Present: Laurie Huffman (Chair), Clayton Smith (sub for Louie Giambattista), Dennis Gravert, Christina Goff, Susie Hansen, Marie Karp, Ryan Pedersen, Matthew Stricker, Eileen Valenzuela, Grace Villegas, Kim Wentworth, Nancy Ybarra, Yongmin Zhu, Shondra West (note taker)

Guests: Ken Alexander and Eric Sanchez (Art); Barbara Austin (English); and Diana (student)

Absent: Mike Grillo, Anthony Hailey, Natalie Hannum, and A'kilah Moore

Meeting called to order: 1:05pm
Location: CO-101

CURRENT ITEMS

Announcements & Public Comment

- Welcome of the student, Diana from Professor Clark's class.

Approval of the Agenda

- Change the agenda order

Action: Approved (M/S; Goff/Karp). Unanimous

Minutes from February 19, 2014
Correction: Morgan (~~Linn~~) Lynn and Matthew (~~Striker~~) Stricker's last names were misspelled.
Action: Approved with corrections (M/S; Smith/Karp) with two abstentions (Goff/Stricker)

Consent Agenda – None for this agenda

New Course Outline of Record – None for this agenda

Existing Course Outlines of Record

- **ENGL – 112 – Genres in Creative Writing**

Representative: Barbara Austin and Nancy Ybarra
Action: Approved (M/S; Goff/Stricker). Unanimous

Notes: Barbara shared changes were made based on recommendations from a previous curriculum meeting; title changed "Genre" replaces "Intermediate", CSLOs updated, and A/C levels combined to CSLOs.

- **COMSC – 80 – A Survey of Operating Systems**

Representative: Clayton Smith
Correction: lecture/lab hours changed from 3/1 to 54/18.
Action: Approved with corrections (M/S; Stricker/Gravert). Unanimous

Notes: Clayton shared changes were made based on recommendations from a previous curriculum meeting; changed lecture/lab hours and added missing CSLO, now there are four instead of three. Eileen shared weekly hours should read semester hours; change 3 weekly to 54 lecture hours and 1 weekly to 18 lab hours.

- **ART – 006 – Western Art History I: Art of the Prehistoric and World (to 350CE)**

Representative: Ken Alexander and Eric Sanchez
Corrections: 1.) update interdisciplinary sections, 2.) add the last assessment date, 3.) replace GE level outcomes with PSLOs from the approved AAT-Art, 4.) update the CSLOs and map them to GE/PSLOs, 5.) revise the A/C levels, and 6.) add the CID number.
Action: Tabled, returned for revisions (M/S; Smith/Karp) Unanimous.

Notes: Goff shared the following corrections are needed based on the GE committee review:

- Remove interdisciplinary from the discipline sections
- Remove "NA" from the last date of assessment and replace with Fa'11
- Change the program level learning outcomes from GE level outcomes and replace with the PSLOs from the AA-T-Art degree
- Map the CLSOs to the GE or PSLOs
- A/C levels are based on assignments and not CSLOs

Ken expressed his concerns regarding the CLSOs changes and hopes with the use of CurricuNet it will streamline the process and make things easier. Laurie shared the COOR instructions are being revised to help departments navigate through the process more effectively. Eric confirmed instead of defining A/C level which begins with assignment phrases in bold should begin with CSLOs which describes the outcomes; the committee agreed. Christina shared ACCJC standard 2-A; colleges need to document and prove that they are assigning course credit and program outcomes based on student level achievement of the CSLOs and if the information is integrated in the COOR then a separate document doesn't have to be completed showing that linkage.

The committee shared their concerns regarding the COOR meeting CID requirements and Laurie shared it would be helpful to have the CID requirements infused with the COOR. Eileen agreed to provide the information and shared that CID descriptors are public information for departments to review. Eric shared the process of CID consists of a subcommittee of faculty specialized in their areas and they don't have a standardized process, because the recommendations coming from that body are different based on the subject matter. The committee suggested the following recommendations:

- LMC should develop a standardized process that integrates the CID requirements.
- Offer professional development or coaching workshops to help departments develop their COORs to include CID requirements and descriptors.

The curriculum committee realized these issues cannot be addressed beforehand when CID feedback is given after courses are submitted for approval.

