**Present**: *Louie Giambattista,* ***Chair***; Tawny Beal, Dann Gesink, Cristina Goff, Natalie Hannum (via phone), Erich Holtmann, Kevin Horan, Morgan Lynn, Michelle Mack, A’kilah Moore, Jancy Rickman, Matt Stricker- Scott’s designee, Eileen Valenzuela, Grace Villegas, Penny Wilkins, Shondra West (Note taker)

**Absent**: Scott Hubbard and Eli Velazquez (LMCAS)

**Guest**:); Nick Garcia, Paula Gunder, Dave Wahl, and Clayton Smith

Meeting called to order – 1:06pm Location: CO-420

**CURRENT ITEMS**

1. **Announcements & Public Comment:**

Opening night through Saturday at the CA Theater: Boeing Boeing Romantic comedy play.

1. **Approval of the Agenda**

**Action:** Approved with amendments (M/S: Holtmann/Rickman); unanimous

* Remove from new course section: Philo 151
* Move-up 2A: Drama 60, 62, 13

**Approval of the Minutes from November 16, 2016**

**Action:** Approved (M/S: Rickman/Gesink); Goff/Stricker abstain

2A. New Course: **DRAMA-060**

**Action:** Tabled

Drama 060 is a directing course; how to stage, dissect a story, and learn the components how to develop it on stage. Drama 61 is a capstone course where students learn directing and playwriting. They write a two hour show, rehearse, stage the play, and put the play up on stage. Drama 62 is the rehearsal component to this class. Drama 61/62 are combination courses, whereas Drama 60 is a stand-alone.

**Committee’s Feedback:**

* Drama 60 should be the co-requisite to 61/62. Drama 60 is considered an intermediate course but there are no prerequisites to take.
* New course form indicates this was an experimental course; this course was previously offered as an experimental for two years and is being converted to a new course.
* This course is not part of a program, but is part of family. A degree in Directing is unavailable.
* Drama 60/62 have the same CSLOs; there’s overlap in the content. The CSLOs cannot be the same in families; they have to be leveled.
* Drama 60/62 should have different CSLOs; Drama 61 is the renumbering of Drama 52, which is part of the Acting degree. Drama 60/61/62 all have the same CSLOs and should be different.
* Drama 60 is not part of a program or related to a specific degree. PSLOs are not required (remove).
* Keep Drama 61 CSLOs and change 60/62 CSLOs.

**DRAMA-913**

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

It was questioned if students can complete this course in a pre-existing Drama course? It was shared there are currently two performance courses; one per semester – Fall/Spring that are dedicated to bigger shows. Once every two years, a capstone course is directed where students learn how to write a play and direct it. This course allows for specialized projects; dealing with creating a play around social issues. The subject matter is different than any other class and is currently a playwriting class that doesn’t exists.

Committee’s Feedback:

* Change the course description to be less specific since social issues tend to change. A description was written for the catalog; however when the class is offered, the schedule description will indicate exactly what the topic will be.
* The letter grade (LR) option was questioned. The department is willing to change from LR to student choice (SC), but as a transfer option LR is better.
* This course is not repeatable and will need to go into a Dramatic Arts family. It was question once this course is converted to a permanent course, will students be allowed to repeat? If not, then LR grade is appropriate.
* The COOR content is general, but the actual curse will characterize the current social justice issues.
* The content is not consistent with the description. The course requires interviewing people without the specifics; the content needs to be general to allow room for the artistic play to happen.
* The social justice aspects should be clear what students will be completing; CSLOs should reflect students will be learning the specifics within social justice topics of playwriting, which is defined in CSLO2.
* The program is Drama and not Social Justice, but has the potential to be morphed into social justice.
* Revise CSLO 3 doesn’t read clearly (typo).

1. **Consent Agenda**

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

1. **Substantive Changes to Existing Course Outlines of Record and Pre/Co - Requisite**
2. **COMSC -091**

**Action:** Approved (M/S: Holtmann/Wilkins); unanimous

This course is being changed from 3.0 to 4.0 units to align with the CID requirements. In addition, COMSC 90 was deactivated which is currently being combined with COMSC 91 for the transfer degree.

1. **EMS-009**

**Action:** Tabled

**Committee Feedback:**

* CSLOs does not match the method of evaluation CSLOs; remove them.
* This course is not part of program.
* Remove the wording “eligibility” for English 095. Advising just English 95 will allow everyone to take it, so eligibility should remain. Eligibility signifies that this course requires extensive writing and students must be eligible for Engl-095.
* The committee discussed the wording eligibility and whether it was recommended for departments to clean the catalog (remove the wording eligibility). JoAnn made a presentation that eligibility is meaningless since English requirements are changing.
* It was determined that the eligibility for English 095 statement should remain.

1. **FIRE-107**

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

1. **FIRE-120**

**Action:** Approved (M/S: Goff/Holtmann); unanimous

Changing the units and adding “eligibility” of English 095. The committee discussed having consistent language regarding: completion vs. eligibility of Engl 095.

* + **Prerequisite**

**Action:** Approved (M/S: Goff/Holtmann); unanimous

1. **COOP180**

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

The units were changed giving students/faculty more flexibility to complete internship at their place of business e.g. during Spring Break. This will help scale up students work base learning opportunities.

