

Present: Laurie Huffman (Chair), Louie Giambattista, Dennis Gravert, Christina Goff, Mike Grillo, Anthony Hailey, Natalie Hannum, Susie Hansen, Marie Karp, A'kilah Moore, Ryan Pedersen, Matthew Stricker, Eileen Valenzuela, Grace Villegas, Nancy Ybarra, Yongmin Zhu, Shondra West (note taker)

Absent: Kim Wentworth

Guests: Scott Cabral (Physical Sciences), Kyle Chuah (Music), and Nancy Whitman (Foreign Language)

Meeting called to order: 1:05pm

Location: CO-420

## **CURRENT ITEMS**

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### **1. Announcements & Public Comment:**

- Laurie invited people to the Empowering & Inspiring Latina dinner

### **2. Approval of the Agenda**

**Change:** Music-013, 14, 35, and 40 items were moved to Fall 14 second curriculum meeting scheduled for September 3<sup>rd</sup>. The first curriculum meeting scheduled for August 20<sup>th</sup> will be the stand-alone training.

**Action:** Approved with changes; (M/S; Grillo/Karp) Unanimous

#### **Approval of the Minutes from April 16, 2014**

##### **Corrections:**

- Page one – name correction Christina to “Christine” Park
- Page two – change death community to “deaf community”
- Page three –Marie Karp did not abstain instead voted “no”; Art 6,7, and 8

**Action:** Approved with corrections; (M/S; Karp/Stricker) Unanimous

### **3. Consent Agenda – EDUC-040 – approval of GE status**

**Action:** Approved; (M/S; Goff/Stricker) Unanimous

### **4. New Course Outline of Record - None for this agenda**

### **5. Existing Course Outlines of Record**

- **ADJUS-110 – Introduction to Criminal Justice**

**Representative:** Anthony Hailey

**Action:** Approved (M/S; Stricker/Karp) Unanimous

**Notes:** Anthony shared the COORs (110 and 122) were corrected based on suggestions from the previous curriculum meeting; April 4<sup>th</sup>. Laurie shared what updates were previously recommended by the committee; add the assessment date, CID number, integrate A/C levels, and fix the typos.

- **ADJUS-122 – Criminal Trial Process**

**Representative:** Anthony Hailey

**Action:** Approved (M/S; Gravert/Giambattista); Unanimous

**Notes:** Laurie shared what updates were previously recommended by the committee; update textbook information, add assessment date, delete the two lines on the cover page, update transfer information, and add CID number.

**Committee’s Feedback:**

- Natalie asked about the letter grade (LG) vs. student choice (SC) option; Anthony responded SC is more preferred to give students options. Eileen shared the option must be changed to LG, since the course is being used for the transfer degree.
- Susie shared based on information received from a conference, students can select pass/no pass. Eileen shared for transfer degrees it must be LG.
- Ryan asked should all the math courses be changed to LG for the AAT degree; Eileen said “no” and referenced the directions in the curriculum handbook what information is needed for the narrative.
- Louie shared that both options seem to be the correct method; LG vs. SC. Students applying for the transfer degree should not request P/NP, whereas those with no intent to transfer can.
- Susie shared students wouldn’t understand the difference; choose either P/NP or LG credit. The committee agreed a statement is needed in the catalog and counselors should educate their students of the difference between the two.
- Susie shared students can request P/NP option during the 1<sup>st</sup> four weeks of class.
- Nancy shared once students select the option; the course is not repeatable if they decide to change.
- Susie shared the option for P/NP is not reversible.
- Laurie commented that students select P/NP so it doesn’t impact their GPA and suggested adding a disclaimer to the Admission P/NP form.
- Susie shared the current form is not a District wide form, but AR is in the process of making it.
- Louie shared that P/NP is a way for students to test the subject area without it affecting their GPA.
- Laurie shared it make sense for students to audit courses and then apply for credit next semester. Laurie asked the committee to request that Academic Senate support the audit process.

- **ASTRO-010 – Introduction to Astronomy**

**Representative:** Scott Cabral

**Action:** Approved (M/S; Giambattista/Karp); Unanimous

**Notes:** Nancy shared the course has been GE approved. Grace noted the omission of natural science requirement; Eileen shared she will correct it.

