Present Members: Morgan Lynn, Chair, Voting Faculty Members: Thalia Bobadilla (*Communication*), Sepideh Daroogheha (*Mathematics Faculty*), Christina Goff (*Librarian*), Scott Hubbard (*Distance Education Chair*), Syed Hussain (*Behavioral Sciences*), George Olgin (*English*), Randi Osburn (*Behavioral Sciences*), Tess Shideler (*Science*), Girlie Sison (*Science*), Star Steers (*Communication*) Von Wolf (*Brentwood Math*)
Non-Voting Members: Rachel Anicetti (*Transfer*), Rikki Hall (*Director of A&R*), Aprill Nogarr (*Interim Dean of Instruction: Liberal Arts*), Adrianna Simone (*GE Chair*), Eileen Valenzuela (*Articulation Officer*), Grace Villegas (*Academic Scheduling Specialist*)**,** and Shondra West (Note Taker)
Absent: Dennis Franco (*Interim Dean of Instruction: Workforce Development),* Natalie Hannum (*Vice President of Instruction*), and Marci Lapriore *(TLC Chair),* Ryan Pedersen (*Dean of Instruction: Math and Sciences*), Camille Santana (*Counseling*), and Penny Wilkins (*Business and Management*)
Guest: Scott Warfe

Meeting called to order: 2 : 3 3   Location: Zoom Meeting
CURRENT ITEMS

1. **Announcements & Public Comment**
   - Academic Center of Support is offering a Study Slam open for students to receive tutoring services, with food being provided. Inasmuch, faculty were encouraged to announce the Study Slam to their students.

2. **Approval of the Agenda**
   Action: Approved with changes: Remove COMSC-142 (M/S C. Goff/T. Shideler); unanimous

   Approval of the Minutes: April 20, 2022
   Action: Approved with changes: Remove Dennis Franco duplicated name from the present member section (M/S: G. Sison /T. Shideler); unanimous

3. **Articulation Update** – No updates received from the state. E. Valenzuela will send a campus-wide email when the state sends a response about the approval of courses and programs.

4. **Consent Agenda**
   VONUR-008 Medical Terminology for Healthcare Occupations
   Action: Approved to pull VONUR-008 from consent agenda (M/S: C. Goff/G. Sison); unanimous

4a. VONUR-008 Medical Terminology for Healthcare Occupations
   The committee discussed the updates made to the master discipline and non-discipline list. A change was needed to remove Nursing Science/Clinical Practice from the master discipline to the non-master section.
   Action: Approved with changes: Move Nursing Science/Clinical Practice to non-master discipline (M/S: C. Goff/G. Sison); unanimous

5. **Existing Courses**

COMSC-142-Removed from the agenda

6. **New Courses**
   TRAVL-132 **Action**: Tabled
   - Need new course and class max form

7. **Programs**
   ADT Public Health – New
   Action: Approved (M/S: C. Goff/T. Shideler); unanimous

   COA Hip Hop Studies – New
   Action: Approved with changes (M/S: C. Goff/G. Olgin); unanimous
   - Add the letters SLO after GE to read GESLO
   - Remove the asterisks from the program requirements except for Engl 144 and Human 050
   - Remove the HIST 37 and ENGL 145 substitution statements
   - Revise the entire statement "this certificate would fulfill areas C and D (as well as partially US-1)…" Suggestion to revise to: The program requirements fulfill GE associate degree and CSU/IGETC requirements.

8. **COOR Cover Sheet**
   M. Lynn shared the intent of the cover sheet. Faculty often complete the cover sheet when submitting courses for curriculum review. Past committee practice used this form to structure the agenda. The committee was asked to review the cover sheet and provide feedback. The discussion focused on the following:
   - The different sections represent the intentionality of how the curriculum committee review and approve the COOR form.
     - Reason for submitting the change
     - Substantive changes
     - Consent items
     - Information only changes
   - Each section requires a specific action, such as substantive changes requiring a complete review, whereas an information section does not. The information section requires the review of a particular area of the COOR.
   - A concern discussed tabling items whenever departments submit a minor non-substantive COOR change not meant to meet the five-year review, but the committee returns the COOR for substantive items.
   - The committee discussed how non-substantive changes do not reset the completion of the five-year cohort review, being that the department will need to submit the review during their scheduled cohort period. During the scheduled cohort review is when the committee can provide substantive feedback.
   - During the five-year review, a recommendation is to ask departments to align it to an Educational Master Plan (EMP) goal or add an equity and inclusion statement.
   - The committee talked about the technical glitch; whenever a substantive change is made; e.g., course title/number, it will change the original cohort number. A new cohort number is assigned due to the state assigning a new effective date. The committee

