE	Title	Action
CD M21	3		X	Infant and Toddler Development	Approved with 11 votes
EDU M08	3		X	Children's Art within a Multicultural Perspective	Approved with 11 votes
ITAL M102	4	C2		Elementary Italian Course was approved last semester as ITAL M02, but now needs to change	Approved with 11 votes

B. Substantial: No items to discuss.

C. Degrees/Programs:

Program Title	Type	Degree Type	Action
Child Development Associate Teacher	Modification	C of A	Approved with 11 votes
Child Development	Modification	C of A	Approved with 11 votes

Meeting adjourned at 2:22 p.m.

NEXT MEETING: Tuesday**,** March 6th, 2018, 1:00-2:30 p.m.

Meeting Calendar 2017-2018	
A-138	
1st Tuesday 1:00pm-2:30pm & 3rd Tuesday 1:00-2:30pm	
2017	**2018**
~~9/5/2017~~	~~1/16/2018~~
~~9/19/2017~~	~~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