1. **ENGL-100**

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

Add ESL 044 as a prerequisite

1. **New Courses Outlines of Record and Pre/Co - requisite**
   1. **PE-046B**

**Action:** Approved (M/S: Holtmann/Rickman); unanimous

* 1. **COUNS-045**

**Action:** Approved (M/S: Goff/Wilkins); unanimous

Committee Feedback:

* + Correct the new courses form; remove the GE identification.
  + This is a MESA/STEM stand-alone course; not part of a program.
  + Grading section – correct the percentages
  + Advisory should read eligibility for ENGL 095
  1. **FIRE-121**

**Action:** Approved (M/S: Wilkins/Holtmann); unanimous

* New course form indicates budget implications.
* This course requires firefighters to have national certification. This course will allow the department to offer national testing twice a year. The cost is unknown, but is costly to the pay instructors to teach the course. This course is for regular students and working professionals from across the state. By offering this course, LMC will be the only facility in the Contra Costa County for certification. The Fire Department will help shoulder the costs. This course will be offered off-campus at the Fire drill tower; its labor intensive and special equipment and personnel are required.
* Change the repeatability as non-repeatable. The State allows two reattempts to retest before taking the final testing at the 3rd attempt. Attempts are completed during the course of the semester, and not required to repeat the class itself.

**FIRE-121 Prerequisite**

**Action:** Approved with changes (M/S: Wilkins/Holtmann); unanimous

Committee Feedback

* The attachment is a URL; the document is 200 pages. It was recommend add the doc name.
  1. **ENGL-085**

**Action:** Approved (M/S: Goff/Holtmann); unanimous

Checkbox needed for instructional methods; grading option SC; non/degree applicable.

* 1. **ETEC-009**

**Action:** Approved (M/S: Wilkins/Beal); unanimous

Adding Math discipline allows both Math and ETEC faculty teach the course. Math faculty have reviewed the COOR; it was determined this course is great at work force collaboration bridging the gap for the students needing the math related to ETEC. Funding is available for both MATH and ETEC to work collaboratively.

Committee Feedback

* Remove the ISLOs

**ETEC-009 Prerequisite**

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

Committee Feedback

* It was questioned about the disciplinary being disproportionate? The determination can be completed during content review. It was shared that any course prerequisite limits the students’ ability to take the next course. The justification explains the rationale of the prerequisite.
* Interdisciplinary prerequisite requires statically data that there’s no disproportionate impact. As part of the content review process, it is required for all prerequisites to be reviewed for disproportionate to students.
* This course will provide the math statistical knowledge related to ETEC/PTEC oppose to taking an additional math course. Students can use this course for math competency.
* The Math Department voted in favor of meeting math competency and math discipline, but not in favor of offering the course in their department.
  1. **PTEC-009**

**Action:** Approved (M/S: Holtmann/Wilkins); Stricker oppose

This course is 5.0 units at 90 hours.

Committee Feedback

* + The Math department felt the course content was equivalent to 3.0 units.

**Prerequisite**

**Action:** Approved (M/S: Holtmann/Wilkins); unanimous

* 1. **SOCSC-150**

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

This course will become part of the proposed Social Justice degree. This course can be State approved before offering the degree. Remove the PSLOs, they are not required until the degree is approved.

* 1. **PHIL-151 removed**
  2. **ESLN-065G**

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

These are non-credit (NC) courses: the units are zero; no textbooks required; and P/NP or potentially new grade SP satisfactory pass will be assigned. A designation will be created specifically for LMC; the college has the purview of creating grading system for non-credit. The benefit of offering a NC course gives students the flexibility before taking advanced level courses. The department will not mimic other colleges open/close exit system, instead management enrollment designated time will be created for students to stop at certain time frame for their SP grade. The mode will be determined later.

* + New PSLOs were created for the NC credit courses to assure students will move into credit courses.
  + Student Equity plan data indicates disproportionate students are low income, so having this course eliminates the tuition cost and attract students.
  + These will be lower level NC classes as foundational classes to the advance ones.
  + Students are required to test into level three which requires lower levels, so offering NC is beneficial to support students’ advancement.
  + NC courses vs CR courses payments for faculty is being ratified. Even though students don’t pay, the State apportionment will be issued to the college.
  + NC will be added to the certificate program in order to receive full apportionment from the state.
  1. **ESLN-065PC**

**Action:** Approved (M/S: Holtmann/Stricker); unanimous

* 1. **ESLN-65VR**

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

* 1. **ESLN-075G**

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

* 1. **ESLN-075PC**

**Action:** Approved (M/S: Goff/Wilkins); unanimous

* 1. **ESLN-075VR**

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

1. **Experimental Courses**

**Moved 2A.**

1. **Online Supplements**
   1. **Math-030**

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

* 1. **COMSC-010**

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

Based on CID, this course is part of a progression.

* Net Lab Plus - virtual lab uses simulated computers statewide.
* CSLO 1 and 4 indicates quizzes are proctored online as open book with time restrictions.
* Online forms are no longer approved by the DE committee; instead they review for changes prior to submitting the COOR to curriculum.
  1. **COMSC-011**

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

This course is already offered online, being resubmitted to align with the CID requirements.

* 1. **COMSC-012**

**Action:** Approved (M/S: Stricker/Beal); unanimous

* 1. **COMSC-040**

Partially online - **Action:** Approved add email (M/S: Wilkins/Beal); unanimous

Completely online **- Action:** Approved add email (M/S: Wilkins/Holtmann); unanimous

Committee Feedback

* Add email interaction
  1. **COMSC-040**

Partially online - **Action:** Approved add email (M/S: Wilkins/Beal); unanimous

Committee Feedback

* Add email interaction
  1. **COMSC-091**

**Action:** Approved add email (M/S: Goff/Holtmann); unanimous

Committee Feedback

* Add email interaction
  1. **COMSC-120**

**Action:** Approved (M/S: Holtmann/Beal); unanimous

Meeting adjourned 3:00 pm

Meeting Dates: February 1, 15 March 1, 15, April 19, May 3, 17

Location and Time: CO-420 / 1-3pm