**Present**: ***Louie Giambattista,******Chair***; Dann Gesink, Christina Goff, Kevin Horan, Scott Hubbard, Morgan Lynn, Michelle Mack, Jancy Rickman, Penny Wilkins, Ryan Pedersen, Eileen Valenzuela, Grace Villegas and Shondra West (Note taker)

**Absent**: Rikki Hall, ­Natalie Hannum, Nancy Ybarra

**Guest**: Rachel Anicetti, Deborah Hawks, and Kate Domingo

Meeting called to order: 1:15pm Location: SS4-412

**CURRENT ITEMS**

1. **Announcements & Public Comment:**

None

1. **Approval of the Agenda**

**Action:** Approved (M/S: Rickman/Wilkins); unanimous

**Approval of the Minutes from March 7, 2018**

**Action:** Approved (M/S: Wilkins/Rust); Abstain: C. Goff

1. **Consent Agenda**

**Action:** Approved (M/S: Rickman/Rust); unanimous

* TRAVL-072
* CHDEV-001

1. **Online Supplement**

**ENGL-085**

**Action:** Approved (M/S: Lynn/Wilkins); unanimous

**COMSC-122**

**Action:** Approved (M/S: Gesink/Lynn); unanimous

**COUNS-035**

**Action:** Approved (M/S: Gesink/Mack); unanimous

**TRAVL-072**

**Action:** Approved (M/S: Wilkins/Mack); unanimous

Chdev-001

**Action:** Approved (M/S: Wilkins/Gesink); unanimous

1. **Programs**

**Business Information Professional Level 1 – CSC**

**Action:** Approved (M/S: Lynn/Mack); unanimous

To qualify as college skills certificate the program units were reduced under 18.0

**Business Information Professional Level 2 - CSC**

**Action:** Approved (M/S: Hubbard/Wilkins); unanimous

To qualify as college skills certificate the program units were reduced under 18.0

1. **Experimental Courses**

**VONUR-906 – Drug Dosage Calculations for Health Occupations**

**Action:** Approved with changes (M/S: Rickman/Wilkins); unanimous

The committee discussed the rationale of students taking this course as meeting a need to enhance their understanding of drug dosage calculations.

**Committee Recommendations:**

* Chang semester: 2019
* Change credit: DA
* Change repeatability: 0
* Uncheck - activity
* Remove the advisory: Math 12

1. **New Courses**

**VONUR-020**

**Action:** Approved (M/S: Rickman/Wilkins); abstain: M. Mack

Discipline: Math is listed to teach this course

**Committee Recommendations:**

* Remove PSLO – not assigned to a program
* Remove Math 12 advisory
* Uncheck activity

1. **In-Class and Out-of-Class Hours**

Discussion about adding in-out of class hours to course outlines. The DE form will require updates to include the new in-out class hours.

For every in class hour (lecture) students are required to complete 2 hours outside of class.

**Example:**

Lecture 18 hours = 36 outside hours

Lecture 54 hours = 108 outside hours

PE is 36 in-class hours = 18 outside hours

The committee discussed whether including in/outside class hours on the COOR form and the appropriate split between lecture and lab.

1. **Composition of Curriculum Committee**

The committee discussed Curriculum Committee (CC) composition paper. Release time is not provided for DE Chair to perform the functions and responsibilities required of the position. It was questioned whether a DE representative is needed on CC. In the past, the DE representative was required to review COORs for satisfying the DE requirements. Currently the new process does not require a DE rep to oversee the CC approval process; content is not being evaluated. The DE form is approved by the DE committee beforehand. Eventually the DE form will be converted to check boxes. If questions should arise during the DE/CC review process, continue with the current practice of consulting with the department for clarification.

Penny will follow-up with DE committee regarding a rep remaining on CC. Currently, Penny is on the committee as the Business representative.

Reformatting the membership will help with quorum. Louie will come up with a proposal.

Scott requested to bring the topic back to the committee after researching TV regulations (PACA).

**Committee Recommendations - CC Position Paper**

* Change occupation education to CTE (CE), page 1
* Separate Liberal Arts (1 member) and Sciences (1 member), page 1
* Consider adding a non-departmental faculty group member (Brentwood)
  + Past practice a NDFG has been attending, even though one is not required
* Consider adding a Business representative
  + Have a separate representative outside of the CTE group
  + CTE requires 2 members; consider changing 1 member CTE and 1 Business
* Consider folding computer field under sciences
  + Reducing the total voting members to 11

1. Curriculum Committee Forms – review draft changes

* Tabled

1. **New Day and Time for Curriculum Committee meeting**

Consider meeting times: 1st/3rd Wednesday from 2:30-4:30

With the new compressed calendar, the open window for meetings is 2:20-3:20 when faculty are not teaching. Academic senate agreed to keep the meeting the same; Monday 3-5pm.

**Standing Meetings** - Tabled

* SGC
* ARTICULATION
* TLC
* AS

Meeting adjourned: 3:00pm

Meeting Dates: Spring 2018: April 18, May 2, 16

Location and Time: CO-420 / 1-3pm