

Present Members: Morgan Lynn, Chair, **Voting Faculty Members:** Thalia Bobadilla (Communication), Christina Goff (Librarian), Syed Hussain (Behavioral Sciences), George Olgin (English), Randi Osburn (Behavioral Sciences), Tess Shideler (Science), Girlie Sison (Science), Star Steers (Communication) Penny Wilkins (Business and Management), Von Wolf (Brentwood Math). **Non-Voting Members:** Rachel Anicetti (Transfer), Rikki Hall (Director of A&R), Natalie Hannum (Vice President of Instruction), Aprill Nogarr (Interim Dean of Instruction: Liberal Arts), Ryan Pedersen (Dean of Instruction: Math and Sciences), Adrianna Simone (GE Chair), and Shondra West (Note Taker)

Absent: Sepideh Daroogheha (Mathematics Faculty), Dennis Franco (Interim Dean of Instruction: Workforce Development), Scott Hubbard (Distance Education Chair), Marci Lapriore (TLC Chair), Camille Santana (Counseling), Eileen Valenzuela (Articulation Officer), and Grace Villegas (Academic Scheduling Specialist)

Guest: None

Meeting called to order: 2 : 3 3 pm Location: Zoom Meeting

CURRENT ITEMS

1. Announcements & Public Comment

- There was an endorsement for the ethnic and social justice studies department at the Academic Senate meeting.
- The last day to apply for funding to attend the May's Oncor equity conference. The NCORE conference focuses on race and ethnicity. The conference is held in Portland, Oregon.

2. Approval of the Agenda

- Move item 11 up the agenda before after item 4 (units and Hours)
- Remove item 8 pre/co requisite form discussion
- Reverse the order of item 9 and 10 to start with 10 followed by 9

Action: Approved modified revisions (M/S G. Olgin/S. Hussain); unanimous

Approval of the Minutes: March 16, 2022

Action: Approved (M/S: G. Sison/G. Olgin); abstain C. Goff and T. Shideler

3. Articulation Update – no update

4. Units/Hours Update –

R. Pedersen updated everyone on the units/hours procedure/document. Changes were made to the units/hours when rounding down to a fraction of time/units per the State Chancellor's guidelines. A recent change in the Program and Course Approval Handbook (PCAH) edition 6-7 impacted how rounding down is conducted, which the college adopted a fixed .5 increment of units. R. Pedersen shared an edited version of the LMC Units Hours Policy document that reflects the latest guidelines with a fixed calculation table for departments to use when rounding down for lecture, activity, and laboratory.

5. (Item 11) LMC Procedures Manual – Articulation Processes

R. Anicetti provided a presentation focused on defining what is "Articulation," whereby the goal is to:

- Maximize opportunities for students to transfer with the fewest number of units need
- Ensure LMC courses meet and are documented as equivalent to CUS/IGETC

R. Anicetti emphasized the four aspects of articulation related to leadership, identifying gaps, curriculum development, and logistics; inasmuch as the steps to identify course matching to transfer university courses. In conclusion, R. Anicetti shared documentation that outlines the articulation process's goals, objectives, and outcomes, more so for the curriculum committee, instruction office, and articulation staff to use as a guide when considering articulation. The process can take up to two-four years for a course to receive articulated transfer status.

N. Hannum acknowledged the work completed to document the articulation process and thanked everyone because in the past, it lived in different places, and now having the document helps clarify the intent of articulation.

M. Lynn shared thoughts about assuring courses meet transfer related to students earning degrees/certificates that provide the opportunities for transfer should the student choose that option. In addition, consider offering an articulation FLEX related to the curriculum as a professional development training.

R. Pedersen asked to consider the messaging of what's being shared with the faculty regarding courses meeting local requirements (GE/transfer) that brings the complexity of faculty wanting to develop creative courses. R. Anicetti shared this is the first step of building support for everyone to become familiar with the process and when addressing the gaps by creating a course to course matching.

N. Hannum shared that documenting the process is essential for keeping historical records of the work being completed. The documents will become available on the OI website. This is where information about the Policy & Procedure is accessible regarding procedures manual revitalization discontinuance process as well.

6. Consent Agenda

- COUNS-038 online addenda
- PHYS-015 online addenda
- PHYS-037 online addenda
- PHYS-038 online addenda

Action: Approved (M/S T. Shideler/G. Olgin); unanimous

7. Programs

AA Ethnic Studies - New

A. Simone shared the program template with the committee covering different aspects of the requirements. There was a concern about the unit total. The committee determined a revision is needed on page 3, which should indicate required core courses from 15 to required 21 units. In this section, students are required to take two additional 3.0 units outside of the 15 units.

