

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 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 checked="" type="checkbox"/> Academic Senate President: Nenagh Brown (ex officio) <input type="checkbox"/> AFT Representative: Rex Edwards (non-voting) <input type="checkbox"/> Dean: Carol Higashida <input checked="" type="checkbox"/> Dean: Mary Rees <input type="checkbox"/> Dean: Helga Winkler <input type="checkbox"/> Student Representative: Donna Rahgoshay <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 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 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: Anthony Wardzinski <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 type="checkbox"/> CTE Faculty Liaison: Gary Quire

Guests	
<input checked="" type="checkbox"/> Traci Allen	<input type="checkbox"/>

MINUTES

Meeting began at 1:07 p.m.

APPROVAL OF MINUTES: September 5, 2017

Co-chair Jerry Mansfield called for a motion to approve the September 5, 2017 Meeting Minutes. Dean Mary Rees noted an error in the draft of the minutes regarding a statement she made about the Transitional Kindergarten certificate. Letrishia Mai noted that GE category B2 should have been listed with CD M03H under the Action Agenda items, section A. The Committee agreed with these proposed revisions. Mary LaBarge motioned for approval. Daniel Rubinstein seconded the motion. The motion carried with no votes against and one abstention (Anthony Wardzinski).

INFORMATION ITEMS:

- A. Sept—**Disciplines:** Child Development; Sociology; Work Experience; **CTE:** Child Development; Nursing; Photography
- B. Oct—**Disciplines:** EATM; **CTE:** Biotechnology; EATM
- C. Nov—**Disciplines:** College Strategies; Graphics; **CTE:** Graphics; Multimedia
- D. Dec—**Disciplines:** CNSE; **CTE:** Journalism

DISCUSSION:

A. Curriculum Committee Charter Review

Academic Senate President Nenagh Brown addressed the Committee telling the members that review of the Curriculum Committee's portion of the Making Decisions Handbook was needed. She told the members that every standing committee was asked to review their particular entry in the Handbook. She went on to say that the Academic Senate is asking for the Committee's decision on what role the CTE Liaison should have in the group. She asked Dean Mary Rees for her logic on the position. Mary Rees told the Committee that the state wants a link between curriculum and industry in order to remove barriers and increase communication between colleges and industry. She said the state wants a strong CTE presence in curriculum because it's faculty driven. Mary Rees told the Committee that the CTE Liaison position needn't have a vote but should have the right to participate in the discussions that occur during Committee meetings. Nenagh Brown told the Committee that the CTE Liaison also attends the meetings of the Academic Senate Council. She asked the members for their position on the issue. Letrishia Mai asked if one person could have two roles on the Committee. Nenagh Brown noted that Gary Quire, the CTE Liaison, is also asking to be the curriculum representative for Business. Jerry Mansfield asked the members for their thoughts about the pros and cons of dual roles in the Committee. Candice Larson said that she didn't think wearing two hats was a problem with the understanding that the CTE Liaison role could not vote. Jerry Mansfield said that he felt it would be impossible to act as CTE Liaison and not think of one's own discipline. Nenagh Brown told the Committee that it sounded like it would be appropriate to have the CTE Liaison role be considered an ex officio non-voting member. Candice Larson asked if the individual filling the position would change every two years. She noted that it is important for divisions and departments to recognize when selecting representatives for curriculum that it is a two year commitment. Nenagh Brown asked if the Committee could take a formal vote on the matter of CTE Liaison. Jerry Mansfield said that for a formal vote, the matter would need to be an action item on the agenda. Nenagh Brown asked if this could happen at the next Committee meeting. Jerry Mansfield said yes.

