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

**Absent**: Anthony Hailey and Yongmin Zhu

**Guests**: Jeff Mitchell

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

**CURRENT ITEMS**

1. **Announcements & Public Comment:** None
2. **Approval of the Agenda**

**Action:** Approved with amendment (M/S: Stricker/Karp)

Add item 7.1 – GE Chair vacancy

 **Approval of the Minutes from January 21, 2015**

**Action:** Approved (M/S: Pedersen/Stricker); one abstention: Wentworth

1. **Consent Agenda** – Remove all PE and Music courses from consent agenda
* PE courses - omit assessment date
* PE courses - remove KINES as a discipline
1. **Existing Course Outlines of Record**

**First Reading:**

* **PE-100 – Introduction to Kinesiology**

**Action:** Approved with changes (M/S: Stricker/Pedersen)

Add assessment date and remove KINES as discipline.

* **PE-006 – Physical Fitness**

**Action:** Approved with changes (M/S: Pedersen/Stricker)

Add assessment date and remove KINES as discipline.

* **PE-011 – Super Shape-Up**

**Action:** Approved with changes (M/S: Pedersen/Stricker)

Add assessment date and remove KINES as discipline.

* **PE-012 – Power walk Stretch and Tone**

**Action:** Approved with changes (M/S: Stricker/Pedersen)

Add assessment date and remove KINES as discipline.

* **PE-020 – Exerjazz for Fitness**

**Action:** Approved with changes (M/S: Pedersen/Stricker)

Add assessment date and remove KINES as discipline.

* **PE-016 – Beginning Swimming**

**Action:** Approved with changes (M/S: Karp/Pedersen)

Add assessment date and remove KINES as discipline.

* **PE-010 – Circuit Training**

**Action:** Approved with changes (M/S: Stricker/Pedersen)

Add assessment date and remove KINES as discipline.

* **PE-008 – Weight Training**

**Action:** Approved with changes (M/S: Pedersen/Stricker)

Add assessment date and remove KINES as discipline.

* **PE-046 – Basketball**

**Action:** Approved with changes (M/S: Pedersen/Wentworth)

Add assessment date and remove KINES as discipline.

* **PE-002 – Beginning Step Aerobics**

**Action:** Approved with changes (M/S: Stricker/Park)

Add assessment date and remove KINES as discipline.

* **PE-004 – Pilates and More**

**Action:** Approved with changes (M/S: Karp/Park)

Add assessment date and remove KINES as discipline.

***Discussion****:* When rolling courses over it was requested for the committee to review the author information before approving COORs and update authors that have retired. Also, the assessment date theoretical pulling from cohorts may be invalid. Generally Deans catch this information during tech review and it was requested that the committee check as well before certifying courses.

* **MUSIC-001 – Music Studio 1 (Pitch / Rhythm)**

**Action:** Approved with changes (M/S: Gravert/Karp)

Instructional Method: uncheck the activity box.

***Discussion****:* it was questioned what’s the Title V requirement when textbooks are tied to co-requisites and not the actual course? It was explained Music 001-003 are lab classes which textbooks are not required, but are required for the co-requisite performance courses attached.

* **MUSIC-002 – Music Studio 2 (Tone / Technique)**

**Action:** Approved with changes (M/S: Gravert/Karp)

Instructional Method: uncheck the activity box.

* **MUSIC-003 – Music Studio 3 (Dynamic / Balance)**

**Action:** Approved with changes (M/S: Gravert/Karp)

Instructional Method: uncheck the activity box.

* **MUSIC-081 – Introduction to Improvisation**

**Action:** Tabled(M/S: Pedersen/Stricker)

Googled the text and was unable to locate the copyright date. More information is needed.

* **MUSIC-093 – Studio Music Production I**

**Action:** Tabled (M/S: Pedersen/Stricker)

Proposal packet unavailable.

* **COUNS-030 – Orientation to College**

**Action**: Approved (M/S: Karp/Stricker)

Recommended changes from the last meeting were completed by Sophia: modified CSLO statements, added additional support programs, and selected grade option of student choice (SC).

***Discussion:*** CSLO-4, C-level statement was questioned regarding ed. plans do not reflect a complete sequence of math, English or major prep as being proficient page 6 of 7? It was suggested to remove the statement.

**Committee Recommendation:**

Revise program statement to “program such as” referencing to all campus programs.

* **MATH 70 – Calculus and Analytic Geometry III**

**Action:** Approved with changes (M/S: Stricker/Graver)

Returned for CID approval to include more information. The content taught wasn’t written out in detail.

**Committee Recommendations:**

1. Modify transfer CSU/IGETC information
* **BIOSCO-040 – Human Anatomy**

**Action:** Tabled

***Discussion***: It was questioned if this course is considered a stand-alone because PSLOs are required for courses tied to degrees and certificates and this course would need them. This course is being used for two programs: (1) Nursing and (2) Liberal Arts: Math & Science. The department may think it’s a stand-alone because it’s not required for the BIO degree. It was recommended to add this topic as a future agenda item and research if Liberal Arts degrees having three concentrations in different areas whether the PSLOs are listed for the general education degree or for the different concentrated areas of focus.

