

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 checked="" type="checkbox"/> Co-chair, VP: Julius Sokenu <input checked="" type="checkbox"/> Co-chair, Faculty: Jerry Mansfield <input checked="" type="checkbox"/> Curriculum Technician: Ana Barcenas (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: Traci Allen <input checked="" type="checkbox"/> Library Resources: Mary LaBarge <input checked="" type="checkbox"/> Academic Senate President: Nenagh Brown (ex officio) <input type="checkbox"/> AFT Representative: Rex Edwards (non-voting) <input checked="" type="checkbox"/> Dean: Lisa Putnam <input checked="" type="checkbox"/> Dean: Mary Rees <input type="checkbox"/> Dean: <i>Vacant</i> <input checked="" type="checkbox"/> Student Representative: Jasmine Bautista <input checked="" type="checkbox"/> ACCESS/Learning Skills: Jolie Herzig <input type="checkbox"/> Behavioral Sciences: <i>Vacant</i>	<input type="checkbox"/> Business: <i>Vacant</i> <input checked="" type="checkbox"/> Chemistry & Earth Sciences: Robert Keil <input type="checkbox"/> Child Development/EDU: 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 type="checkbox"/> Kinesiology, Athletics & HED: Remy McCarthy <input checked="" type="checkbox"/> Life Sciences: Beth Miller <input checked="" type="checkbox"/> Mathematics: Daniel Rubinstein <input type="checkbox"/> Fine and Performing Arts: Robert Salas <input checked="" type="checkbox"/> Physics, Astronomy & Engineering: Scarlet Relle <input checked="" type="checkbox"/> Social Sciences: Hugo Hernandez <input checked="" type="checkbox"/> Media Arts & Comm Studies: Svetlana Kasalovic <input type="checkbox"/> CTE Liaison: <i>Vacant</i>

Guests	
<input checked="" type="checkbox"/> Nicole Block	<input type="checkbox"/>
<input checked="" type="checkbox"/> Brock Cushman	<input type="checkbox"/>
<input checked="" type="checkbox"/> Edmond Garcia	<input type="checkbox"/>
<input checked="" type="checkbox"/> Candice Larson	<input type="checkbox"/>

MINUTES

Meeting began at 1:03pm

APPROVAL OF MINUTES: February 20, 2018

Co-chair Jerry Mansfield called for a motion to approve the February 20, 2018 Meeting Minutes. Wade Bradford motioned for approval. Mary LaBarge seconded the motion. The motion carried with no votes against and four abstentions: Traci Allen, Hugo Hernandez, Olga Myshina, and Lisa Putnam.

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. Guided Pathways Plan

Traci Allen told the members that the eighteen month plan-to-plan document was due to the state on March 30, 2018. She said that the first reading of it would take place today at the meeting of the Academic Senate. She said that there were four areas of focus: program mapping, meta-majors/clusters/buckets, student support, and dual enrollment combined with educational and career alignment. She also said that a professional development group would be meeting for the first time in March or April. Traci Allen said that workgroup leads would begin to take action in fall 2018. She told the members that stipends will be associated with that work. She said that the big picture for Guided Pathways is a five year plan. Dean Lisa Putnam said that curriculum committee members have a lot of experience in these areas and that is why they are being encouraged to participate. Traci Allen said that some of the questions the Guided Pathways group will be asking are: what can be done for students who are struggling and how do we identify them. Lisa Putnam asked anyone interested in volunteering to please email her and that the timing was urgent. Vice President Julius Sokenu said that the College needs faculty to be involved in Guided Pathways. He said that counseling participation is already strong but that classroom instructors need to participate as well. He said that course mapping is instructional work. Dean Mary Rees said that Guided Pathways was going to be a good thing. She asked if faculty could do the work in department meetings. Lisa Putnam replied yes. Mary Rees said that there would be greater faculty involvement if work could be done in department meetings versus attending meetings of an independent group. Academic Senate President Nenagh Brown said that the College needed to set a framework for curriculum maps. She said that there is a call for leads for the workgroups and that the role of a workgroup lead would come with release time. She said that the goal was to complete the work for thirty programs each year. Lastly, she said that instructional faculty would be paired with counselors to work on mapping. Lisa Putnam said that this was a five year grant and that the mission included fourteen points that needed to be addressed and the College was starting with five of those points. She told the members that Pasadena City College has been at work on their own Guided Pathways project for ten years.