B. Committee Member Duties

Jerry Mansfield displayed a Power Point presentation to help illustrate the duties assigned to a Curriculum Committee member. He told members that they are expected to share information learned at the Committee meetings with the discipline areas they represent. He said that the review of courses and programs occurs at two different levels: level 2 as a representative and level 5 as a committee member. Jerry Mansfield told the members that after reviewing the course or program they need to take action, in other words, approve the course in CurricUNET. He said it was very important to look at the entire COR for any areas that needed revision. Daniel Rubinstein asked if he should speak with the originator or the Curriculum Committee if he identifies a problem. Jerry Mansfield said that members should give their comments at level 2 and that the course or program would not be moved beyond level 2 until it is ready. He said that after level 2, the course or program is moved forward to the Tech Review subcommittee for further examination. He went on to say that as a Committee member it is important to not "get into the weeds." He asked the members what they thought they should be looking at. Daniel Rubinstein replied that alignment with the college mission was important. Jerry Mansfield agreed and said that another question to ask is, "Does this course look like a course that already exists in my department?" He said that members should look for parallel courses. Jerry Mansfield told the

Committee that a review of all technical aspects of a COR was not necessary; however, the Committee doesn't want to encourage "rubber stamping." Mary LaBarge asked if someone acting as a faculty peer could be nominated to be a member. Jerry Mansfield responded that they could be added as a co-contributor to help write curriculum. Jerry Mansfield displayed for the Committee a Power Point slide that summarized the workflow of a COR illustrating the review process from the beginning to its final approval. He told the members to please advise him if they are not receiving emails from CurricUNET and that it may be due to an old division name still being assigned. Mary LaBarge asked if one needed to do anything as a peer because, she said, there were times when she wouldn't take action as a peer but the COR would still move along in the workflow. Jerry Mansfield responded that only one peer needs to approve a COR in order for it to move forward.

C. Consent Agenda Courses Discussion

Jerry Mansfield asked if there were any questions about the items on the consent agenda. Jodi Dickey pointed out that EATM M12 is listed as satisfying GE area A1 but that, while the course was previously approved for that GE area, it has now been removed. She went on to say there were two options available: 1) move the course along with the GE area listed because it meets the qualification, or, 2) provide a statement on the COR. She also told the Committee there was no statement found. She asked if having the prerequisite of admission to a program attached to a course would still qualify the course to satisfy a GE area. She told the Committee that the GE Workgroup (of which she is the co-chair) would need to discuss the item further. Jodi Dickey also told the members that ITAL M02 was deleted and is technically a new course. She said that it could not be approved for GE until 2019 and that if it were offered in the interim, it will not count toward GE. Jerry Mansfield asked the Committee why the GE qualification was removed from EATM M12. Letrisha Mai explained that there was not enough depth and breadth of content and that since, in this particular revision, the course content is unchanged, it would be unlikely that its GE status would change. Jodi Dickey added that, last year, the OPTI courses were not recommended for GE because they required admission to a program as a prerequisite. Co-chair Julius Sokenu offered that this should be the definition adopted by the College. Jolie Herzig told the Committee that it could frustrate a student to take a course like EATM M12 that contains basic content that is also found in other GE approved courses and then not be able to use that course to meet a GE requirement. Jodi Dickey said that, realistically, students wouldn't be affected in that way because the EATM program requires or recommends students take a number of courses that would qualify for many GE areas as a prerequisite to admission to the program. Mary Rees recommended that GE be removed from EATM M12 adding that it can be brought back later. Jerry Mansfield told the Committee that the situation with ITAL M02 is different and that it's not a new course. Chris Beam asked if the course was considered inactive with regard to CSU and UC GE. Letrisha Mai replied yes, that universities consider it deleted and that the earliest effective date for its return to transferability is fall 2019. Julius Sokenu asked what is being proposed for the courses. Jerry Mansfield replied that EATM M12 and ITAL M02 would move forward without the GE designation. Jodi Dickey stated that if a student were to take one of those courses before it was articulated, the student wouldn't get to transfer the course. Letrisha Mai said that it would be a moot point if the College didn't offer the classes until they are articulated.

D. Action Agenda Discussion

Julius Sokenu requested that the Committee hold off on voting on the Fundamentals of Law Certificate of Achievement stating that there were questions about the CTE course content in the program. He told the Committee that in order for a certificate to qualify as CTE it needed to have at least two CTE courses in sequence as part of its program requirements. Letrisha Mai asked if this determination could be made by the next day so that it may be moved forward to DTRW-I. Jerry Mansfield responded that the program had already been approved by the Curriculum Committee and that its placement on the agenda and ballot was due to the addition of CJ M01H as a required course to be allowed as an alternative for CJ M01. Scarlet Relle asked if the Committee was to leave the Fundamentals of Law certificate on the ballot or cross it off. Jerry Mansfield said that the program is already approved and that its inclusion on the agenda is really more for informational purposes so it was ok to cross it out on the ballot. Letrisha Mai asked if this meant that the honors class would not be added to the program. Jerry Mansfield replied no, that it meant that the Committee would not be voting on it today. Jodi Dickey mentioned that she noticed on the program of study document for the EATM Certificate of Achievement the word certificate was printed twice. Jerry Mansfield said that this was a function of CurricUNET.

