**Present**: *Louie Giambattista,* ***Chair***; Dennis Gravert, **Anthony** Hailey, Susie Hansen, Kevin Horan Marie Karp, A’kilah Moore, Christine Park, Ryan Pedersen, Matthew Stricker, Eileen Valenzuela, Grace Villegas, Kim Wentworth, **Penny** Wilkins; Nancy Ybarra, Yongmin Zhu, Shondra West (Note taker)

**Absent**: Natalie Hannum, Anthony Hailey and Penny Wilkins

**Guests**: none

Meeting called to order: 1:15pm; Location: CO-420

**CURRENT ITEMS**

1. **Announcements & Public Comment:** None
2. **Approval of the Agenda**

**Action:** Approved (M/S: Pedersen/Karp); unanimous

1. Pulled from the agenda

Existing Course Outlines of Record:

* EMS-010
* FIRE-120

Prerequisites:

* Music-001
* Music-002
* Music-003

Experimental Courses:

* Auto – Introduction to Diesel Technology
* Auto – Hybrid and Alternative Fuels

1. Added Music-081 textbook supplement page

**Approval of the Minutes from January 21, 2015**

**Action:** Approved with amendments (M/S: Stricker/Gravert) one abstention: Zhu

* Pg. 4 item 6 amended statement: insert a period after curriculum purview.
* Pg. 4 item 6 amended statement: DE will suggest that departments insure instructor preparedness to teach online.
* Pg. 3 Couns-030: insert word “complete” between “a” and “sequence”…a complete sequence
* Pg. 5 item 8 amended statement: Investigate assigning more units to the course.

1. **Consent Agenda** – none
2. **Existing Course Outline of Record**

**First Reading:**

* **Music-093 – Studio Music Production I** (Textbook Change)

**Action:** Approved (M/S: Stricker/Pedersen); unanimous

**Discussion**: A concern about A/C level work specifically addressing each CSLO which this course and appliance appears not to. The history of implementing A/C levels with each CSLO is inconsistent; some COORs are returned while others are not. We should provide samples how this should be done. In the case of Music, the CSLOs are addressed within the written paragraph. If the department would have labeled them with parentheses, the information would line up.

Louie will talk with Tue regarding assessments housed on COORs and what is the assessment policy to determine if this section is okay. It was suggested that once the policy is determined, look at all COORs for differences.

Update textbook date 1994, Library has a 2002 version.

* **APPLI-015 – Electrical Appliances I**

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

**Discussion:** This course meets CSU and baccalaureate level which counts toward transfer units. It was shared that the A/C level work is not distinctly tied to each CSLO; the information is written within the paragraph. It was recommended with approval to accept both formats: A/C level paragraph form or distinguished by each CSLO. The issue will be addressed based on TLC’s response.

* **APPLI-020 – Electrical Appliance Shop Practice**

**Action:** Approved (M/S: Pedersen/Wentworth); unanimous

The committee agreed COORs with only formatting changes will be placed on the consent agenda. The appliance courses are consider consent items. The committee can pull items if substantial changes are discovered.

* **APPLI-025 – Refrigeration I**

**Action:** Approved (M/S: Stricker/Wentworth; unanimous

Check the CSU and baccalaureate level boxes

* **APPLI-030 – Refrigeration Shop Practice**

**Action:** Tabled

The committee recommended the following:

1. Add page numbers
2. Pg. 5 reformat 40% and 60% area; the paragraph does not clearly define which parts belong to 40% vs. 60%.
3. Change repeatability to zero
4. Update the textbook

**RNURS-026 – Nursing in Health & Illness I**

**Action:** Tabled

**Discussion:** No major changes to the COOR. The text is missing publisher dates.

**Second Reading:**

* **Music-081 – Introduction to Improvisation (**Textbook date)

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

**Discussion:** 1992 textbook is the most recent edition. The department felt this is an appropriate book provided with a rationale statement. Title V states an explanation for textbooks are acceptable for readers and dated books.

* **BIOSC-040 – Human Anatomy**

Action: Tabled

**Discussion**: From the last meeting it was suggested to add PSLOs to this course. This course is used for program requirements e.g. Nursing, Kinesiology, and Liberal Arts (LA): Math & Science. It was discovered LA degree core requirements were inconsistent with identifying PSLOs for other course disciplines used towards the degree. Courses that did list PSLOs are part GE, which is a requirement. This course is not GE or stand-alone.

Title V require course objectives; PSLO is an internal requirement. It was suggested to remove the PSLOs from this course, but KINES program uses this course as part of their program. It was shared that PSLOs are connected to degrees, certificates, or certificate of completions. PLSOs may not be required for this course since it is not part of the BIOSC degree. However, as part of the assessment cycle, during the fifth year, all programs will be assessed and this course could potentially be part of Kines program assessment evaluation process. It was recommended to have a conversation with BIO, KINES, NURS faculty about this.

1. **Prerequisites:** None
2. **Online Supplements:**

* **ENGL-140 – Survey of World Literature I: Antiquity to Mid-17th Century**

**Action**: Approved with change (M/S: Stricker/Wentworth); unanimous

Online lecture hours change from 27 to 54 (completely online).

**Discussion**: From the previous meeting the recommended changes were completed; align the supplement and COOR CSLOs. It was shared the supplement has too much information listed for the method of instruction area. What’s required is information stating the substantive interaction with students. Clark will provide a sample copy of this form as a reference guide.

1. **Experimental (900) Course Outline of Record - None**
2. **New Course Outline – None**
3. **New Consent Agenda Process –Using E-Documents (paperless) for Consent Agenda Items**

The idea of going paperless for consent agenda items and accessing them online was discussed. The concerns were if consent agenda items are pulled, hardcopies would not be available for review, and as a group it would be difficult to look at COORs on a screen. It was suggested to use a computer room for members to have access to a computer station, because once CurricuNET goes live COORs will be submitted and reviewed electronically.

1. **Title V Textbook Requirement** – Tabled
2. **Families** – The committee met to review the new family courses being added to the list. LMC had one course (Drama experimental) compared to CCC and DVC. Louie is working with departments to assure courses align across district campuses. The committee will receive a finalized list upon completion.

When departments submit family courses, submission timelines are sensitive due to the district process and may take an additional semester to offer courses. Also, the committee meets once a year, but is considering to meet at least once a semester. Departments included as part of the family process: Drama, Art, Music, PE, Kines, and Dance.

**STANDING ITEMS - Tabled**

1. **CurricUNET –** Kevin will set-up a meeting with the Deans, Louie, Grace, Shondra, and Eileen to look over CurricUNET web design for feedback.
2. **Shared Governance Committee –** The committee discussed updating the charges.
3. **Articulation**
4. **Teaching & Learning Committee**
5. **Academic Senate –** Discussed the suppressed calendar issues.
6. **Other**

Meeting adjourned – 2:17 pm

Spring’15 Meeting Dates: March 18; April 15; May 6

CO-420 from 1-3 pm