**Present**: *Louie Giambattista, Chair*; Theodore Adkins, Dennis Gravert, Anthony Hailey, Marie Karp, A’kilah Moore, Christine Park, Ryan Pedersen, Matthew Stricker, Eileen Valenzuela, Grace Villegas, Kim Wentworth, Yongmin Zhu, Shondra West (Note taker)

**Absent**: Natalie Hannum, Susie Hansen, and Nancy Ybarra

**Guests**: Dave Belman, Marco Godinez, and Sophia Ramirez

Meeting called to order: 1:06pm

Location: CO-420

**CURRENT ITEMS**

1. **Announcements & Public Comment:**
	* The accreditation visit was a success for curriculum; there were no outstanding issues.

Good Job!

1. **Approval of the Agenda**

**Action:** Approved (M/S: Hailey/Karp) Unanimous

 **Approval of the Minutes from October 1, 2014**

**Action:** Approved with corrections (M/S: Stricker/Pedersen) Unanimous

**Corrections:**

* Page 2 – item 5; remove wording “to use” and “as”
* Page 2 – item B; remove Tue Rust as the representative and replace with Nancy Ybarra.

1. **Consent Agenda**

**Inactivate**: COMSC-048, 052, 053, 124, 125, LRNSK-051, MATH-024, 028

**Title/Name Change:** COMSC-044, and RA-021

**Repeatability**: MUSIC-035

**Action:** Approvedwith changes(MS: Gravert/Karp) Unanimous

**Changes:** pull COMSC 048 and 052 off the consent agenda

**Committee’s Feedback:**

It was asked, what is the rationale of having COMSC 48/52 content covered in COMSC 122? It was explained COMSC 122 is the first course of a three sequence requirements for the new ADT degree; it covers Introduction to Computer Science and C++. The previous requirements 44/48/124, and 125 is being changed based on new state requirements. COMSC-48 content was split into two different courses, COMSC 122 and 132; therefore eliminating COMSC 48. COMSC 122 and 132 is CID approved and Marie is working on transfer articulation.

The real rationale for COMSC 52 is not that it supersedes 122 and 132; originally it was devised for a program certificate requirement that was never approved by the state; which is now being inactivated.

* **Motion**: reinstate COMSC 48 to the agenda and approve to inactivate (Pedersen/Karp); Unanimous
* **Motion**: reinstate COMSC 52 to the agenda and approve to inactivate with revised rationale (Pedersen/Hailey); Unanimous
1. **Experimental Course Outlines of Record (900 courses)**

**ACS – College Forward: Getting Started at LMC**

**Representative:** Dave Belman

**Action**: Approved to convert ACS to COUNS-900 (MS: Adkins/Hailey/); Unanimous

At the last meeting, the concerns were similarities with ACS vs. other counseling courses. Even though ACS does overlap in content, it covers other topics like assessment and assessment preparation. Different options were discussed last time to keep ACS-900 and limit the disciplines that can teach it. The course was designed to address the momentum of first year experience programs and classes; content may fall under counseling but as experimental course the content will evolve to include other disciplines like research skills. The course is being presented today, to determine where the committee stands.

**Committee’s Feedback:**

Counseling department suggested to; 1.) change ACS discipline to COUNS; 2.) offer COUNS 30-32; or 3.) work together to develop a course that address the issues of mobility and growth with ACS. Counseling department would like to offer courses like ACS as a great method to pipeline courses into the K-12 system, and should be taught by expertise of Counseling. As a consideration, Box 2A process should be completed to give counseling faculty an opportunity to teach and receive load. Counselors are considered social engineers; solving problems for students. Academic Senate approved counseling to be a department.

It was brought to the committee’s attention, COUNS 30 & 32 does not cover topics outlined in ACS-900; ACS covers pre-college experience along with assessment, orientation and ed. planning process; whereas COUNS pertains more on student service resources. In addition 30 & 32 are offered for 1.0 & 2.0 units, whereas ACS is a 2.0 unit course.

The focus of approving ACS is not the name, but the goals and objectives of the course. As an experimental course, if the goals and objectives are not accomplished, the course can be brought back to curriculum as a revision to best accommodate student needs. This course is scheduled to be offered Sp’15 and will run a few semesters (limit 3) before offering it as a permanent course. By then, information should be available what did/didn’t work.

The committee felt the overall content of the course falls under Counseling Department and would like to see this course offered as COUNS-900 oppose to ACS-900.

1. **COOR Proposal – Facilitate COOR Revisions for Cohort Cycle**

Currently, there are 262 outlines in cohorts 1 & 2, of that, 33 were revised, and 229 needs to be revised. Cindy’s idea was shared; Instruction Office should help the Department Chair with COOR revision process. It was agreed by the Deans that Eileen and Shondra will reformat the 229 outlines dated 2009-2013, by transferring the information to latest format. Afterwards, the outlines will be reviewed by Department Chairs and submit to curriculum for approval. The intent to facilitate the COOR revisions is to help everyone get back on track or added to the cohort cycle.

**Committee’s Feedback:**

It was asked if outlines could be submitted via CurricuNet for the latest format changes to be applied. CurricuNet has not been redeveloped to the latest changes, and currently has preexisting format when the CurricuNet project first started. If the infrastructure is modified at this point, it will postpone going live.

It was shared a process is being devised from the subcommittee formed by Kevin to address the COOR Instruction Method checkbox issue, which does not meet T5 guidelines. The new proposal would eliminate the checkboxes altogether. In past curriculum meetings, the checkbox issue was discussed and was never voted on to remove it from the COOR. This is an ongoing topic.

The only foreseeable problem with Cindy’s idea is assessment. If courses are currently undergoing assessment and hasn’t be submitted via the program submission tool, it will trigger an outline change, so OI assistance to update the outline is not needed. It was recommended to start with courses in cohort 1 & 2 that have been assessed.

 **STANDING ITEMS**

1. **CurricUNET –** CurricUNETcommittee no longer exists and Eileen has been preparing new/revised files to be uploaded to the FTP site. Once the DOS conversion to META is completed, training will be conducted by Eileen. A recommendation was made to request Courtney’s assistance with coordinating the CurricUNET trainings as well.
2. **Shared Governance Committee –** Accreditation team visited the shared governance meeting last week. The primary topic was banning e-cigs. By requesting a District policy change to ban e-cigs, it requires all campuses coming to an agreement along with Governing Board approval. It was discussed what actions can be taken at LMC to start limiting smoking on campus now; remove ash trays.
3. **Articulation –** None
4. **Teaching & Learning Committee –** None
5. **Academic Senate –** Election for Vice President’s position is open. One person is running for the seat; Nick Garcia. The interpretation of the bylaws; is that candidates running for elections are full-time faculty. The primary issue is that it’s a loaded position, in which part-timers may end up with load issues. A faculty member could possibly receive stipend instead, possibly allowing PTs to hold the position. In the past, PT faculty was allowed to hold the position, only because at FT faculty member wasn’t interested. Currently, Janith Norman (PT) is interested; however the position has to be opened to a FT member first before asking PT.
6. **Other –** None

Meeting adjourned – 2:18pm

Fall 2014 Meeting Dates: November 5, 19; December 3

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