expressed that the existing cohort number should remain the same since the departments have arranged a systematic five-year review process.

- The committee discussed the changes that impact other areas of the COOR, such as the method of instruction affects other substantive areas.
- **Remove:** two (2) check-boxes from the substantive areas:
  - ✓ delivery in highly compressed time frame
  - ✓ imminent, need to initiate expedited approval
- The committee discussed the impact of the cohort number being changed based on the new state effective date being uploaded to eLumen as another technical glitch of resetting the five-year cohort number.
- The final request made by M. Lynn is to have the committee determine what sections to remove and retain on the coversheet.
- Question asked to add more options to the drop-down menu for the eLumen submission rationale field instead of using the coversheet. Inasmuch, the submission field should allow faculty to indicated notes for the COOR or program changes.
- Recommendation to align the eLumen submission rationale selections with the cover sheet options.
- The committee discussed streamlining the submission of COOR changes by asking departments to make a comprehensive change during the five-year review. Waiting to make the changes during the five-year review reduces the omission of change elsewhere. Whenever several changes are made, it impacts the number of changes needed to other entities like websites, catalogs, scheduling, etc.
- The cohort numbers are attached to assessment cycles, and the committee supports not changing those numbers to minimize their impact on the cycles.
- The committee looked at the COOR curriculum reference guide with its relationship to the cover sheet.
  - o **Change:** online supplement wording in substantive change to online addendum
  - o **Remove:** addition or removal of discipline from the substantive areas
- The new curriculum tech review process helps verify whether substantive or non-substantive changes are needed before the curriculum review. The cover sheet form was created as a past practice before the tech review process, more so to assure courses were being fully completed and reviewed by the committee. This section should now contain information that states required changes needing their approval.
- Recommendation to contextualize the curriculum process in how it engages with the operational structures and instructional departments.

9. **Meeting Structure 22-23**
   M. Lynn asked the committee should they continue meeting online via zoom or using conference rooms. It's possible to use conference rooms with the Owl zoom camera feature.
   Committee Feedback:
   - Have both options available: zoom and high flex conference room meetings
   - Fall continue as a fully zoom meetings
   The committee discussed the benefits of having online and in-person meetings because online meetings allow for flexibility in attending. For example, student attendee is best online to avoid commuting and schedule conflict challenges. In-person would require attendees to bring a computer to access the eLumen documentation.

The committee's final decision is to continue having online meetings until high flex professional development training is completed, primarily learning how to use the new conference rooms. Inasmuch, attendees will have the option of attending both in-person and online. Anyone needing technology support, computers, webcams, docking stations, etc., can submit an Information Technology (IT) ticket.

Good of the order: The final announcements were made

- Employee Appreciation Day scheduled for the Pittsburg campus, May 18 at 11am, and Brentwood campus, May 19 at 12:30.
- Transfer day was on Tuesday, May 3, was filled with fun activities. There was a large turnout of students and campus employees. Rachel Anicetti was courageous to participate in the dunk tank.
- Student equity plan taskforce is being developed to update it. Participation is encouraged by everyone to join the taskforce.
- The committee thanked Morgan Lynn for continuing as the curriculum chair for Fall 2022.

Governance Committees: Updates

1. Shared Governance - tabled
2. Articulation - tabled
3. Teaching & Learning - tabled
4. Academic Senate - tabled

Adjourned: 4:27 pm

Meeting Dates

Spring 2022: May 18

Fall 2022: September 7, 21, October 5, 19, November 2, 16, 30, December 7

Spring 2023: February 1, 15, March 1, 15, April 5, 19, May 3, 17