

Present: Laurie Huffman (Chair), Louie Giambattista, Dennis Gravert, Mike Grillo, Natalie Hannum, Robin Amour (sub for Susie Hansen), Marie Karp, A'Kilah Moore, Ryan Pedersen, Morgan Lynn (sub for Matthew Stricker), Eileen Valenzuela, Grace Villegas, Kim Wentworth, Nancy Ybarra, Yongmin Zhu, and Shondra West (note taker)

Guest: Alex Sterling, GE Chair

Absent: Christina Goff and Anthony Hailey

Meeting called to order: 1:11pm

## **CURRENT ITEMS**

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### Announcements & Public Comment

#### Announcements:

- Laurie shared an article published in the Time Magazine, *The School That Will Get You a Job*; it's the six year education plan, also known as PTEC - Pathway to Technology Early College High School program. Laurie explained the article is available online. Kim reminded the committee they can access an e-copy or hardcopy via the library.

Article link: <http://content.time.com/time/magazine/article/0,9171,2165479,00.html>

- Natalie shared David Wahl will provide a professional development workshop on Workforce Development and the new initiatives coming forward.
- Natalie will send a link of Darrell Steinberg's Webinar, the architect behind California Career Pathways Trust. He has received \$250M, which is linked with other grants and integrated to SB1070 and with Adult Ed. The interesting connection with the European model is that CA is looking at Career Pathways to work; citing Switzerland, Germany, and Netherlands as being model programs.
- In addition, Natalie will send out information from Cabrillo College describing what pathways really are and how 43% of the jobs are called "middle skilled jobs", which is less than a four-year degree but more than high school diploma.

Public Comments: none

### Approval of the Agenda

**Change:** removed from the agenda and tabled next meeting (March 5):

- COMSC 80
- AAT MUSIC
- AAT Art History

### Minutes from February 5, 2014

**Action:** Approved (M/S; Gravert/Karp) Unanimous

Consent Agenda

**Action:** Approved (M/S; Grillo/Pedersen) Unanimous

- **ESL-012, 022, 032, and 042**

Change prerequisite to advisory: ESL – 011 (for 012); 021 (for 22); 031 (for 32); 041 (for 42) or a level two placement on the ESL placement test.

- **Spch-160 Change in Title**

Change from: Debate Practicum

Change to: Forensics

New Course Outline of Record – NoneExisting Course Outlines of Record

- **DRAMA-050 Theatrical Production I: Beginning Acting for Performances**

**Representative:** Nancy Ybarra

**Action:** Approved (M/S; Pedersen/Karp) Unanimous

**Notes:** Laurie thanked Nancy for working with Nick on the COOR; the method of grading section looks great. Nancy explained how the section was developed; Nick and Nancy talked about what A and C level performance relative to the CSLOs rather than relevant to assignments, which was the issue last time. Instead of explaining what is an A or C level journal, instead the COOR indicates how A level performance relates to CSLO. Laurie shared this is a great model for the committee to decide if this is how authors should complete the CLSOs to make things easier. Nancy also shared the CLSOs weighted information was updated.

- **DRAMA-051 Theatrical Production II: Intermediate Acting for Performances**

**Representative:** Nancy Ybarra

**Amendment:** add a statement to the outline regarding use of “classic” textbooks.

**Recommendation:** the department needs to include a current text along with the “classic”.

**Action:** Approved with amendments (M/S; Karp/Giambattista) Unanimous

**Notes:** Nancy shared the same process was completed for each Drama course. Laurie confirmed if the CSLO-4 was included for all of them (Drama 50, 51 and 52); Nancy responded yes. Louie questioned what is the rule on the textbook which he pointed out they are old. Laurie responded five years and Nancy shared it’s a classic text which everyone in the field uses; there’s no update. Eileen shared a statement should be noted as part of the outline. Nancy confirmed she will add the statement; which will be required during the articulation process as well. Ryan asked who determines if a book is a classic; Eileen shared proposals have been forward for state approval with classic textbooks and they haven’t been denied; however if the proposal doesn’t receive articulation approval, then a new text is required by the department. A’Kilah pointed out in the COOR instruction workbook indicates the text should be within 5 years and Laurie confirmed Title V notes the same. A’Kilah recommended that the department should include a current text.

- **DRAMA-052 Directing and Collaborative Performance**

**Representative:** Nancy Ybarra

**Action:** Approved (M/S; Zhu/Pedersen) Unanimous

**Notes:** Laurie pointed out that a 2014 text was included as part of the other required text; no amendment needed.

- **EMS-010 Emergency Medical Technician I**

**Representative:** Mike Grillo

**Amendment:** PSLOs section; delete ISLO and replace with PSLO. Change the lab fee from \$50 to \$55 dollars in the catalog description.

**Recommendation:** send an update on the last assessment date completed

**Action:** Approved with amendments (M/S; Pedersen/Zhu) Unanimous

**Notes:** Mike shared last semester an EMT instructor rewrote the COOR to the class; the lecture and lab hours were not accurate on the old COOR and the department felt it was due to the amount of units offered at that time (6.0), which wasn't fair and consistent with what other community colleges are doing with their EMT courses. Mike provided a handout illustrating what the total breakdown of hours for lecture vs. lab. Mike shared the department is requesting that the total number of units reflect the number of hours by reducing the amount of lab hours and adding those hours to the lecture component; the units would change from 6.0 to 8.0. The committee was concerned about the hour to unit ratio; it was determined the change in hours would reflect the current teaching arrangement at 108 each for lecture and lab which is equivalent to 6.0 units of lecture and 2.0 units of lab; for a total 216 hours.