B. CTE Process Review

Jerry Mansfield asked if a faculty member were working on a new CTE program what do you do first. Mary Rees replied that you 1) request labor market data from the Center for Excellence (Adele Hermann), 2) move forward with creation of the program only if data exists that supports its creation, 3) present the program to the region (SCCRC) in order to identify any redundancies in the area, 4) develop curriculum, 5) present the program with developed curriculum to the region, 6) attach the meeting minutes showing the region voting to approve the program to documents that are sent to the Board of Trustees and state, 7) the Board of Trustees votes to approve the program, 8) the program is cataloged at the state. Jerry Mansfield asked if a new program could be brought before the region at any time after it is approved by the Curriculum Committee. Mary Rees replied yes but that it must go before the region before it can be approved by the Board of Trustees. Mary LaBarge asked about the role of advisory committees. Mary Rees said that the role of advisory committees was to make sure the College was staying current with industry, that they meet at least once per year, and that all degrees and certificates must be endorsed by that program's advisory committee. Julius Sokenu told the members that for any new program any information that says the program is needed, supported, and so on, needs to be produced before Tech Review looks at it. He said that Tech Review needs to know the program has been verified. Mary Rees told the members that, as an example, the region is looking at programs in hospitality, zero net energy, and photovoltaic technology. Jerry Mansfield said that the PCAH says that new and substantially changed programs need all associated paperwork (meeting minutes of the region, labor market data, and so on). Mary Rees suggested that if you don't have a substantial change to your program perhaps choosing a single day to look at all

the LMI data for your CTE programs would be better. She said that CTE programs needed to be reviewed every two years. Lisa Putnam asked if there was some way to tie this work into program planning so that the data needn't be pulled twice. Mary Rees replied that the College is looking into that and is considering whether pulling the data once per year would be easier. Jerry Mansfield asked the members to please take this discussion back to their respective areas so that all faculty can be made aware of the requirements. He said that if anyone is curious about the approval status of your course to please email Ana Barcenas. Lisa Putnam suggested adding a column to the agenda that noted the anticipated date when a course could be offered. Mary Rees said that the Committee needed to formalize closing the loop of course and program approvals with financial aid. Julius Sokenu said that the financial aid department needed the letters the College received from ACCJC that noted approved new and/or substantially changed programs.

C. Public Comments

1. Mary Rees told the members that the state's funding model for community colleges was changing and that in addition to recorded FTES the state would be looking at the number of students transferring with ADTs. She said that general fund and career tech dollars would be tied to these measurable outcomes. She went on to say that the number of students who completed their program in three years would be placed in one funding category and that those receiving an ADT would be placed in a different category. She said that the state would tie a greater level of funding to the category of students receiving ADTs. Lastly, she said that curriculum is really helping to achieve in this area. Nenagh Brown said that the College is incredibly high performing in this area.
2. Mary Rees told the members that the opportunity to earn a digital badge was emerging as a new method of recognizing student technical skill attainment. She said that digital badges would be displayed on LinkedIn and that the organization Acclaim would (or could) be a partner in this endeavor. She said that it wasn't clear how curriculum would fit in to the process of creating a digital badge. She said that the badge is an alternative way of showing completion for a rapidly changing industry. Julius Sokenu said that the focus is on skill attainment and that traditionally this attainment was identified through an awarded credential. He went on to say that in the new economy the focus of many employers is on skill competency, especially for the transient tech worker, and that they are looking for a skill set more than traditional degrees. He suggested to the members that they need to ask themselves how do we get on that bandwagon, or do we get on it at all. Lisa Putnam said that the SCANS report had been used to outline technical skill achievement. Jerry Mansfield agreed that the digital badge was a way of recognizing skills without awarding a degree. Brock Cushman asked if state funding would be tied to digital badges. Mary Rees replied not at this time. She said that a digital badge would lead to a third party credential and that it may lead to funding from the state eventually.

