

Present: Laurie Huffman (Chair), Louie Giambattista, Christina Goff, Dennis Gravert, 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)

Absent: Mike Grillo

Guests: Silvester Henderson

Meeting called to order: 1:10pm

Location: CO-420

CURRENT ITEMS

1. Announcements & Public Comment:

Nancy distributed copies of a written paragraph for standard 2A Self-Evaluation report and shared that the statement is based on the current curriculum approval process.

Committee’s feedback:

- Laurie recommended if the statement beginning at “shifts in its perception of what...” could be revised and flatten-out in the spirit of shifting the perception that currently we are in the process of clarifying and updating the criteria.
- Ryan made a suggestion that the statement should state the review process as being developed and the proactive stance what needs to be done.
- Laurie shared that the committee is currently being proactive/doing the work and would like to see that in the statement.

Nancy shared she will email the committee the revised statement with their recommended changes.

2. Approval of the Agenda

Correction: Agenda item 6; prerequisite section should read *BUS-187 Managerial Accounting* instead of *BUS 186*

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

Approval of the Minutes from March 5, 2014

Corrections: Shondra shared Page 2; ART-006; correction line section; the numbering is wrong. Marie shared Page 4; AP Charts; second bullet item; statement begins with “transfer and not AP credit” replace with “AP credit for transfer and not LMC credit”.

Action: Approved with corrections; (M/S; Giambattista/Hailey) Unanimous

3. Consent Agenda

- ENGL-100 – Addition of list of grammar handbooks
- MUSIC 36A and 36B – Inactivation
- SPAN 040, 41, and 42 – Inactivation
- SPAN 080, 81, and 82 – Inactivation

Action: Approved (M/S; Giambattista /Hailey) Unanimous

Notes: Laurie shared these changes are needed for updating the catalog.

4. New Course Outline of Record – None for this agenda

5. Existing Course Outlines of Record**• BUS-186 Financial Accounting**

Correction: deletion of the activity check-box.

Action: Approved with correction (M/S; Giambattista /Stricker). Unanimous

Notes: Eileen shared the business courses are being updated, because they received conditional CID approval; additional content was needed.

Committee's feedback:

- Natalie asked about the committee composition and would like if business could be a representative of the curriculum committee. Laurie shared membership will be discussed later on the agenda.
- Matthew questioned if they need examples of exam questions for CSLO 2? Laurie shared only one is needed, but recommended one for the midterm and final.
- Nancy read the CSLO information from the purple sheet which states "assessment instruments are listed for each CSLOs". Laurie hopes with the new revised COOR requirements this will help clear-up the process.

• BUS-187 Managerial Accounting

Action: Approved (M/S; Stricker/Giambattista). Unanimous

Notes: Louie asked if the committee could look at the prerequisite documents simultaneously while reviewing the COOR changes. Laurie recommended the committee to look at the course, ask questions about the validity of the course and then look at the prerequisite document.

• CHEM-028 Organic Chemistry

Representative: Dennis Gravert

Action: Approved (M/S; Pedersen/Giambattista). Unanimous

Notes: Dennis shared this is part of cohort 1 and this is an update - CID numbers were added and unchecked the activity box.

• CHEM-029 Organic Chemistry

Representative: Dennis Gravert

Action: Approved (M/S; Giambattista/Stricker). Unanimous

Notes: Laurie shared this course has a prerequisite of CHEM-28 and asked about the acceptance for transfer schools. Louie shared the transfer schools are noted in the proposal; Sacramento, San Jose, Chico, and Long Beach. Dennis credits Scott Cabral, Department Chair for the work developed.

6. Prerequisites**• BUS-187 Managerial Accounting**

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

• CHEM-28 Organic Chemistry

Action: Approved (M/S; Pedersen/Stricker). Unanimous

• CHEM-29 Organic Chemistry

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

5. (Cont.) Existing Course Outlines of Record

- **ENGL-083 Sentence Skills for College Writing**

Representative: Nancy Ybarra

Action: Approved (M/S; Stricker/Giambattista). Unanimous

Notes: Nancy shared Engl-83 is part of cohort 1 and this is an update. Nancy shared this course takes a different approach towards grammar, taught through actual writing instead of it being a bunch of grammar rules. Students write a lot of practical letters; business letters, resumes, letters to the editor. The writing structure and grammar are taught together making the course more contextualized.

Committee's feedback:

- Laurie asked should the stand alone be circled "yes" or "no"? Grace shared only for "new courses" or when changes are done for it to become part of a degree.
- Louie asked about the A and C levels, if reference to grade percentages were appropriate? Laurie shared the A/C levels are okay because the course is skilled based.
- Nancy confirmed the course is skilled based. Students produce a piece of writing which the number of grammatical errors is counted and that's how the grade percentages are derived.
- Louie shared his concerns; Laurie asked Louie to share his viewpoint later in the meeting during the COOR update discussion.

7. Programs

- **AA-T in Music**

Representative: Silvester Henderson

Recommendations: Revise the narrative, update the TMC, rewrite courses needed for unit reduction, and present evidence that other colleges offer Music AA-Ts over 60.

Action: Tabled; Unanimous

Notes: The committee shared their concerns regarding the program unit totals, that the major units are high based on standard 60 unit requirements.