Action: Approved revisions to the unit total statement (M/S C. Goff/G. Olgin); unanimous

COA Early Childhood Development – revision

Action: Approved (M/S C. Goff/ T. Shideler); unanimous

AA Accounting – revision

Action: Approved with title change to AS Accounting (M/S P. Wilkins /C. Goff); abstain S. Hussain

COA Accounting - revision

Action: Approved (M/S P. Wilkins /C. Goff); unanimous

AA American Sign Language – revision

Action: Approved (M/S P. Wilkins/C. Goff); unanimous

COA American Sign Language - revision

Action: Approved (M/S P. Wilkins/C. Goff); unanimous

AA Small Business Operations - revision

Action: Approved to change from AA to AS (M/S P. Wilkins/C. Goff); unanimous

COA Small Business Operations – revision

Action: Approved with title correction on the form; remove the word “management.” (M/S P. Wilkins/C. Goff); unanimous

Program requirements have not changed, Requirements need to be listed and documents need to be uploaded in COCI:

COA Basic Law Enforcement Academy – revision

The committee considered revising the rationale statement to reflect no changes to match the statement at the beginning of the form.

Action: Approved (M/S P. Wilkins/C. Goff); unanimous

COA Criminal Investigations - revision

Questioned the unit value of fewer than 16 units because the program will not appear on the student's transcript and does not meet the requirements to receive financial aid.

Action: Approved (M/S P. Wilkins/G. Sison); unanimous

COA Fire Technology - revision

Action: Approved (M/S P. Wilkins/S. Steers); unanimous

AS Management and Supervision – revision

Action: Approved (M/S P. Wilkins/G. Sison); unanimous

COA Management and Supervision – revision

Action: Approved (M/S P. Wilkins/G. Sison); unanimous

AS Fire Technology – revision

Action: Approved (M/S P. Wilkins/G. Sison); unanimous

AS Travel Marking – revision

Action: Approved (M/S P. Wilkins/G. Sison); unanimous

COA Travel Marketing – revision

Action: Approved (M/S P. Wilkins/G. Sison); unanimous

COA Vocational Nursing - revision

Action: Approved (M/S P. Wilkins/G. Sison); unanimous

AS Registered Nursing – revision

Action: Approved (M/S P. Wilkins/G. Sison); unanimous

8. Curriculum Chair Position –

M. Lynn shared the curriculum chair job description with the committee. The request of the curriculum committee is to review for revisions because no one applied for the position. Being so, M. Lynn announced she would extend her role until the end of Fall 2022. M. Lynn asked for committee feedback:

- The committee acted on extending M. Lynn's term on the curriculum committee.

Action: Approved to endorse extending M. Lynn's position through fall 2022. (M/S: M. Lynn/P. Wilkins); unanimous.

- An applicant starting in spring provides an opportunity to shadow the chair during the Fall.
- M. Lynn would like to address the length of the job description responsibilities, which may discourage applicants from wanting the job.
- Recommendation to adjust the reassign time to 60% in the Fall and 40% for spring. Since the Reassign Time language is written in their bylaws, the request is made to AS. In addition, AS has an allotment of RT funds, thus limiting AS in how they allocate those funds to RT positions; however, AS could potentially request an increase in the RT allotment.
- The committee discussed the position commitment and RT value for completing the work. Concern's about the position's responsibility are lengthy and potentially discourage those from applying. Also, teaching with high load programs, there is a need in the department more than taking on curriculum chair.
- A. Nogarr shared the value of completing the work. Recognizing the college has taken on new initiatives to enhance the practices. The DE position RT is higher to cover the duties locally and at the district office.
- Recommendation: Add an agenda item to reevaluate the load value for the curriculum chair to petition the request for AS.

9. **Prerequisite-Corequisite Form** removed from the agenda**10. COOR Template Guidelines** – Tabled

11. LMC Procedures Manual—Articulation Processes Move to item 5

12. Educational Master Plan - Tabled

Governance Committees - Tabled

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| 1. Shared Governance | 3. Teaching and Learning Committee |
| 2. Articulation | 4. Academic Senate |

Good of the order

M. Lynn shared the following announcements:

- Endorsement of Ethnic Studies department
- Available open positions for TLC Chair, CSLO/PSLO Chair, and Academic Senate VP
- Request from faculty to read graduation names. Star Steers volunteered to participate.
- Academic Senate would like to establish a task force to reevaluate Liberal Arts degrees that are not owned by departments and therefore not assessed. M. Lynn will take part in the task force.
- Academic Senate established a task force to review items they have purview on versus curriculum.
- SGC – discussed the RAP process for funding the services needed at the Brentwood campus, e.g., library services. Further negotiation is to occur on rectifying the issue.
- Academic Senate will reevaluate how they participate in the RAP process.

Adjourned at: 4:30 pm