

## Curriculum Committee Minutes | October 4, 2023

### Present Members:

Louie Giambattista, (*Chair*)

### Voting Faculty Members:

Nila Adina (*Counseling*)

Sepideh Daroogheha (*Math*) **\*Left early**

Christina Goff (*Librarian*)

Randi Osburn (*Health, Behavioral and Social Sciences*)

Tess Shideler (*Science*)

Adrianna Simone (*General Education Committee Representative*)

Girlie Sison (*Science, Technology, Engineering and Math*)

Alex Sterling (*English*)

Von Wolf (*Brentwood Center*)

### 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*)

Lyssa Shabusheva (*Note Taker*)

Eileen Valenzuela (*Articulation Officer*)

Grace Villegas (*Curriculum Management Specialist*)

### Absent:

Rachel Anicetti (*Transfer Representative*) **\*On Leave**

Dennis Franco (*Interim Dean of Instruction: Workforce Development*)

Nidia Gonzalinajec (*PSLO/CSLO Coordinator*)

Katherine Nelson (*Career Technical Education*)

Nicole Trager (*Dean, Instruction, Interim*)

### Guests:

Paula Gunder (*ESL*)

Christine Mauricio (*Nursing*)

**Meeting called to order: 2:32**

**Location: L-109 and BRT-135**

### CURRENT ITEMS

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1. Announcements & Public Comment
  - a. Christine Mauricio- Teaches Nursing Skills Lab type 2, and has been advised to attend CC meeting and ascertain if it is possible to transition the course she is part of to a type 1. The Chairperson of CC has advised Christine that there are several steps to be taken, including negotiation, however curriculum committee would be unable to provide direct intervention in this case. Christine would be directed by the CC Chairperson offline as to which steps are to be taken next.
    - i. The advisory member spoke of the history of nursing program discussions and noted that this case is district level, and must be addressed through the Dean of the program.
  - b. Christina Goff – banned books week this week, which includes several pop-up stations around campus is available for participation now. Everyone is encouraged to enjoy the installations.
2. Voting Members Joining Remotely
  - a. None
3. Approval of the Agenda and Minutes
  - a. Approval of Agenda October 4, 2023
    - i. NUTRI-055 and TRAVL-072 to be taken off the agenda, combine line #9 with #11
    - ii. **Action:** Approved with edits (**M/S: Osborne/Sison**); **Unanimous.** (9/0/0)
  - b. Approval of the Minutes: September 20, 2023
    - i. **Action:** Approved (**M/S: Shideler/Wolf**); **Unanimous.** (9/0/0)
4. Standing Item: Articulation Update
  - a. None
5. Consent Agenda
  - a. ART-018 (course description and title change)
  - b. ECE-041 (course description)
  - c. ENGL-110 (deactivation)
  - d. **Action:** Approved (**M/S: Goff Sison**); **Unanimous** (9/0/0)
6. Existing Courses
  - a. PHYS-015 (prerequisite, lab manual addition)
    - i. One of the members raised the question of what specifically CC has purview of when it comes to reviewing submissions: only the newly submitted information/documents or the whole course outline regardless of which parts were edited/revised.
    - ii. Other members stepped in to explain that if the Curriculum Committee only looked at parts of outlines instead of the whole, the

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- core may end up not meeting standards, and the Curriculum Committee acts as a check for compliance on all fronts
- iii. The Articulation Officer mentions that the UCSP deadline is this week, and the course may lose its articulation
    1. "...Physics must have an Algebra prerequisite or equivalent..." – Eileen Valenzuela, reading an email.
  - iv. CC member mentioned that if the course continued on its revision cycle, if an audit were to happen, a case may be made that this course has not been up for full revision yet.
  - v. **Action:** Approved to add prerequisite language and lab manual and change the prerequisite form from 1 to 4 (**M/S: Goff/Wolf**); **Unanimous.** (8/0/0)
- b. ENGL-132
- i. One member has stated that it is possible that course outline authors may be unclear about the meaning of "mandatory revision" and suggested a need for clarification regarding the 5-year cycle.
  - ii. CSLO has been updated to be more detail-specific, and deemed by the committee to not be a substantial change
  - iii. **Action:** Approved (**M/S: Goff/Sison**); **Unanimous.** (8/0/0)
- c. ESL-065G
- i. Paula Gunder, is in attendance representing ESL.
  - ii. A member has raised a question of whether it is common for a course to have both a credit and a noncredit version of the class.
    1. According to Paula Gunder, having both a credit and a noncredit class option allows students the opportunity to choose a tuition-free noncredit option or the credit option with access to Financial Aid.
  - iii. According to Paula Gunder, ESL and ESLN cores should theoretically mirror each other. One member noted that the courses had been mapped to CSLO 3, while CSLO3 has been deleted/deactivated, which needs to be rectified by the author.
  - iv. Paula notes that it is hard for students to search for non-credit courses as there is no filter in our system to easily identify noncredit courses, which is why she added "credit" or "noncredit" to titles for easier search.
  - v. Paula has requested a cohort change. The committee advised to complete a form found on the TLC website which notifies the PSLO Coordinator of the cohort change.
  - vi. **Action:** Approved (**M/S: Goff/Shideler**); **Unanimous.** (8/0/0)
- d. ESLN-065G