- **CHDEV-010 – Child Growth and Development**

**Action:** Approved (M/S; Stricker/Giambattista). Unanimous

**Notes:** Nancy shared the course has been GE approved.

**Committee’s feedback:**

- Ryan questioned page 8, Method of Evaluation/Grading section percentages are ordered wrong.
- Dennis shared a correction is needed in the A/C level section; “CA” should read “C” level work (delete the A).
- Ryan shared the textbook noted is 2009 which is Title V compliance.

- **CHIN-030 – Elementary Chinese I**

**Representative:** Nancy Whiteman

**Action:** Approved (M/S; Goff/Hailey). Unanimous

**Notes:** Nancy W. shared Chin-30 course information was updated; textbook and an online workbook was added.

**Committee's feedback:**

- Anthony questioned if the dialect was Mandarin or Cantonese; Nancy W. responded Mandarin.
- Louie noticed small changes were need; CSU/IGETC checkboxes and change the description to reference Mandarin in the schedule and catalog.
- Marie questioned if the course was submitted for GE approval? Nancy W. shared "yes", but the request was denied. The committee felt the course lack critical thinking skills. Nancy W. shared the course has a cultural piece that provides critical thinking skills; students are comparing and learning about others - global citizens.
- Christina question if there are lab hours; Nancy W. responded the course is lecture only.

- **FRNCH-060 – Elementary French I**

**Representative:** Nancy Whitman

**Action:** Approved (M/S; Giambattista/Grillo). Unanimous

**Committee's feedback:**

- Louie shared the IGETC and CSU area checkboxes are needed and update the catalog description that this course is equivalent two years of H.S. French.
- Laurie shared 2015 textbook was added and is just being published.
- Anthony questioned the GE status; Nancy W. shared the course wasn't GE approved because it lacked critical thinking skills.
- Laurie shared that the GE committee was concerned native speakers would not receive the critical thinking component, since the language is a part of their cultural. Nancy W. shared native speakers can speak the language but often times they don't know how to read or write it; in the class, students will learn different verb tenses which is useful.

- **ITAL-060 – Elementary Italian I**

**Representative:** Nancy Whitman

**Action:** Approved (M/S; Karp/Stricker). Unanimous

**Notes:** Nancy W. shared the descriptions were changed; catalog and schedule. In addition, Nancy W provided history how she and Laurie brought the course on to LMC. There was a big population in the Pittsburg community to learn Italian and the instructor of record who teaches Italian at Pittsburgh High School offered to teach the class at LMC.

- **MATH-012 - Prealgebra**

**Representative:** Matthew Stricker

**Action:** Approved (M/S; Karp/Giambattista). Unanimous

**Notes:** Matt shared the course updates; scheduled description, effective learning sections, and CSLOs wording change.

**Committee's feedback:**

- Eileen suggested deleting the sentence in reference that Math-12 satisfies the math requirement for LMC certificate of achievement (CA); there is no math requirement for CAs only for programs.
- Ryan noted to uncheck the activity box under the Instructional Methods.

- **MATH-037 – Applied Calculus**

**Representative:** Matthew Stricker

**Action:** Approved (M/S; Gravert/Giambattista). Unanimous

**Notes:** Ryan shared the COOR updates; changes were made for CID approval, page 6 was revised (new page); method evaluation grading - change instruction assignment and option.

**Committee's feedback:**

- Grace pointed out the hour increase from what's currently printed in the catalog; 18 hours of lab to 36 which is .5 units higher; 4.5 instead of 4.0.
- The committee contacted Julie via phone; her response was to keep the hours 72 lecture and 36 lab and round the units down to 4.

- **MATH-060 – Calculus and Analytic Geometry II**

**Action:** Approved (M/S; Hailey/Grillo). Unanimous

**Committee's feedback:**

- Eileen shared the course was revised for CID approval.
- Grace shared the lab notation should read LABAR.
- The committee discussed the same issue as Math-37; lab hour increase and rounding units.

