**Present**: *Louie Giambattista,* ***Chair***; Tawny Beal, Collin McKay Brown (LMCAS), Rikki Hall for Susie Hansen, Erich Holtmann, Scott Hubbard, Christine Kromer, Morgan Lynn, Michelle Mack, A’Kilah Moore, Jancy Rickman, Grace Villegas, Eileen Valenzuela, Penny Wilkins, Shondra West (Note taker)

**Absent**: Natalie Hannum, Kevin Horan, Robert Pope and Nancy Ybarra

**Guest**: Clayton Smith, Dane Gaskin, and Tue Rust

Meeting called to order: 1:10pm Location: CO-420

**CURRENT ITEMS**

1. **Announcements & Public Comment:**

Dann Gesink – New welding instructor attended the meeting to visit as a future member for Fall16

1. **Approval of the Agenda**

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

**Approval of the Minutes from May 4, 2016**

**Action:** Approved (M/S: Kromer/Holtmann); unanimous

1. **Curriculum Committee Membership 16-17 Meeting Dates**

* The Fall and Spring curriculum dates were announced; meetings will concluded 1st and 3rd - Wed. from 1-3
* Those cycling off are Christine Kromer might be replaced by Christina Goff; and LMCAS Student Collin McKay Brown. Robert Pope membership is undetermined for fall. Representatives are needed from Liberal Arts, Sciences, and 2 additional CTE; Penny Wilkins (Bus) Distance Ed. rep and Tawney Beal CTE.

1. **Consent Agenda**

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

1. **Existing Course Outline of Record**

**COMSC-010 Introduction to Computer Networking**

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

This course is up for renewal, updates were needed for CID, and course units were increased from 2.0 to 3.0.

Committee Discussion:

* Page 5-6 grading structure questioned; it was recommended to either remove the weighting structure or change the wording from “possible” assignment structure which is too vague to “suggested”.
* PSLOs listed are part of several programs (3)

**MUSIC-008 Applied Music**

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

This course was updated for CID approval and alignment with the AST degree.

**PSYCH-014 Psychology of Human Sexuality**

**Action:** tabled; unanimous

CSLOs were updated; however they are not aligned to PSLOs. The committee recommended before approval is granted that the department align their CSLOs to PSLOs for assessment purposes.

**MATH-070 - Calculus and Analytic Geometry III**

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

Course was updated to align with CID requirements.

**MATH-040 Pre-Calculus**

**Action:** Approved with changes (M/S: Holtmann/Hubbard); unanimous

The COOR was updated to align with the online supplement addition.

The committee recommended rewording the prerequisite language to: Math 26; and Math 29 or 30; or equivalent.

* + **Prerequisite Math 26**

**Action:** Approved (M/S: Holtmann/Beal); unanimous

The committee suggested adding that assessment placement scores as the equivalent. The department will discuss adding placement scores and bring back. Also, an addition to the prerequisite form is needed to indicate equivalency assessment scores.

* + **Prerequisite Math 29**

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

* + **Prerequisite Math 30**

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

**SIGN-066 American Sign Language II**

**Action:** Approved (M/S: Beal/Holtmann); unanimous

Prerequisite SIGN 65 was eliminated and is being replaced with SIGN 50. Students that completed 65 are grandfathered as meeting the prerequisite for 66.

* **Prerequisite SIGN 66:**

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

1. **Online Supplement**

**MATH-040 Pre-Calculus**

**Action:** Table; unanimous

The committee suggested adding substantive information with regards to the instructor interaction with students. The supplement details what is required from the students, but not from the instructor.

1. **COOR Form and Instructions**

The committee discussed adding objectives to the COOR form to meet CID. The state requires objectives and not CSLOs and departments are embedding their objectives with CSLOs for CID approval. This is problematic when assessing CLOs; having objectives embedded with CSLOs departments are required to complete assessments on each when objectives are not technically assessed. It was suggested to separate the objectives from CSLOs; creating separate sections in which the objectives is an optional area to be completed only for CID approval.

The COOR handbook will need instructions that outlines adding objectives to the COOR. The form should include a statement:

*Objective - This is an optional section in which you can list objectives for CID. Note for assessment purposes, use your CSLOs not objectives.*

**Motion to**: Add a section to include objectives on page 3. The COOR instruction handbook add details regarding objective requirements as being optional for CID approval on page 8-9.

**Action:** Approved (M/S: Erich/Scott); unanimous

1. **Committee Processes**

According to the PACA - Program and Course Approval Handbook - there are three levels of curriculum changes recognized by the state: 1.) substantive, 2.) consent, and 3.) informational. **Substantive** changes are defined by Title V as; unit/hours, number of repetitions, credit/non-credit status, pre/co-requisites/advisories, modality, delivery in highly compressed time frame, experimental status changes; and imminent need to initiate expedited approval. **Consent** non-substantive/minor changes; catalog description, course number, title, add/drop degree/certificate requirements, and add/drop degree GE list. **Informational**/technical changes; text/instructional materials, method of instruction, assignments, methods of evaluation, and addition of focus area to a special topic course.

The committee discussed adding a cover sheet to identify whether the changes are substantive and non-substantive. Having a coversheet will help members see the changes and not get overwhelmed by the reading. It was recommended to put COORs into their perspective categories for ease on the members when reviewing them.

**Standing Items - Tabled**

1. **SGC** – tabled
2. **Articulation** – tabled
3. **TLC** – tabled
4. **Academic Senate –** tabled

Meeting adjourned – 2:51 pm

Meeting Dates: **Fall** **September 7, 2016**

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