In addition to the hour/unit changes, the committee was concerned about the following:

1. Laurie questioned the last assessment date; Mike wasn't sure and will follow-up.
2. Grace questioned if the course was going to be team-taught; can't go over 67%. Mike shared the department is in the process of bringing on a new hire, plus the two part-time instructors which will not go over 67%.
3. Ryan noted on the PSLOs a correction is need; replace ISLO with PSLO.
4. Mike requested for an increase to the lab fee from \$50 to \$55 to include a \$5 CPR card. Nancy shared to avoid confusion, embed the \$5 fee as part of the course and remove it from the advisory. Laurie pointed out the change in fee is required in the catalog descriptor, as well.

### **COMSC-080 A Survey of Operating Systems – removed from the agenda**

#### Experimental Courses

- **AUTO – Automotive Service Writing**

**Representative:** None

**Amendments:** correct the PSLOs and instructional methods remove the checks, expect for lecture/lab.

**Action:** Approved with amendments (M/S; Pedersen/Giambattista) Unanimous

**Notes:** The committee was concerned that a partial COOR was completed; Laurie shared a complete COOR is not required for 900s until the department brings it back as a regular course. Grace questioned non-degree applicable status; Morgan confirmed the course is non-degree applicable. Ryan noted all the boxes in the instructional method section are marked which only lecture and lab should be checked.

#### Online Courses

- **ENGL-140 Survey of World Literature I: Antiquity to Mid-17<sup>th</sup> Century**

**Representative:** Kim

**Amendments:** Lecture hours from 3 to 54; and the online hours from 54 to 27 hours.

**Action:** Approved with amendments (M/S; Karp/Giambattista) Unanimous

**Notes:** Ryan noted two corrections are needed; 1.) change lecture hours from 3 to 54 and 2.) change online lecture hours from 54 to 27 to illustrate the 50/50 split between face-to-face vs. online. Laurie

shared her concerns about the forms; currently there are too many pages. Kim shared the Distance Education committee is actively working on new forms. Kim explained the number of pages is due to the amount of descriptive information required, e.g. how the instructor will interact with the students.

#### College Skills Certificate

- **Curriculum in Early Childhood Specialization Certificate**

**Representative:** none

**Action:** Approved (M/S; Pedersen/Grillo) Unanimous

**Notes:** Eileen shared the certificate units were changed from 6 to 7; removed course CHDEV 50 (2 units) and added CHDEV 35 (3 units).

#### Programs

- **Early Childhood Education Certificate of Achievement**

**Representative:** none

**Action:** Approved (M/S; Grillo/Giambattista) Unanimous

**Notes:** Eileen shared the department reduced the program units from 27-28 to 25; deleted the 2-3 unit electives; and changed the name from Child Development to Early Childhood Education.

#### Content Review/Purple Sheet

- Rationale and A/C Levels with CSLO Integration, Title 5 Requirements

**Representative:** Laurie

**Action:** non-action item

**Next Agenda Item:** discuss and consensus - update the COOR Coaching Workbook by removing and adding information that's consistent with the purple form and Title V.

**Notes:** Laurie conducted a workgroup session. The goal was to review and develop a fast track COOR guide that can be used as a useful tool to coach people. Laurie provided handouts; COOR Instruction Workbook, purple sheet, and Title V requirements. Laurie requested for the committee to review the following inconsistencies:

COOR Coaching Workbook:

- Page 4 *The Fifth Page*
  - a. Optional requirement is noted as an issue
- Page 4 *The Eighth page, Coaching Tip*
  - b. Correction needed to the statement impacting PE; replace "usually" with "always"

Purple Page Assessments section:

- The rationale noted on the purple page has been morphed by authors, which they are not adhering to the directions. The committee discussed the differences how rationale correlates to assessments and will update the section on the purple page and/or the COOR workbook to provide additional clarity.

Title V

- The committee reviewed the document and discussed how to apply Title V changes to the COOR. Laure pointed out the requirements for COOR as described in Title V does not recommend using check box format (instructional methods) and assessments are not required.

**Wrap-up Session:** Laurie shared that the committee will need to determine what changes are needed to the COOR workbook, or possibly scrapping the workbook all together and creating a fast track page

similar to the purple sheet at the next meeting. Laurie recommended that the final product should maintain consistency. Eileen shared that the workbook, purple sheet, and Title V information should all be on one page and suggested for volunteers to meet and review the current documents in order to cut/paste required information needed, so that the committee can review and approve the new document at the next meeting. The volunteers consist of A'kliah, Eileen, and Laurie.

ADT Process – tabled

GE Open Position

**Guest Speaker:** Alex Sterling, GE Chair

**Action:** non-action item

**Next Agenda Item:** discuss and come to a consensus whether the GE committee should approve revised and/or brand new outlines.

**Notes:** Alex presented on the GE Committee charges and chair responsibilities, which are to oversee GE course outline and assessment approval, plus conduct professional development seminars. Alex recommended for the Curriculum Committee to review the current structure and determine changing the chair responsibilities by either separating out the professional development responsibilities or considers changing the frequency when GE course outlines should be reviewed.

- Alex shared he is advocating for a full-time faculty Professional Development Coordinator position to conduct GE seminars and the GE Chair would then oversee approving GE course outlines and assessments.
- Alex shared reducing the amount of time to approve courses that are known to be GE for the lifetime of the course to every five years, which is required, instead of reviewing the outline each time a revision is made to an existing course would allow the GE committee to focus on approving only new courses which give more time for the chair to maintain the professional development responsibilities.

The committee agreed to add this to the next agenda, to determine whether revisions to existing courses should be routed and approved by the GE committee. Nancy asked the committee to review Cindy's email to be discussed at the next meeting.

Meeting adjourned – 3:03pm

Next meeting: March 5, 2014 Room CO-420, 1-3pm