- **ART – 007 – Western Art History II: Art of the Developing World (350 to 1550)**

Representative: Ken Alexander and Eric Sanchez
Action: Tabled, returned for revisions (M/S; Smith/Karp) Unanimous.

- **ART – 008 – Western Art History III: Art of the Modern World (1550 A.D. to 1920)**

Representative: Ken Alexander and Eric Sanchez
Action: Tabled, returned for revisions (M/S; Smith/Karp) Unanimous.

Programs

- **AA-T in Art History**

Representative: Eric Sanchez and Eileen Valenzuela
Corrections: remove Art-010 from the CORE and complete the coversheet (effective date and "no" for distance ed.)
Action: Approved with corrections (M/S; Goff/Smith). Unanimous

Notes: Eric shared the rationale section was completed, new PSLOs were added which they will be integrated into Art History courses, the CORE requirements are listed, and recommend Title V statement was included for the catalog. Eric shared the required CORE courses are different than what CID requires; for example CID-Art-110 is broken up into two courses 6.0 units oppose to 3.0. The committee was concerned that splitting courses into two different requirements would impact the degree unit total. Eric shared the minimum for a degree is 18 and departments can go over that which the minimum for AA-T Art is 24 units.

The committee had the following concerns which were addressed:

- Ryan asked if the department would consider taking fewer units to satisfy the requirements.

Eric responded students can take courses elsewhere to satisfy LMC's degree requirements.

- Susie shared a correction was needed in the CORE; six courses are listed totaling 18 units oppose to 5 at 15.

Eileen noted ART-010 is double listed in the CORE and should be removed.

- Christina questioned the coversheet; check boxes, effective date, and program review date.

Eileen responded all the boxes should be checked, the effective date is based on the state approval date, and the program review date listed is correct.

- Ryan shared if departments add more courses to their program this is a clever way for depts. to claim more FTES by bulking up their programs and who watches it?

Laurie shared this will be discussed later on the agenda; AA-T process.

- Christina shared concerns that programs cannot use local requirements to satisfy program requirements.

Eileen shared 006-007 are what's needed to satisfy CID requirements for Art-110 which they are CID approved.

- Susie shared students completing CID course Art-110 (3.0) at another school will not meet LMC'S degree requirements because they need 006 and 007 (6.0 units). Susie expressed students will lack units towards the overall degree total and students must take 24 units to be awarded the degree.

Eric shared an equivalency will solve the issue; the department chair can approve an articulation agreement for transfer courses.

Online Courses

- **COMSC -080 – A Survey of Operating Systems**

Representative: Clayton Smith
Action: Approved (M/S; Wentworth/Goff). Unanimous

Notes: Clayton shared this is the supplement that goes with the approved CIS-080 course to make it completely online. The supplement contains examples, documented teacher student contact, and CLSOs with different types of assessments along with rationale.

College Skills Certificate - None for this agenda

AP Charts
Representative: Marie Karp
Action: Approved (M/S; Stricker/Goff). Unanimous

Notes: Marie shared the history of AP policy; several years ago 2007-08 Janice Townsend Curriculum Chair at that time and Marie develop the advanced placement policy in order for students from feeder high schools to receive AP credit. Susie shared majority of AP scores submitted are for English and Math which 50% are passing scores. Marie continued to share, information was sent to departments that had related AP credit to look at content, interpretation of scores, and what other schools accepted in order to create an approved AP list. Marie shared she's responsible for the upkeep of the AP list which departments were emailed requesting that they review the current list and remove or add new courses. Marie requested for the committee to approve the changes made to the new chart to include the latest additions/deletions.

The committee's feedback:

- Christina questioned why art history AP scores are not listed
  Marie confirmed the department felt AP results didn't meet the course criteria.
- Laurie questioned non-applicable areas on the list
  Marie shared students can receive AP credit for transfer and not LMC credit.
- Laurie recommended Marie to send a general letter to all departments to consider accepting more AP scores for credit.
- Marie shared certain AP scores like French, surpass LMC beginning level classes and credit would be granted for higher-levels which is currently being used for transfer AP credit.
  Laurie shared this could impact enrollment in beginning classes.

The committee was concerned students may not be aware AP which can be used for transfer eliminating students taking excessive classes.

