**Present**: ***Louie Giambattista,******Chair***; Christina Goff, Morgan Lynn, Michelle Mack, Aprill Nogarr, Jancy Rickman, Tue Rust, Penny Wilkins, Rikki Hall, Nikki Moultrie, Eileen Valenzuela, Grace Villegas, Nancy Ybarra, and Shondra West (**Note taker**)

**Absent**: Sally Montemayor Lenz and Ryan Pedersen

**Guest**: Chialin Hsieh

Meeting called to order: 2:45pm Location: CO-420

**CURRENT ITEMS**

1. **Announcements & Public Comment:**
* Congratulations - Rikki is the permanent Transcript Audit Specialist
* Michelle Mack shared she will be a co-presenter at the Guided Pathways conference in San Diego
* Distance Education (DE) Co-Chairs’ Penny/Courtney term has ended. The DE Committee is seeking a new Chair or Co-Chairs. Reassigned time is unavailable for this position.
1. **Approval of the Agenda**

**Action:** Approved (M/S: T. Rust/M. Mack); unanimous

**Approval of the Minutes: March 6 and 20, 2019**

**March 6, 2019 - Action:** Approved (M/S: M. Lynn /T. Rust); unanimous

**March 20, 2019 - Action**: Approved with changes (M/S: P. Wilkins/A. Nogarr); unanimous

* Item 10 - change LVE to LVN
1. **eLumen Update**

Chialin shared the eLumen onboarding updates. District purchased a new system eLumen to manage an electronic process for curriculum, program review and assessment. Starting with the curriculum infrastructure; additional work is required before going live. Team leads Eileen and Nikki are currently overseeing the curriculum workflow; Chialin, Nancy and Gayle oversee program review; and Ryan and the TLC committee oversee assessment. An agreement on the infrastructure changes are required among the colleges (CCC, DVC, and LMC) how to utilize eLumen for the commonalities and specialty differences. Next steps, team leads will meet every week to complete the onboarding process for the curriculum component to discuss and finalize renumbering course department codes and regrouping newly approved courses into the appropriate department code. Afterwards, Satish will complete a course upload/transfer from Colleague to eLumen in order to avoid a manual process. A progression checklist is available on the Planning webpage. The program review onboarding process doesn’t require that curriculum and assessment components are completed before moving forward.

1. **Consent Agenda: minor changes**

**Action:** Approved (M/S: M. Lynn/M. Mack); unanimous

Inactivation of COMSC-049, 080, and 123

1. **Substantive changes**

**VONUR-030**

**Action**: Approved (M/S: T. Rust/J. Rickman) unanimous

Prerequisite form included

**MATH-210**

**Action**: Approved (M/S: M. Lynn/A. Nogarr) unanimous

Prerequisite statements revised based on 3/20 recommendations.

1. **Online supplements**

**MATH-210**

**Action**: Approved (M/S: P. Wilkins/M. Lynn) M. Mack abstain; motion carried

The committee discussed whether face-to-face and group work meets the requirement as substantive interaction for a hybrid/fully online course. The committee deliberated in what way is the face-to-face/group work being conducted fully online; for example, utilizing Zoom (using technology for the visual aspect). It was agreed upon this course meets the online substantive interaction; engaging students in online discussions, posting announcements, and instructor feedback.

**MATH-220**

**Action**: Approved (M/S: T. Rust/A. Nogarr) unanimous

**SIGN-053**

**Action**: Approved (M/S: M. Lynn/P. Wilkins) unanimous

**SOCSC-110**

**Action**: Tabled

The online supplement form is incomplete; CSLO 1-4 are duplicated statements and CSLO 5 is left blank.

The committee discussed the appropriateness of the form being completed as meeting substantive changes; and whether using duplicate statements for each CLSO is suitable. The committee referenced the online supplement example copy (online) that usage of duplicate statements are acceptable. It was agreed upon by majority of the committee, recommend that the department modify CSLO 1-4 statements and add a CSLO 5 one.

**SOCSC-150**

**Action**: Tabled

The online supplement form is incomplete; CSLO 1-4 are duplicated statements and CSLO 5 is left blank.

The committee discussed the online supplement process and the inconstancies with how the form is being submitted. The committee deliberated that the statements are incomplete with regards to meeting the online substantive portion. The committee shared their viewpoints of the appropriateness to submit an online supplement form in agreement with the curriculum process and purpose. DE function reviews online pedagogy and does not approve the online supplement form as an advisory committee. A follow-up is needed with the Distant Education committee to consider what’s acceptable for approval by curriculum. It was recommended, to include the eLumen workflow group in the conversation in order to outline the curriculum approval - distant education electronic process.

1. **New courses**

**MATH-12N**

**Action**: Approved (M/S: M. Lynn/J. Rickman) unanimous

Remove the unit wording from the catalog description.

**MATH-25N**

**Action**: Approved (M/S: M. Lynn/T. Rust) unanimous

Remove the unit wording from the catalog description. The hours was questioned as being excessive for a non-credit course. It was shared the total hours cover the entirety of the course material. Remove the last two statements from the schedule description starting at “This course coves Algebra 1 in… “.

1. **Programs**

**Sign Language Certificate of Achievement**

**Action**: Approved (M/S: M. Mack/J. Rickman) unanimous

The certificate replicates the Sign Language associate degree requirement without the GE requirements.

**Spanish Certificate of Achievement**

**Action**: Approved (M/S: M. Lynn/M. Mack) unanimous

 The certificate replicates the Spanish associate degree requirement without the GE requirements.

**Elementary Algebra and Pre-Algebra Skills Certificate of Completion**

**Action**: Approved (M/S: M. Lynn/T. Rust) unanimous

The committee discussed non-credit degree requirements as identified in the State Chancellor’s Program Course Approval Handbook (PCAH) requirements. The committee recommended adding basic skill information in the catalog description to satisfy the requirements as a non-credit certificate.

Add an agenda item: Add the PCAH guidelines to the New Course Information form

1. **Review Prerequisite Forms**

The committee reviewed the prerequisite form transfer (4) and interdisciplinary (8) sections. It was recommended to revise the form in accordance to Ed. Code: 55000 “content review” with conjunction of what’s needed for statistical validation and UC justification.

1. **LVN Program Requirements**

Information item shared that removal of the chemistry course requirement for entry into the program.

**Standing Items - Tabled**

* Shared Governance Committees
* Articulation
* Teaching and Learning
* Academic Senate

**Adjourned 4:33 pm**

**Next Meeting Dates:**

**Spring 2019** - May 1 and 5

**Fall 2019** - September 4, 18; October 2, 16; November 6, 20; December 4

**Spring 2020** - February 5, 19; March 4, 18; April 15; May 6 and 20