Committee's feedback:

- Ryan questioned the large number of ensemble courses required for the TMC and the mix-match of units. Ryan shared the college runs into problems when students are completing majors more than 60 units.
- Louie noted the difference between the TMC totals for the major and CSU/IGETC that the existing GE total 37-39 will be slightly higher for some majors; like music. Also, he pointed out the total degree units indicated in the TMC are calculated incorrectly and is over 60 units. Louie shared for his program; COMPSCI classes were rewritten to reduce the units in order to meet the 60 unit TMC requirement.
- The committee discussed the unit issues amongst themselves and requested that Silvester be present to clear-up the confusion.
- Natalie questioned if there are discussions at the state level about the CID unit mix-match; Yongmin answered that the CID committee previously checked unit standards across colleges and found that colleges exceeding the minimum is okay, but they cannot go under.

Upon Silvester's arrival he shared the degree major is high and that's the nature of the program. The state indicates students must take a minimum of four different ensemble courses per semester with different unit values. He continued to share the major is modeled after DVC; they have a high unit major. Silvester pointed out the program requirements only meets admissions into CSU, not UC. Once students transfer they are required to take beginning level percussion classes, because they are not needed for the TMC. Whereas the AA degree covers all the different music techniques needed, which is high unit major as well.

- After much discussion regarding the units, the committee’s consensus of the TMC totals:

Major	Double Counted	CSU/IGETC	ELECTIVES	Total Degree Units
28-32	-3.0	38-41	0	63

- Christina pointed out the total 63 is incorrect; 73 is the correct total. The committee was reluctant to move approval due to the varying unit value and they requested for the proposal to be tabled until the following items are addressed:
 1. Provide evidence Music is high unit major at other colleges and acceptable via the state.
 2. Make changes to the course unit requirements
 3. Make changes to the narrative major requirement section
 4. Recommendation – rewrite the courses

8. Content Review

- **ADJUS-110 Introduction to Criminal Justice**

Representative: Anthony Hailey

Corrections: Add the assessment date, CID numbers, transfer area information; infuse the CSLO into the A/C levels; fix page 7 typos; add exams and quizzes to A level area page 6.

Action: Tabled; Unanimous

Notes: Anthony shared the revision was needed to comply with AS-T degree and shared the omission of the assessment date which he will add later.

Committee’s feedback:

- Marie shared this course meets the GE social behavioral sciences; add the transfer information as meeting area; IGETC - 4J and CSU - D10. Also, CID numbers are needed.
- Laurie referenced the purple sheet; method evaluation and grading and alignment of the CSLOs which Laurie pointed out that the A/C levels vs. course levels are not referenced in the CSLOs paragraph and what students should know at the A/C levels.
- Kim discovered typos on page 7; Numeral 8; section a., has two periods.
- Ryan noted the A level work on page 5 need to add quizzes and exams since the boxes are checked.

The committee discussed the technical aspects to vote on the approval of the proposal. Nancy shared the proposal is part of content review section and not changes to existing course outline, and the committee cannot vote to approve changes to the COOR because it’s a content review item only. The committee came to an agreement to add the proposal on the next agenda in two areas; content review and existing course outline.

- **ADJUS-122 Criminal Trial Process**

Representative: Anthony Hailey

Corrections: Make changes to page 7 textbook;

Action: Tabled Unanimous

Notes: Ryan noted the textbook information on page 7 has a typo. Eileen shared she will delete the two lines after “please apply for” on the cover page. Marie shared to add the transfer and CID information. Laurie pointed out the assessment date is needed. Ryan shared class discussion is noted as being used in the CLSO, which should be added to the box. Laurie recommended updating the textbook. Marie pointed out on the coversheet it indicates UC; make clear of the status.

9. 2014-2015 Membership – Curriculum Committee Membership**Representative:** Laurie Huffman**Action:** None; consensus**Notes:** Laurie shared there are 11 voting members on curriculum committee and asked each member of their membership status for next year (Aug/2014) and/or their replacements.

The committee's discussed their membership:

- **Kim shared she will be Distance Ed rep.** and **Christine Park will be the Librarian,** but asked if Christine could represent both Distance Ed and Curriculum. Natalie recommended that Christine as being the back-up or alternate for DE, since curriculum is the gateway to other things.
- Laurie recommended members to provide alternates names that will be posted on the web.
- Dennis shared he has served two years and could not find an alternate or replacement from Liberal Arts & Science Dept.
- Nancy shared changes are needed to the Liberal Arts and Science areas since the dean organization structure has changed.
- Eileen shared the committee composition of 10 members: two from Liberal Arts and CTE; one from Math, COMPSC, Counseling, Distance Ed, and Librarian.
- Goff shared the representation should mimic Title V. Nancy shared Title V states that general representation of the curriculum committee and not numbers.
- Laurie shared **Louie will be Chair.**
- Louie shared unofficially someone from bus department will replace his seat.
- A'kilah questioned the composition of Liberal Arts vs. Math and Science. Eileen responded two people are needed; one from each. **Dennis will be the representative for science and Liberal Arts is vacant.**
- **Anthony agreed to stay as CTE.** Eileen share the other CTE is Mike Grillo. Nancy shared he is rotating off and she will ask him to send a notice to the CTE committee for a replacement. Goff shared one of the CTE was nursing.
- **Marie, Yongmin, and Ryan will stay one more year** and **Matthew one semester; Aug.**

Remaining items tabled next meeting

Meeting adjourned – 3:05pm

Next meeting: April 16 and May 7, 2014

Location: Room CO-420, 1-3pm