D. Other

Jerry Mansfield displayed an organizational chart for the College that identified curriculum reps and the areas that they represented. He asked if there were any changes that needed to be made. It was noted that Brock Cushman would be replacing Remy McCarthy as representative for kinesiology, athletics, and health education.

E. Consent Agenda Discussion

Jerry Mansfield asked the members if there were any questions. Jodi Dickey mentioned that THA M01 had a C-ID but it was not listed on the agenda. Jerry Mansfield replied that THA M01H should have the same C-ID as THA M01. Jodi Dickey said that the associated C-ID was THTR 111.

F. Action Agenda Discussion

Candice Larson told the members that the advisory committee for FTVM had recommended the creation of two portfolio classes for students interested in making non-fiction films. She said that the classes were different from traditional capstone courses in that the objective of the courses was to allow students to produce work to be included in a portfolio in order to gain employment in the industry. She stated further that the classes were linked to the FTVM certificate as well as included as elective courses for the associate's degree. Jerry Mansfield asked if the SAM code assigned to the new FTVM courses was correct. Lisa Putnam replied that the courses were marked as advanced occupational and that this was correct because the courses were considered a capstone for the program. She went on to ask if the use of the four digit TOP code was appropriate. Mary Rees replied that the College was working on TOP code alignment and that there is a push for the use of six digit TOP codes. She also said that there has been an increased emphasis on SAM codes. Jerry Mansfield told the members that the music courses on the agenda had recently been reviewed by the Committee but that after further review it had been determined that the TOP codes assigned to the courses needed to be changed in order to bring the courses in alignment with the songwriting certificate. He said that the CD associate's degree was supposed to have come through at the last meeting and that it included only a minor modification.

CURRICULUM REVIEW:

Consent Agenda:

A. Technical Revision:

Course	Units	GE	DE	Title	Action
CNSE M67	3		X	VMware vSphere Fundamentals	Approved with 15 votes
CNSE M68	3		X	VMware Optimize and Scale	Approved with 15 votes
CNSE M83	3		X	Intro Computer Forensics	Approved with 15 votes
CNSE M86	3		X	Firewall Administration	Approved with 15 votes

B. Outline Update:

Course	Units	GE	DE	Title	Action
CNSE M19	4		X	Cisco System Computer Networking 3 and 4	Approved with 15 votes
CNSE M31	3		X	MS Windows Network Server	Approved with 15 votes
THA M01	3	X	X	Introduction to Theatre	Approved with 15 votes
THA M01H	3	X		Honors: Introduction to Theatre	Approved with 15 votes
THA M02A	3	X		Acting I	Approved with 15 votes
THA M02B	3			Acting II	Approved with 15 votes
THA M02C	3			Acting III	Approved with 15 votes
THA M03A	3			Voice and Diction I	Approved with 15 votes
THA M03B	3			Voice and Diction II	Approved with 15 votes

C. Course Deletion: No items to discuss.

D. Curricular Modifications: No items to discuss.

Action Agenda:

A. New Courses:

Course	Unit	GE	DE	Title	Action
FTVM M94A	2			Documentary Film Portfolio 1	Approved with 15 votes
FTVM M94B	2			Documentary Film Portfolio 2	Approved with 15 votes

B. Substantial:

Course	Unit	GE	DE	Title	Action
MUS M03	3		X	Introduction to Music Technology	Approved with 15 votes
MUS M05	3		X	Electronic Music	Approved with 14 votes

C. Degrees/Programs:

Program Title	Type	Degree Type	Action
Child Development	Modification	AS	Approved with 14 votes
Songwriting	Modification	C of A	Approved with 14 votes

Meeting adjourned at 2:17pm

NEXT MEETING: Tuesday, March 20th, 2018, 1:00-2:30 p.m.

Meeting Calendar 2017-2018	
A-138	
1 st Tuesday 1:00pm-2:30pm & 3 rd 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