

Curriculum Committee Minutes | September 20, 2023

Present Members:

Louie Giambattista, (*Chair*)

Voting Faculty Members:

Nila Adina (*Counseling*)

Sepideh Daroogheha (*Math*)

Christina Goff (*Librarian*)

Katherine Nelson (*Career Technical Education*)

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

Tess Shideler (*Science*)

Adrianna Simone (*General Education Committee Representative*)

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

Alex Sterling (*English*)

Von Wolf (*Brentwood Center*)

Non-Voting Members:

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

Rikki Hall (*Director of Admissions and Records*)

Imelda Lares (*Admission and Records*)

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

Lyssa Shabusheva (*Note Taker*)

Nicole Trager (*Dean, Instruction, Interim*)

Eileen Valenzuela (*Articulation Officer*)

Grace Villegas (*Curriculum Management Specialist*)

Absent:

Nidia Gonzalinajec (*PSLO/CSLO Coordinator*)

On Leave:

Rachel Anicetti (*Transfer Representative*)

Guests:

Connie Konsavage

Meeting called to order: 2:30

Location: L-109 and BRT-135

CURRENT ITEMS

Curriculum Committee Minutes | September 20, 2023

1. Announcements & Public Comment
 - a. Lyssa- Office of Student Life is promoting the IMPACT Conference for students. The flyer is available in CC Sharepoint.
2. Voting Members Joining Remotely
 - a. Tess Shideler
3. Approval of the Agenda and Minutes
 - a. Approval of Agenda September 20, 2023
 - i. **Action:** Approved with 2 changes. Addition of Katherine Nelson to the voting members which are present list, and removal of PHYS-015 from line #6 (**M/S: Simone/Nelson**); **Unanimous.**
 - b. Approval of the Minutes: September 6, 2023
 - i. **Action** Approved with change to Sepideh's name to correct and include the letter p as part of the name (**M/S: Goff/Sison**); **(9/0/1)**
Katherine Nelson abstains
4. Standing Item: Articulation Update
 - a. Eileen- Received approval for revisions to the transfer degrees for Psychology, Sociology, Spanish, Social Justice Studies, and African-American Studies by UCOP
5. Consent Agenda
 - i. none
6. Existing Courses
 - a. ART-018
 - i. The department wishes to finish editing and adding GE SLOs to add alignments.
 - ii. The committee noticed a lack of policy regarding name changes resetting the 5 year cycle.
 - iii. The committee is wondering if eLumen could have a comment box added to the Curriculum Technition page
 - iv. The committee noted that previously, courses came with a cover page which defined if a change in the course would be minor or major.
 - v. A suggestion was made that a fillable PDF form can be created with the details of possible minor changes that the CC committee would receive and input into eLumen for updates without resetting the cycle date.
 - vi. **Action:** Sent back to author
 - b. ENGL-100(prerequisite change)
 - i. There is no sample assignment aligned with the GE SLO #2. (Information Literacy)

Curriculum Committee Minutes | September 20, 2023

- ii. This course came to CC because of the need to redefine the prerequisite statement.
- iii. **Action:** Approved the prerequisite change with the additional email to be sent to the author regarding the missing assignment aligned to GE SLO#2. **(M/S: Goff/Nelson); Unanimous.**
- c. ENGL-100E(prerequisite change)
 - i. There is no sample assignment aligned with the GE SLO #2. (Information Literacy)
 - ii. **Action:** Approved the prerequisite change with the additional email to be sent to the author regarding the missing assignment aligned to GE SLO#2. **(M/S: Simone/Goff); Unanimous.**
- d. ENGL-221(prerequisite change)
 - i. **Action:** Approve 100 E as prerequisite for ENGL-221 **(M/S: Goff/Wolf); Unanimous.**
- e. NUTRI-055
 - i. The committee notes that Biological Sciences should be moved from Alternate Master Discipline Preferred line and onto Master Degree Discipline under Faculty Requirements section. ELumen's wording of "preferred" is too vague for the committee and is raising questions regarding its meaning.
 - ii. Committee notes that none of the assignments were mapped to CSLOs
 - iii. Committee members noted that the second listed textbook and the course module should be moved over to the Other Instructional Materials section
 - iv. **Action:** Sent back to author.
- f. SPCH-150
 - i. **Action:** Approved **(M/S: Goff/Sison); Unanimous.**
- g. TRVL-072
 - i. The Committee notes that this course outline is missing Sample Reading Assignments, and has no CSLOs mapped
 - ii. **Action:** Sent back to author
- 7. New Courses
 - a. None
- 8. Programs
 - a. Computer Science AS-T(revision)
 - i. Originally the CID for Biosc-020 was not articulated, and now that it is, it is requested to be added.
 - ii. **Action:** Approval **(M/S: Goff/Sison); Unanimous**
- 9. Committee Process Improvement/Suggestions

Curriculum Committee Minutes | September 20, 2023

- a. The committee identified that some members have not yet been trained.
- b. It was clarified that the current process is one week tech review, meeting on Wednesday for agenda, then the agenda is released to the public by Friday.
- c. GE's agenda is mostly synchronized with CC's agendas.
- d. The committee puts anticipated agenda items in order to satisfy the Brown Act as it is easier to remove items than it is to add them.
- e. A question was raised whether a week is too long for a tech review.
- f. The members discussed the idea that the clock should be started on Friday, following the meeting, at which point any courses in stage 3 should be moved to stage 4, and in stage 5 by the Friday before the next meeting, instituting a "Friday Friday" schedule.
- g. eLumen Tech Review of course outlines page has specific directions dependant on the person's role: Tech reviewers should click "submit", unless they are the last person to do the review, in which case they should not click "submit", and CC members should not hit "submit"
- h. There are concerns raised about the New Course Form. When a new course comes, and it can be part of a new program, the phase 1 proposal has to be attached. Members have suggested eliminating the phase 1 proposal submission requirement, or should the Course Form be reconfigured to allow hypothetical future programs.
- i. Members raised the concern of the Prerequisite Form needing an overhaul as well.
- j. The Committee wonders how the Tech Review will proceed without an online curriculum reviewer.
- k. Members also noted that it may be beneficial to consolidate all forms into one and adding the online addendum section.
- l. A member brought up that TLC has cohorts, which means if a revision date is changed in eLumen, it does not mean the TLC assesmnet would follow the same timeline. Currently, departments do not want to have their courses in both revision and assessment at the same time. It was proposed that if revisions need to be made, it would be helpful to align the revision to the CC review. The committee proposed aligning the assessment times with the revision times. TLC could create a table for revision and assessment cohorts separately.
- m. The committee notes it needs a way to track mandatory revision dates.

STANDING ITEMS

1. Report-Outs

- a. GE Committee
 - i. Tabled due to time constraints.

Curriculum Committee Minutes | September 20, 2023

- b. DE Committee
 - i. Tabled due to time constraints.
- c. TLC
 - i. 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 4:32

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