

Curriculum Committee Minutes | March 6, 2024

Present Members:

Louie Giambattista, (*Chair*)

Voting Faculty Members:

Sepideh Daroogheha (*Math*)

Katherine Nelson (*Career Technical Education*)

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:

Rachel Anicetti (*Transfer Representative*)

Nidia Gonzalinajec (*PSLO/CSLO Coordinator*)

Rikki Hall (*Director of Admissions and Records*)

Imelda Lares (*Admission and Records*)

A'kilah Moore (*Vice President of Instruction, Interim*)

Aprill Nogarr (*Dean of Instruction: Arts, Humanities & Philosophy*)

Lyssa Shabusheva (*Note Taker*)

Nicole Trager (*Dean, Instruction, Interim*)

Eileen Valenzuela (*Articulation Officer*)

Grace Villegas (*Curriculum Management Specialist*)

Absent:

Nila Adina (*Counseling*)

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

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

Mike Grillo

Christina Goff (*Librarian*)

Guests:

Michael Kean

Meeting called to order: 2:36pm

Location: L-109 and BRT-135

CURRENT ITEMS

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1. Announcements & Public Comment
 - a. Lyssa- The Office of Instruction will have goodies for Faculty all week before Spring Break
2. Voting Members Joining Remotely
 - a. None
3. Approval of the Agenda and Minutes
 - a. Approval of Agenda March 6, 2024
 - i. **Action:** Approved with the edit to remove WELD-010 and PHYS-015 from line item #7 **(M/S: Simone/Darogheha); 6/0/0 Unanimous.**
 - b. Approval of the Minutes: February 21, 2024
 - i. **Action** Approved **(M/S: Sterling/Wolf); (5/0/1) Darogheha abstains**
4. Standing Item: Articulation Update
 - a. None
5. Consent Agenda
 - a. AS Travel Marketing – deactivation
 - b. COA Travel Marketing – deactivation
 - c. CSC Travel Marketing – deactivation
 - d. CSC Home-Based Travel Specialist Certificate – deactivation
 - e. CSC Cruise Specialist – deactivation
 - a. **Action** Approved **(M/S: Wolf/Darogheha); (6/0/0) unanimous**
6. New Courses
 - a. PTEC-006, corequisite
 - i. Michael Kean – presented that the course is a separation between lab and lecture and dubbed it “industrial chemistry”. The lab portion has been moved to a different course. This course is non-transferrable, with the option for students to take regular CHEM-006
 - ii. Grace Villegas notes the course needs a Class Max Form
 - iii. Curriculum member inquired if the Chemistry department has been notified of the course proposition. Chairperson of the committee confirmed that protocol has been followed, and the department has been notified
 - iv. A member of the committee asked Michael Kean if other PTEC programs have a comparable course, to which Michael responded that some do, and others do not

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- v. Michael Kean explains the justification for the corequisite is a need for certain amount of mathematical knowledge in order to complete the course (PTEC-009)
 - i. **Action** Approved PTEC-006 (M/S: Wolf/Darrogheha); (6/0/0)
Unanimous
 - ii. **Action** Approved Corequisite (M/S: Wolf/Darrogheha); (6/0/0)
Unanimous
7. Existing Courses
- a. KINES-100, online addendum
 - i. Committee notes CSLO alignment has changed for this course
 - ii. Pass/No Pass is no longer an option, and it is now a letter grade
 - iii. **Action:** Approved KINES-100 (M/S: Sterling/Wolf); (6/0/0)
Unanimous.
 - iv. **Action:** Approved online addendum (M/S: Sison/Darrogheha); (6/0/0) **Unanimous**
8. Programs
- a. AS Early Childhood Education Site Supervisor
 - i. **Action:** Approved (M/S: Wolf/Sterling); (6/0/0) **Unanimous**
 - b. AS Early Childhood Education Master Teacher
 - i. **Action:** Approved (M/S: Sterling/Darrogheha); (6/0/0)
Unanimous
 - c. COA Early Childhood Education Site Supervisor
 - i. Curriculum Committee member noted that on Page 7, there was a typo “Associate of Scene”, where it should be Associate of Science”
 - ii. **Action:** Approved (M/S: Simone/Wolf); (6/0/0) **Unanimous**
 - d. COA Early Childhood Education Master Supervisor
 - i. **Action:** Approved (M/S: Sterling/Darrogheha); (6/0/0)
Unanimous
9. Participatory Governance
- a. Aprill Nogarr is presenting as part of the Participatory Governance assessment Task Group, to collect feedback on what the Curriculum Committee members see as the committee’s strengths and challenges. Aprill specifies that while a recording of this meeting will be used by the Task Force members, the identities of speakers within the committees will be kept confidential.
 - b. The first section Aprill introduces is “Committee Impacts and Achievements”
 - i. “Curriculum Committee is essential to maintaining course work” - Tess Shideler