- **MATH-075 – Linear Algebra**

**Representative:** Ryan Pedersen

**Action:** Approved (M/S; Giambattista/Karp). Unanimous

**Notes:** Ryan shared the course was updated based on CID feedback, changed CSLOs to meet the objectives, changed course content, modified A/C levels, and mapped the new A/Cs to the existing PSLOS.

- **MUSIC-008 – Applied Music**

**Representative:** Kyle Chuah

**Action:** Approved (M/S; Hailey/Pedersen). Unanimous

**Notes:** Kyle shared the department changed the units from 1.5 to .5 per the committee's suggestion to develop a 60 unit AAT. Kyle continued to share a textbook is not required, the course requires private instruction.

**Committee's feedback:**

- Laurie shared she's not sure if not requiring a text is compliance with Title V and suggested adding sheet music.
- Matt commented on the units and hours and suggested that Music should use the rounding down unit method like math; e.g. math offers 36 hours at .5 units opposed to 27 hours, requiring students to complete more contact hours in class.
- Marie shared degree applicable box is not checked; Eileen will make the correction.

- **MUSIC-020 – Baroque Ensemble**

**Representative:** Kyle Chuah

**Action:** Approved (M/S; Hailey/Pedersen). Unanimous

**Committee's feedback:**

- Louie noted the CID number is needed.

- **MUSIC-032 – Piano II**

**Representative:** Kyle Chuah

**Action:** Approved (M/S; Gravert/Giambattista). Unanimous

**Committee's feedback:**

- Laurie noted the course is not repeatable; no CID number required.
- Christina questioned the A/C levels ranges and how are the percentages assessed. Kyle shared students' percentages are dropped based on miss notes played; the grading is based on how smooth students play the piano.
- Ryan shared this method of grading is okay because the course is skilled based and the evaluation is based on skill.

- **MUSIC-033A – Intermediate Piano**

**Representative:** Kyle Chuah

**Action:** Approved (M/S; Giambattista/Grillo). Unanimous

**Committee's feedback:**

- Laurie shared the department should clarify the sequence levels; intermediate and advanced.
- Dennis shared since the courses have CID numbers, the department should check the preexisting titles/levels assigned to CIDs and use those for consistency.
- Anthony questioned many piano courses are offered and how are they labeled; Nancy Y. shared there are four; labeled Piano I, II, III, and IV.
- Christina questioned why choose 33A/B vs. number sequences like 33 and 34. Eileen shared that the music department have a lot of courses and 33 and 34 were already used.
- Ryan shared the CID number noted is incorrect.

- **MUSIC-033B – Advanced Piano**

**Representative:** Kyle Chuah

**Action:** Approved (M/S; Zhu/Grillo). Unanimous

**Notes:** The committee reviewed the proposal and provided no remarks.

- **MUSIC-036 – Intermediate Guitar**

**Representative:** Kyle Chuah

**Action:** Approved (M/S; Gravert/Hailey). Unanimous

**Committee’s feedback:**

- Laurie shared for Title 5 compliance an online downloadable textbook aligned with classic textbook will be added. The downloadable text is free.
- Christina asked to send the link to the Library for students to access.
- Nancy Y. asked about changing L/G to SC. Kyle shared he will ask the department to consider it.
- Anthony shared small typos; change “of” and add a period at the end of the schedule description sentence.

- **MUSIC-037 – Advanced Guitar**

**Representative:** Kyle Chuah

**Action:** Approved (M/S; Giambattista/Grillo). Unanimous

**Committee’s feedback:**

- Anthony question who is “West” and suggested adding the last name; West Montgomery.
- Laurie shared to add the online textbook URL and change the grade option to SC.

- **TRAVL-074 – North American Destination Specialist**

**Action:** Approved (M/S; Hailey/Gravert). Unanimous

**Notes:** The committee reviewed the proposal and provided no remarks.

- **TRAVAL-075 – Europe Destination Specialist**

**Action:** Approved (M/S; Stricker/Gravert). Unanimous

**Notes:** The committee reviewed the proposal and provided no remarks.

- **TRAVAL-096 – Alaska Destination Specialist**

**Action:** Approved (M/S; Karp/Giambattista). Unanimous

**Notes:** No remarks

**6. Prerequisites**

- **BUS-059 - Tabled**

**Action:** Unanimous

**Committee’s feedback:**

- The committee was concerned about the interdisciplinary prerequisite requirement of Engl-100, and whether the department followed the state requirements; either provided statistical evidence or

content review. The department selected UC/CSU justification and three university documentation, which is not sufficient.

