**Present**: Louie Giambattista, Chair; Christine Park, Anthony Hailey, Natalie Hannum, Susie Hansen, Marie Karp, A’kilah Moore, Ryan Pedersen, Matthew Stricker, Eileen Valenzuela, Grace Villegas, Kim Wentworth, Nancy Ybarra, Yongmin Zhu, Shondra West, Note taker; Dennis Gravert

**Absent**: Mike Grillo

**Guests**: Kevin Horan

Meeting called to order: 1:03pm

Location: CO-420

**CURRENT ITEMS**

1. **Announcements & Public Comment:**
* The 2014 Graduation video was played and watched by the committee. It was a nice commentary of students’ educational journey at LMC.
* On behalf of the Distant Ed (DE) committee, which is sub-committee of curriculum, is responsible for reviewing online supplements for courses offered online; hybrid and 100% online. The DE committee is seeking to improve the online supplement process and would like to work collaboratively with the curriculum committee. A request for volunteers is needed to take part with reviewing online supplements; research how other colleges are approving their online supplements and what’s the online supplement approval process via CurricuNet. Volunteers can be those with familiarity with the online process that either taught or wrote online supplements in the past. Yongmin and Dennis volunteered.
1. **Approval of the Agenda**

**Change:** Music 13 and 14 tabled next meeting

**Action:** Approved with changes; (M/S; Stricker/Karp) Unanimous

 **Approval of the Minutes from May 7, 2014**

**Corrections:** none

**Action:** Approved; (M/S; Hailey/Stricker) and one abstention; Park

1. **Stand-Alone Training** - Training is not required; the state has reverted back to approving courses whereas before, colleges’ curriculum committee could approve them.
2. **Assessment Component and ACCJC –** Louie attended the Curriculum Institute over the summer and information was shared from that conference in regards to adding something besides assessment into the curriculum process. LMC assessment process is the college own purview and research will be conducted to determine if it needs to be Title (T5) regulated, the implications with assessment, and check if the right process in place. Curriculum is directed by T5 and members are committed to update their knowledge of course outline of records (COORs) governed by T5 regulations and review the assessment process to assure the college is in compliance.

Committee’s Feedback

* COORs are legal documents.
* Linking assessments to COORs, which is a contractual agreement with students that outlines what students should be doing in class, can potentially cause legal issues.
* T5 outlines the requirement for COORs and checking pre-co/requisite for CTE courses. It’s uncertain if minimum requirements regarding assessment currently exist.
1. **Purple Sheet –** contains highlights from the curriculum handbook regarding the process of developing and approving COORs.

Committee’s Feedback

* What is the purple sheet in reference to the handbook?
* The handbook has all the forms and instructions, whereas the purple sheet does not.
* The purple sheet is a reference document of the handbook.
* The handbook and purple sheet is a consolidated version of the state’s PACA (Program and Course Approval Handbook) and curriculum approval process. The purple sheet will help with the content review process.
* The content review process will be reviewed by the curriculum committee. The recommended approval process; 1.) review the 1st week and put for vote the 2nd week for approval, **or** 2.) review and approve simultaneously.
1. **COOR Documents Update –** a subcommittee was developed to consolidate the current four COOR training documents into one reference tool. The subcommittee consists of Eileen, A’kilah, Nancy, and Laurie. The consolidated sheet has information what the committee is looking for and what will be evaluated for COORs. The changes made to the consolidated sheet include; assessment criteria and instructional method check boxes removed (not T5 required), and instructions from all four sheets were embedded based on the committee’s feedback. At the next meeting, a decision is needed which forms to use i; new consolidated chart or the original four documents.

Committee’s Feedback:

* Recommendation - add 1st page header on all the other pages of the consolidated document.
* The assessment component was questionable - removing the assessment criteria vs. maintaining the assessment instrument section as acceptable.
* Assessment is a requirement of ACCJC.
* The rationale area was questioned should instructors write a narrative for the instructional method and/or CSLOs.
* T5 document was discussed and reviewed about instructional method requirements, whether check boxes are not needed, which was determined they are not acceptable instead what’s needed is a narrative.
* Based on previous reviews of COORs, the CSLO section varies where methodologies were not provided for every CSLO, yet the ones provided are very detailed.
* The committee continued to discuss the interpretation of T5 around the instructional method area criteria. The committee was indecisive how to proceed and will discuss at a later meeting once the information has been researched what’s required.
1. **Existing Course Outlines of Record**
* **MUSIC-013 – Musicianship I**

**Representative:**

**Action:** Tabled

* **MUSIC-014 – Musicianship II**

**Representative:**

**Action:** Tabled

* **MUSIC-035 – Introduction to the Guitar**

**Representative: none**

**Action:** Approved with recommendations that the department:

1. Uncheck the activity box
2. Add problem solving example
3. Add textbook date within 5 years.

(M/S; Pedersen/Karp); Unanimous

**Notes**: Under the degree applicable section an example was not provided, and T5 indicates a sample essay or problem example is required. The committee discussed whether other sections within the COOR meets the example requirement; playing solo and duets, performing ability, and keyboarding dexterity – the committee agreed to approve the proposal with conditions that the department provide the missing information. In addition it was noted removing the checkbox from activity and adding a date within five years for the textbook.

* **MUSIC-040 – Concert Band**

**Action:** Denied - return to the department for revisions:

1. Add textbook (missing)
2. Remove the lecture piece; class is strictly LABAR

(M/S; Hailey/Gravert); Unanimous

**Notes**: The example provided on pg. 4 was deemed acceptable by the committee. In addition, the committee agreed to remove duplicate verbiage under assessment criteria; it’s double listed under two sections; method of evaluation/Grading. The textbook information is missing. The committee agreed to table the proposal until the following items are addressed; add textbook and remove the lecture information, this class is LABAR only.

 **STANDING ITEMS**

1. **CurricUNET –** Is on hold; anupgrade was recently purchased which includes the assessment piece. Everyone will be trained on the new electronic process for curriculum.
2. **Shared Governance Committee –** none
3. **Articulation –** none
4. **Teaching & Learning Committee –** none
5. **Academic Senate –** meets Monday 8/25/14. Recruitment for current vacancies; two liberal art, one business/computer sciences, and one CTE will be confirmed on Monday.
6. **Other –**The state level initiatives are underway; SB86, career pathways, C.A. assessment initiative primarily affecting the math and English areas.
* The state is working on math and English test throughout the entire state, which the college will have purview where to place students in courses. The score identifies different competency to determine which areas students are good in

The online initiatives - any student can take online courses and receive credit throughout the community colleges.

Meeting adjourned – 2:45pm

Fall 2014 Meeting Dates: September 3, 17; October 1, 15; November 5, 19; December 3

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