**Present**: *Louie Giambattista, Chair*; Dennis Gravert, Susie Hansen, A’kilah Moore, Christine Park, Ryan Pedersen, Matthew Stricker, Eileen Valenzuela, Grace Villegas, Penny Wilkins; Nancy Ybarra, Shondra West (Note taker)

**Absent**: Anthony Hailey, Natalie Hannum, Marie Karp, Kim Wentworth, and Yongmin Zhu,

**Guests**: Kiran Kamath

Meeting called to order: 1:09 pm; Location: CO-420

**CURRENT ITEMS**

1. **Announcements & Public Comment:**
2. **Approval of the Agenda**

**Action:** Approved (M/S: Pedersen/Gravert); unanimous

Remove item #15 – **CHDEV-011 – Request for COMP Load**

The committee has not considered other accommodations how to assign COMP load for CHDEV-011.

1. **Approval of the Minutes from December 3, 2014**

**Action:** Approved (M/S: Gravert/Park); unanimous

1. **Consent Agenda** – none
2. **Existing Course Outlines of Record**

**First Reading:**

* **ENGL-231 – Mystery and Detective Literature**

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

This is an existing GE course and was up for GE review.

**Committee Recommendation:** correct pg. 3 CSLOs starting at #4 list the PSLO and then stop; check the CSU and IGETC box and add the IGETC area (3b).

1. **Prerequisites: none**
2. **New Course Outlines of Record - none**
3. **Experimental (900) Course Outline of Record - none**
4. **Online Supplements – none**
5. **Changes to Existing Programs**
6. **AS/COA – Computer Support Specialist**

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

Removed prerequisite COMSC 056 and added COMSC 122; the program carries the same amount units with the revision.

1. **AS/COA – Networking & Security**

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

Replaced COMSC 56 and 124 with COMSC 132 and 122.

1. **LVN Program requirements**

**Action**: Tabled

Deleted COMSC 049 and added CHEM 007 (elective area) which increases the program units.

**Committee Recommendation:** Request for the Nursing Department to justify the unit change from 17.5 to 20 units and share if the changes were approved by their advisory board.

1. **AAT/Studio Arts**

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

Added ART 017, 018 and 035.

**Committee Recommendation:** remove ART 009 duplicate entry from the elective area and keep it as a required course in list A.

1. **AAT/Art History**

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

Added ART 017, 018, and 035

1. **AA/Fine Arts**

**Action**: Approved (M/S Gravert/Pederson); unanimous

Added ART 018 (required course), Art 038 and 047 (electives), and removed ART 075.

1. **AA/Graphic Communications**

**Action**: approved (M/S: Park/Wilkins); unanimous

Added ART 018 (required course) and ART 047 (elective); and removed ART 075 along with JOURN 160 (electives).

**Committee Recommendation:** remove ART 045 duplicate entry from the elective section titled incorrectly - Introduction to Digital Art and replaced with ART 250.

1. **COA/Graphic Communications**

**Action**: approved (M/S: Park/Wilkins); unanimous

Removed ART 015 and ART 025 from the electives area and replaced ART 075 and JOURN160 with ART-047 (electives).

**Committee Recommendation:** Remove the duplicate courses listed ART 015 and ART 025 from the elective sections.

1. **AS/COA Management and Supervision**

**Action**: Approved (M/S: Gravert/Park); unanimous

Moved MANGT 075 from electives to the required section; increasing required units from 15 to 18 and decreasing electives from 9 to 6 units. The overall program units remains the same at 24.0.

1. **COA Retail Management**

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

This program is a reflection of the organization retail store training module and the program was revised to align the curriculum with the module. Removed three courses; BUS 058, MATH 007 and MATH 009. BUS 033 and 026 is not offered at LMC, students are aware to take 033 course online via Los Positas College and 026 at DVC.

**Committee Recommendation:** Delete the statement “or higher” after BUS 033.

1. **4CD & FSCC Information -** At the last FSCC meeting a MOU was approved for courses within families (repeatable) to be treated as one in the same throughout the District to prevent students from retaking courses multiple times e.g. beginning, intermediate, advance swimming. The districtwide process requires the FSCC to review course outlines described in the MOU whenever courses are newly added or revised to the family list. This process can take up to year to determine a family category, so departments should submit their request early.

**Committee Recommendation:** The curriculum forms will be updated to add a family box. Request that the department determine the family category on the COOR form and provide a rational. Before the forms are routed to the curriculum committee and forwarded to FSCC for approval, the Deans will preapprove the family selection during technical review.

1. **COOR Formatting –** The COORS are beingreformatted to the latest version. The reformatted documents should be available for the next Department Chair meeting so they can be reviewed for final approval. Afterwards the latest version will be uploaded to the internal system and CurricuNet.
2. **RAP Funding –** The Curriculum Committee received RAP funding to compensate people for content review work. In the past, Laurie, Janice, and Christina Goff were compensated for the work they completed outside of their regular position. The new process is not a paid position and requires the curriculum committee members to approve content review during regular meetings.

**Committee Recommendation:** Hire coaches to train new members and faculty on content review/COOR process. It’s beneficial for new faculty to learn how to write COORs in order to maintain curriculum. The training session can be offered during NEXUS.

1. **COOR Description Changes –** Recommend departments to include a paragraph statement identifying what changes are being made to the COOR; this will help expedite the curriculum approval process.
2. **CTE Requisite Review –** Title 5 (T5) requires that CTE requisite are reviewed every two years. It was suggested during either the even or odd year, departments should review requisites and verify via a form CTE requisites are current. T5 doesn’t say how the curriculum committee should conduct the review process, so a check-box review form is deemed acceptable.

**Committee Recommendation:**

1. Use the existing prerequisite validation form (justification) for this process; the existing form is standard and should satisfy T5 requirement. The issue with this process COORs are updated every five years vs. two; departments would need to review the form more frequently. Some departments may be required to update the supporting documents attached with the form.
2. Add a category to PRST tool for departments to check off they reviewed requisites. It was determined that the PRST tool would require re-programming and technically this should be a feature added to the CurricuNet tool which is curriculum based; PRST is not.
3. Require the departments to submit a statement rather than a form and submit it during the catalog draft process. The issue with the catalog draft process, it’s yearly, and the process should be conducted every two years.

The committee will continue to discuss best practices at future meetings until a process is developed.

 **STANDING ITEMS**

1. **CurricUNET -** none
2. **Shared Governance Committee –** TheRAPprocess will begin soon. SGC reviewed the form from last year in order to make changes towards streamlining the process this year.
3. **Articulation -** none
4. **Teaching & Learning Committee** – An announcement for the CLSO/PLSO Coordinator position will be sent to FT faculty; encourage people to apply. It was suggested to look at the job description and determine if the position should be phased out since assessment work is handled differently.
5. **Academic Senate -** none
6. **Other**

Meeting adjourned – 2:35pm

Spring’15 Meeting Dates: February 4, 18; March 4, 18; April 15; May 6

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