- The committee agreed to table the item until next semester; 2<sup>nd</sup> meeting. The first Fa.14 curriculum meeting is set aside for stand-alone training.

- **CHEM-007 – Introduction to General, Organic and Biochemistry**

**Action:** Approved (M/S; Hailey/Karp); five approvals (Gravert, Grillo, Hailey, Karp, and Pedersen); one rejection (Christina); two abstentions (Giambattista/Zhu)

**Committee's feedback:**

- The committee was concerned about the same issue as BUS-059; was the proper process followed to add interdisciplinary prerequisite.
- Eileen shared this course doesn't require analysis data or content review, because the previous prerequisite Math 910 was inactivated and replaced with Math 29. All departments were notified if they offered Math-910 as a prerequisite, they needed to change it to MATH 29 and CHEM is submitting the change. Students couldn't register with the old prerequisite listed.
- Ryan asked if students complete a higher level Math, will that satisfy the prerequisite. The committee shared it should if a statement is added "or higher level".
- The committee discussed the pros and cons of adding such a statement "or higher level"; students that score high on their assessment or take higher level math courses can bypass the prerequisite, but who will be responsible for assuring certain math courses are acceptable as higher levels; e.g. Geometry is not considered higher math and doesn't satisfy the prerequisite. The committee felt that each math course would need to be listed on the prerequisite form.
- The committee wavered over the approval to list the courses and should the department provide statistical data: five approvals, one no and two abstentions.

- **CHEM-025 – General College Chemistry**

**Action:** Approved (M/S; Hailey/Karp); five approvals (Gravert, Grillo, Hailey, Karp, and Pedersen); one rejection (Christina); two abstentions (Giambattista/Zhu)

**Note:** The committee wavered over the approval, same reasons as Chem-007.

- **MATH-037 – Applied Calculus**

**Representative:** Ryan Pedersen

**Action:** Approved (M/S; Gravert/Giambattista). Unanimous

**Note:** Ryan shared Math 29/30 prerequisite is a combination accelerated course.

**Committee's feedback:**

Christina questioned the "or equivalent" requirement. Ryan shared the equivalent course to math 30 in high school or somewhere else is algebra 2.

- **MATH-060 – Calculus and Analytic Geometry II**

**Action:** Approved (M/S; Giambattista/Karp). Unanimous

**Note:** The committee reviewed the proposal and provided no remarks.

- **MATH-075 – Linear Algebra**

**Action:** Approved (M/S; Giambattista/Hailey). Unanimous

**Note:** The committee reviewed the proposal and provided no remarks.

**7. New Programs**

- **AA-T in Music**

**Action:** Approved (M/S; Pedersen/Grillo). Unanimous

**Notes:** Laurie shared the degree is being brought back based on the previous suggestions to lower the major units. With Music 008 unit reduction, the degree total is 60.

**Committee’s feedback:**

- Louie reviewed the minimum 38 GE unit requirement, and the number is okay.

**8. Online Supplement Form**

- **TRAVL -074 – North American Destination Specialist**

**Action:** Approved (M/S; Hailey/Giambattista). Unanimous

**Notes:** The committee reviewed the proposal and provided no remarks.

- **TRAVL -075 – Europe Destination Specialist**

**Action:** Approved (M/S; Hailey/Giambattista). Unanimous

**Notes:** The committee reviewed the proposal and provided no remarks.

- **TRAVL -096 – Alaska Destination Specialist**

**Action:** Approved (M/S; Giambattista/Hailey). Unanimous

**Notes:** Laurie shared the CSLOS shows rigor

<i>Remaining items tabled, Fall 14 second meeting – September 3, 2014; 1-3pm, Room: CO-420</i>
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Meeting adjourned – 3:11pm

Fall 2014 Meeting Dates: August 20; September 3, 17; October 1, 15; November 5, 19; December 3

Location and Time: CO-420 / 1-3pm

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