Present Members:
      Louie Giambattista, *(Chair)*

Voting Faculty Members:
      Nila Adina *(Counseling)*
      Sepideh Daroogheha *(Math)*
      Randi Osburn *(Health, Behavioral and Social Sciences)*
      Tess Shideler *(Science)*
      Adrianna Simone *(General Education Committee Representative)*
      Alex Sterling *(English)*
      Von Wolf *(Brentwood Center)*

Brentwood location:
      Girlie Sison *(Science, Technology, Engineering and Math)*

Non-Voting Members:
      Rikki Hall *(Director of Admissions and Records)*
      Imelda Lares *(Admission and Records)*
      A'kilah Moore *(Vice President of Instruction, Interim)*
      April Nogarr *(Dean, Instruction)*
      Dennis Franco *(Dean, Instruction)*
      Tanita Richardson *(Note Taker)*
      Shwe Yee (Abigail) Thinn *(Student Representative)*
      Eileen Valenzuela *(Articulation Officer)*
      Grace Villegas *(Curriculum Management Specialist)*
      Rachel Anicetti *(Transfer Representative)*
      Laurie Huffman *(World Languages and Cultures)*

Absent:
      Nidia Gonzalinajec *(PSLO/CSLO Coordinator)*
      Katherine Nelson *(Career Technical Education)*
      Christina Goff *(Librarian)*
      Nicole Trager *(Dean, Instruction, Interim)*

Guests:
      Michael Kean *(Department Chair & Adjunct Professor of PTEC)*

Meeting called to order: 2:35pm   **Location: L-109 and BRT-135**

<u>CURRENT ITEMS</u>

1. <u>Announcements & Public Comment</u>
   a. Louie Giambattista started the discussion with introductions. All attendees introduced themselves.
      i. Dennis Franco suggested that when voting takes place each voting member states their name for note taking support as this is the first time Tanita Richardson is taking notes for this committee. All agreed.
   b. Michael Kean advised that he submitted & Dennis approved COOR changes. Not on the agenda for PTEC.
      i. Louie Giambattista stated it would be on the next agenda.
      ii. Eileen Valenzuela advised that there were other courses ahead of PTEC that were being discussed, but agreed that it would be on the next agenda.
   c. Brentwood & Public
      i. None
2. <u>Voting Members Joining Remotely</u>
   a. Nila Adina- Remote form submitted
      i. **Action:** Approved **(M/S: Adrianna/Von); (7/0/0) Unanimous.**
3. <u>Approval of the Agenda and Minutes</u>
   a. Approval of Agenda
      i. Remove ENGL-114
      ii. **Action:** Approved **(M/S: Adrianna/Tess); (8/0/0) Unanimous.**
   b. Approval of November 29, 2023 Minutes
      i. **Action:** Approved **(M/S: Randi/Alex); (8/0/0) Unanimous.**
   c. Approval of December 6, 2023 Minutes
      i. **Action:** Approved **(M/S: Adrianna/Tess); (7/0/1) Sepi Abstains.**
         1. Girlie mentioned vote count should be 8/0/0; Louie to make change.

4. <u>Standing Item: Articulation Update</u>
   a. Grace and Eileen advised they completed an audit on transfer degrees
      i. ½ current and ½ are not current
      ii. Some areas may get degree changes
      iii. Audit was not discussed at the most recent Department Chair meeting.

5. <u>Consent Agenda</u>
   a. MATH-004N- deactivation
   b. MATH-020N- deactivation
      i. **Action:** Approved **(M/S: Von/Randi); (8/0/0) Unanimous.**
         1. Alex mentioned ENLG 220 is showing as being up for deactivation in eLumen; to be discussed on the next agenda per Grace
         2. Alex questioned whether or not it was customary to say why a course is up for deactivation. Grace stated the reason is given within the Curriculum Dashboard.