GE COOR Review Process
Representative: Laurie Huffman
Action: Agreed to add the process on the next academic year's GE agenda

Notes: Laurie discussed Alex's last curriculum committee visit on 2/19/14 and his recommendation to streamline the process.

The committee's feedback:

- Christina shared a new GE Chair will be assigned next semester and that person may have different approach. Christina shared she was reluctant to make recommendations for the GE committee.
- Eileen recapped Cindy's email which was shared at the last meeting. Cindy gave historical background in the email regarding new COORs vs. existing COORs process.
- Ryan questioned should senate be responsible for indicating charges for GE?

Laurie responded the curriculum committee makes recommendations to the subcommittees and GE is a subcommittee of curriculum.

- Clayton shared curriculum is a subcommittee of academic senate.

- Nancy shared the curriculum recommendations should be whether the GE committee continues the process and review brand new courses, then ever after; or when a course is up for its five year renewal to be recertified.

Christina shared curriculum committee voted on this recommendation last year, that GE should review courses every time a course is up for renewal every five years.

- Ryan recommended splitting the GE assignments so the chair can focus on changes made to CSLOs; assuring they align with GE PSLOs and forward their feedback if CSLOs are not aligned to the curriculum committee.
- Christina shared it's difficult to determine recommendations without knowing what the GE current process and where the issue resides.
- Laurie recommended that Louie should add this on the next academic year's agenda.
- Dennis recapped Alex's presentation from the last meeting illustrating the three roles of the GE chair; leading the discussion on the GE SLOs, assessment of GE, and professional development. Can the curriculum committee delegate one or two of those roles elsewhere?

Christina shared the history of the position, there was no release time until the assessment and professional piece was added. The 25% release time is written into the assessment model and release time is not warranted for the other assignments, unless the professional development portion is approved to receive funding.

- Christina questioned the real issue; does the GE committee receive a large volume of courses to review?

Nancy shared the effectiveness of the committee process is fine. The problem resides with not having enough members for quorums.

Laurie suggested this discussion will be shared with Alex and the committee's recommendation to add this to the next academic year's agenda for the new chair.

<u>AA-T Process</u>
Representative: Laurie Huffman
Action: Agreed to maintain the current process

Notes: Laurie shared the academic senate has requested for the curriculum input on the TMC process. Currently the proposal originates at the department level, Eileen reviews and prepares the packet for curriculum which is decided upon at the meeting, then it goes to senate, and SGC (information only). Laurie recommended the process would begin at the department level, routed to Office of Instruction, senate before curriculum, and then SGC (information only).
The committee's feedback:

- Clayton questioned the number of transfer degrees the college has committed to; 2.) SB1440 indicates senate approval is required, but does it specify the type, and 3.) will the following recommendations satisfy Ed. Code?

Eileen shared the college committed to 18 degrees.

- Laurie recommended for someone from Academic Senate to sit on technical review process since senate find little things to fix.
- Eileen shared departments are inconsistent with the current process and they go to senate before curriculum.
- Ryan shared what's the senate role and is it to wordsmith proposals after they been approved by curriculum?

Clayton recommended leaving the process and if senate discovers major issues the proposal should be rerouted to curriculum; the committee agreed.

COOR Documents Update
Representative: Eileen Valenzuela
Action: Remove the CSLOs weighted section; pending changes to the method of instruction section

Notes: Eileen shared a taskforce consisting of A'kilah, Eileen, and Laurie reviewed the COOR form and directions and determined that:

1. CSLOs weighting is not required by Title V and can be removed entirely.
2. Method of instruction check box format is out of compliance; instead replace this section with written langue that explains the method rationale.

The committee's feedback:

- Clayton shared his concerns with changing the requirements for the method of instruction and recommended the committee to research samples of other colleges how they formatted section to meet Title 5 compliance.

Eileen agreed to research the information and Laurie shared possibly infusing the method of instruction section by writing to assessments and CSLOs merging the information together.

- Laurie shared CSLOs weighting are not being completed correctly by departments; mathematically incorrect. Laurie shared Title V doesn't require CSLOs weighting section and asked to remove it; the committee agreed.

Additional Items – Next meeting agenda item; curriculum committee membership for next year.

Meeting adjourned – 3:00pm

Next meeting: April 2, 2014 Room CO-420, 1-3pm