E. Other

Jerry Mansfield said that there are some faculty members that may not be aware that new CTE programs must be brought before the regional committee, the South Central Coast Regional Consortium (SCCRC), before being brought to the Curriculum Committee. Mary Rees said that the process was to have new CTE programs brought to SCCRC first, next it would be brought before the Curriculum Committee, and then it would return to SCCRC. She said that the regional committee wanted to verify that

there were no active programs in the region that would or could be negatively impacted by the new program. Julius Sokenu asked if any CTE faculty present were aware of that requirement. Jolie Herzig replied that Mary Rees had explained this at prior meetings. Cynthia Sheaks-McGowan stated that this was also discussed at the CTE workgroup meetings. Jerry Mansfield asked Committee members to please remind and/or inform the faculty they represent of this process. Mary Rees told the Committee that the process has changed because funding sources for CTE programs now require early labor market data. She said that the state wants the Colleges to regionalize their approach to CTE programs. Letrisha Mai asked if a CTE course at OC, for example, and a CTE course at MC could be competing for the same student. She added that she didn't think this was the case. Mary Rees replied that those conversations are not taking place.

Jodi Dickey announced to the Committee that she is the co-chair of the GE workgroup, that Mary Rees is the other co-chair, and that, additionally, the workgroup is made up of representatives from history, FTVM, and articulation. She asked if any other discipline reps would be interested in joining the GE workgroup. She told the Committee that the group meets on the second Tuesday of each month at 2:30pm. Mary LaBarge asked if GE workgroup members must also be members of the Curriculum Committee. Jerry Mansfield said yes.

FUTURE CURRICULUM TOPICS:

A. Discuss 2017-2018 Goals

No discussion took place.

CURRICULUM REVIEW:

Consent Agenda:

A. Technical: No items to discuss.

B. Outline Update:

Course	Units	GE	DE	Title	Action
EATM M01B	1			Animal Care and Handling II	Approved with 15 votes
EATM M01BL	1			Animal Care and Handling II	Approved with 15 votes
EATM M08	2			Applied Wildlife Conservation	Approved with 15 votes
EATM M12	2			Anatomy/Physiology of Mammals	Approved with 15 votes
EATM M14A	0.5			Projects I	Approved with 15 votes
EATM M15B	0.5			Wildlife Education II	Approved with 15 votes
EATM M15BL	1			Wildlife Education II Lab	Approved with 15 votes
EATM M15EL	2			Wildlife Education Spring Spectacular Lab	Approved with 15 votes
EATM M18	2			Animal Health and Safety	Approved with 15 votes
EATM M23AL	1			Elementary Veterinary Care I	Approved with 15 votes
EATM M23B	2			Elementary Veterinary Care II	Approved with 15 votes
EATM M24	1			Avian and Herptile Care	Approved with 15 votes
EATM M27	2			Animal Ethical and Legal Issues	Approved with 15 votes
ITAL M02	4			Elementary Italian II	Approved with 15 votes

C. Course Deletion: No items to discuss.

D. Curricular Modifications: No items to discuss.

Action Agenda:

A. New Courses: No items to discuss.

B. Substantial: No items to discuss.



Curriculum Committee Minutes September 19th, 2017

C. Degrees/Programs:

Program Title	Type	Degree Type	Action
Exotic Animal Training and Management	Modification	C of A	Approved with 15 votes
Program Title	Type	Degree Type	Action
Exotic Animal Training and Management	Modification	A.S.	Approved with 15 votes
Fundamentals of Law	Correction	C of A	Added Honors version of CJ M01

Meeting adjourned at 2:27 p.m.

NEXT MEETING: Tuesday, October 3rd, 2017, 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