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- i. Moved to Consent agenda October 18, 2023
  - e. ESL-065PC
    - i. Moved to Consent agenda October 18, 2023
  - f. ESLN-065PC
    - i. Moved to Consent agenda October 18, 2023
  - g. ESL-065VR
    - i. Moved to Consent agenda October 18, 2023
  - h. ESLN-065VR
    - i. Moved to Consent agenda October 18, 2023
  - i. ESL-065W
    - i. Moved to Consent agenda October 18, 2023
  - j. ESLN-065W
    - i. Moved to Consent agenda October 18, 2023
- 7. New Courses
  - a. None
- 8. Programs
  - a. None
- 9. Special Item/ Committee Process Improvement/Suggestions
  - a. Revisit ENGL-100 and 100E discussion from 9.20.2023 meeting
    - i. The GE Chair prefers to allow the committee to have a meeting with the course author in order to process the tech review. Many issues arise when CC and GE are not synced on the agenda
    - ii. CC Chair explains that when thinking about the job of the curriculum committee, he likens the Articulation to “a course asking to join a club”. With such a headspace, it is easy to determine that the articulation is technically an extra option
      - 1. The GE Chairperson mentioned that GE participation can no longer be voluntary, as departments have lost their autonomy after the Academic Senate passed a motion regarding it.
    - iii. The CC chair mentions that there is no process to identify when a course was added to the GE bucket through Articulation acceptance, which means the GE committee will not be notified that a course was accepted until it is too late.
      - 1. With such revelations in mind, one member mentioned that since GE encompasses 2 separate processes, they may be split into 2 separate steps: one before articulation, and one after articulation.
    - iv. The GE chair has been granted separate access to eLumen, similarly to the PSLO Coordinator.

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1. The CC Chair is of the opinion that GE should be able to decide which courses should join GE and which should not, as CC is worried about the State, not GE.
- v. A committee advisory board member specifies that while using the examples of previous courses, we are talking about the generalized process.
- vi. A voting member simplified the situation explaining that the committee needs to decide whether or not the committee wants to continue letting courses go through if there are important notes such as Articulation.
- vii. The CC has come to an understanding that no course should be moved through stage 5 unless every tech review member sign off on the course to be able to move forward, which has not been the case in the past few meetings.
  1. GE needs to cc Grace Villegas when a course outline has to be sent back. Grace Villegas mentions that adding comments in eLumen for a course to be sent back is also an option.
- b. Committee to provide feedback on cover sheet (document in SharePoint folder)
  - i. Tabled due to time constraints.

### 10. Workflow

- a. GE Review as a separate stage in the Course Revision/New course workflows
  - i. Tabled due to time constraints.

## **STANDING ITEMS**

1. Report-Outs
  - a. GE Committee
  - b. DE Committee
  - c. TLC
    - ii. Tabled due to time constraints.
2. Shared Governance Committee
  - a. Tabled due to time constraints.
3. Academic Senate
  - a. Tabled due to time constraints.
4. Strategic Enrollment Management
  - a. Tabled due to time constraints.

**The meeting adjourned at 4:24pm**

## **Curriculum Committee Minutes | October 4, 2023**

### **Meeting Dates:**

Fall 2023: September 6, 20, October 4, 18, November 1, 15, 29

Spring 2024: February 7, 21, March 6, April 3, 17, May 1, 15