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- ii. Girlie Sison mentions that the committee members are very thorough
- iii. Adriana Simone notes that the Curriculum Committee support enabled LMC to provide more ETHN courses than other colleges in the area
- iv. A Resource member added that there was a meeting in which there were 65 voting instances held (possibly a record), which was an efficient and thorough course review.
- c. The second section is “Participatory Governance Structure”
 - i. A committee member asked Aprill whether this section relates to the dealings of the committee with outside entities, or whether it is internal
 - ii. Adriana Simone notes that her immediate interpretation was specifically regarding collaborative groups, such as GE committee, tech review.
 - iii. Articulation officer was curious whether the Academic Senate had a space specific for Curriculum Committee, and Adrianna, as Co-President, specified that there is time made for report outs every meeting.
 - iv. One of the committee members raised the question whether the eLumen transition has been beneficial, to which other members have agreed that while the transition was difficult and required much learning, it is a far better method than paper.
 - v. One of the members was wary, because they felt there are times that some courses are “rubber stamped”
 - vi. Curriculum Committee’s role, according to one of the members, should be “encouragement towards developing courses”
- d. Next section is titled “Bidirectional & Representative Communication”
 - i. Agenda and Minutes can be found at least 72 hours before the meeting date on the Los Medanos website, under Curriculum Committee page. The agenda is also posted in the Library on Pittsburg Campus and Brentwood. An email with an invitation is sent BCC to all LMC employees on Friday before the meeting is to be held.
- e. The final section is “Challenges and Needs for Support”
 - i. There are 4 vacancies in total now.
 - ii. Members note that some seats are very difficult to fill, as the work of the Curriculum Committee can be daunting to a new person.
 - iii. Members note that previously, membership was much lower, and the current number of seats held is comforting.

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- iv. A resource member questioned whether NEXUS participants are introduced to the Curriculum Committee, to which members specified that it has not yet happened for this year, but previously, Chairpersons were invited to NEXUS to share what it is, and how it operates, as well as recruit interested faculty.
 - v. The chairperson mentions that SGC bylaws have a non-voting position reserved for this Committee for communication.
 - f. There was an Additional Questions section
 - i. One of the members of the committee asked the modality of each of the groups that the Task Force is meeting with. Members further added that there is a law applicable concerning the Brown Bag meetings, which requires face-to-face participation
10. Governing Board
- a. Curriculum and Instruction Procedure 4001 will have a second read next month. It was approved at the end of 2021. Three components are: 1. “how are credit hours calculated?”; 2. “How do we award incremental units?” (Half unit increments; 3. “How the rounding down works”, and a special provision for courses under 1 unit.
 - i. LMC has 4 categories of labs in the UF Contract, which all have 3:0 ratio
 - 1. Lab by arrangement
 - 2. Lab 1 for sciences
 - 3. Lab 3 for activity
 - 4. Lab
 - ii. This document also affects COOP Experience courses through Title 5 changes. (4001 on page 5 Section 6)
 - 1. COOP-160s is being removed
 - 2. The course will be able to be taken for up to 14 units, and repeated.
 - iii. The Chairperson defined the “Credit Hour”

STANDING ITEMS

- 1. Report-Outs
 - a. GE Committee
 - i. Tabled due to time constraints.
 - b. DE Committee
 - i. Tabled due to time constraints.
 - c. TLC
 - i. Tabled due to time constraints.
- 2. Shared Governance Committee
 - a. No report

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3. Academic Senate
 - a. No report
4. Strategic Enrollment Management
 - a. Full group meeting – 2 work groups met. The Pathways group reported out. The Participatory Governance Task Group was also present at this meeting, and much of the committee feedback was pointed at the need for Guided Pathways to be separate from SEM

The meeting adjourned at 4:00

Meeting Dates:

Spring 2024: April 3, 17, May 1, 15