6. <u>New Courses</u>
   a. NONE

7. <u>Existing Courses</u>
   a. BUS-027, Online Addenda
      i. **Action:** Approved **(M/S: Girlie/Adrianna); (8/0/0) Unanimous.**
      ii. **Action:** Approved **(M/S: Tess/Sepi); (7/0/1) Alex Abstains.**
   b. BUS-035A, Online Addenda
      i. **Action:** Approved **(M/S: Tess/Sepi); (8/0/0) Unanimous.**
      ii. **Action:** Approved **(M/S: Tess/Sepi); (7/0/1) Alex Abstains.**
   c. BUS-035B, Online Addenda
      i. **Action:** Approved **(M/S: Girlie/Von); (8/0/0) Unanimous.**
      ii. **Action:** Approved **(M/S: Sepi/Von); (7/0/1) Alex Abstains.**
   d. BUS-035C, Online Addenda
      i. **Action:** Approved **(M/S: Girlie/Von); (8/0/0) Unanimous.**
      ii. **Action:** Approved **(M/S: Girlie/Sepi); (7/0/1) Alex Abstains.**

e. BUS-109, Online Addenda
   i. **Action:** Approved **(M/S: Girlie/Alex); (8/0/0) Unanimous.**
   ii. **Action:** Approved **(M/S: Tess/Sepi); (8/0/0) Unanimous.**
      1. Class max to return to the original max prior to VPI approval in eLumen; max revised in eLumen for Committee voting purposes.
      2. Louie to speak with eLumen about modification process.
f. BUS-160, Online Addenda
   i. **Action:** Approved **(M/S: Sepi/Randi); (8/0/0) Unanimous.**
   ii. **Action:** Approved **(M/S: Girlie/Adrianna); (8/0/0) Unanimous.**
      1. Dennis requested Department Chairs receive an invite when courses in their area will be up for discussion; Louie agreed.
g. BUS-186, Online Addenda
   i. **Action:** Approved **(M/S: Girlie/Tess); (8/0/0) Unanimous.**
   ii. **Action:** Approved **(M/S: Tess/Von); (8/0/0) Unanimous.**
h. BUS-187, Online Addenda
   i. **Action:** Approved **(M/S: Sepi/Alex); (8/0/0) Unanimous.**
   ii. **Action:** Approved **(M/S: Girlie/Sepi); (8/0/0) Unanimous.**
i. BUS-294, Online Addenda
   i. **Action:** Approved **(M/S: Von/Sepi); (8/0/0) Unanimous.**
   ii. **Action:** Approved **(M/S: Girlie/Sepi); (8/0/0) Unanimous.**
j. ETEC-042, Co-requisite
   i. No vote; returned to author for updates
   ii. No vote; returned to author for updates
k. ETEC-046
   i. No vote; returned to author for updates
l. ETEC-056
   i. **Action:** Approved **(M/S: Randi/Alex); (8/0/0) Unanimous.**
m. FIRE-120, Pre-requisites
   i. No vote; returned to author for updates
   ii. No vote; returned to author for updates
n. MANGT-075, Online Addenda
   i. **Action:** Approved **(M/S: Girlie/Tess); (8/0/0) Unanimous.**
   ii. **Action:** Approved **(M/S: Girlie/Sepi); (7/0/1) Alex Abstains.**
      1. Author to provide textbook justification.

o. ***All MUSIC courses and WELD-10 course shown on agenda were tabled.***

STANDING ITEMS

1. Report-Outs
   a. GE Committee
      i. Adrianna indicated that the GE Committee is up for Senate review. Putting Ethnic Studies in own box as required by Title V. Ricky sent GE Committee timeline update for other changes.
   b. DE Committee
      i. Laurie advised that the DE Committee will add additional compliance language to our position paper. Once approved by the Senate, it will directly influence changes in the online addenda. Authors to show evidence of equity and inclusion in current online addendas; sister colleges currently implementing this change. Supports being compliant with UF contract, Title V and what the District advises.
   c. TLC
      i. Randi advised there is a new bold position paper presented to Senate to address ILSOs and also split from SGC. They meet next week to go over feedback from Senate.
2. Shared Governance Committee
   a. Tabled
3. Academic Senate
   a. Tabled
4. Strategic Enrollment Management
   a. Tabled

Meeting Dates:

Spring 2024: February 7, 21, March 6, April 3, 17, May 1

The meeting adjourned at 4:32pm