1. **Prerequisites:**
* **Music-001 – Music Studio 1**

**Action:** Tabled

***Discussion:*** Prerequisite/co-requisite requirement statement “any performance course” conflicts with the list of courses attached – more information needed from the department. Music 001-003 co/prerequisite lists performance courses as satisfying the requirement, but in the reverse order, performances courses do not list Music-001-003 (lab) as the co/prerequisite requirement. The committee was concerned that co-requisite requirements should be listed for both lab and performance courses. It’s possible that listing co-requisite for two different courses (lab + performance) may cause programming issues. Also, each performance course requiring Music 001-003 may cause repeatability issues. If this course meets approved transfer repeatability exception, then change the pre-co-requisite form justification to #4 as meeting the UC/CSU requirement. It was determined that lab requires pre/co-requisite of a performance course (co-requisite), but the performance course does not require additional practice via lab Music 001-003, as indicated in the catalog.

* **Music-002 – Music Studio 2**

**Action:** Tabled

Same as above - Music 001

* **Music-003 – Music Studio 3**

**Action:** Tabled

Same as above - Music 001

1. **Online Supplements:**
* **ENGL-135 – Introduction to Lesbian, Bisexual, Transgender (LGBT) Studies**

**Action:** Approved with changes: (M/S: Wentworth/Park); 2 abstentions Pedersen and Stricker

***Discussion***: The new online form was not used and the committee agreed to grandfather the proposal using the old form. The newest form outlines how substantial contact differs online vs. face-to-face. Jeff explained this course requires online assignments via oral video presentation and webliography which can be offered partially or 100% online. The DE committee agreed some time ago that separate forms are required to denote the different teaching methodologies between hybrid and 100% online. This form doesn’t denotes the differences for partially online. Jeff agreed to use the updated form so that the course could be offered Fa’15, but the deadline has past. The committee suggested unchecking partially online box and bring it back on a separate form.

As a different concern, supplements are no longer reviewed by DE and they would have caught that this course needed to be (1) on the new form and (2) separate forms are required for hybrid vs. solely online. Now, content is strictly under the curriculum purview. It was questioned whether the Curriculum Institute offers sessions regarding online issues; it was explained they offer standard curriculum presentations and Q&A for general questions at the end.

It was shared compared to other colleges, LMC’s form is more extensive. DE is recommending bylaws for each department and requesting for departments to come up with strategies to grow programs by offering online classes that move students along faster. Also, DE will suggest that departments insure instructor preparedness to teach online in order to certify both the instructor and class under the new online initiative.

* **ENGL-140 – Survey of World Literature I: Antiquity to Mid-17th Century**

**Action:** Tabled

***Discussion:*** The COOR CSLOs are slightly different than the supplement form and they should be exactly the same. However the assessment examples on the COOR are exactly the same and should be different showing substantive contact online vs. face-to-face.

* **ENGL-221- Advanced Composition and Critical Thinking**

**Action:** Approved (M/S: Stricker/Wentworth; 1 abstention Pedersen

The committee agreed to grandfather the use of the old form. This supplement is an update of the existing one on file.

1. **Experimental (900) Course Outline of Record**
* **Auto – Introduction to Diesel Technology**

**Action:** Tabled

***Discussion:*** Update the hours: 36 lecture and 108 hours lab total 144. Change from non-degree to degree applicable. 900 are acceptable as degree applicable courses even though they are not needed for the program. They could be used for electives even though the auto program doesn’t require this course. PSLOs need revising due to conflicting information.

* **Auto – Hybrid and Alternative Fuels Technology**

**Action:** Tabled

***Discussion:*** A/C-levels were not listed and it was noted some time ago the committee agreed 900s should not have different standards. The assessment component will be addressed via TLC Chair. It was questioned if 900s belong to cohorts, because 900s are good for two semesters and will expire by the four-year time frame to assess the course. As an experimental course, logically it should be assessed after the first round driving a change to the COOR once it becomes a permanent course.

* 1. **GE Chair Vacancy -** GE Chair is a hybrid position: (1) review curriculum documents and (2) assessments. TLC voted to postpone the assessment part until Fa’15. In the meantime, Alex Sterling agreed to fill the GE Chair curriculum portion to keep curriculum flowing to CC. The request to add Alex will be added to Academic Senate agenda for final approval. It makes sense to hire him as he was the most recent chair. Alex will be compensated at an hourly rate.
1. **CHEDEV-011 COMP Load –** During a previous meeting, Janice requested to change lecture to composition load. There’s a possibility to do so centered on Article 7 of the UF Contract. It was determined this is a policy issue outside the scope of CC and needs to be resolved between UF and Senate President. It was recommended to forward Janice’s request to Senate so they can establish policy guidelines. The committee was concerned that if this course receives comp load it would open an opportunity for all departments which means more money and modified contracts. It was noted courses are certified for comp load not instructors and those course would need to meet the standard comp rigor.

The concern with forwarding the request to senate and they may forwarded it back, because CC oversees curriculum matters to determine if all the criteria within the COOR are meeting Title V standards: hours and content. It was shared the negotiated contract should list all COMP load courses. Those currently receiving comp load throughout our District; ENGL/JRNAL (DVC/LMC) and ENGL (CCC). Title V doesn’t decided comp load it’s internal.

The general consensus of the committee, majority was not in favor of supporting comp load for non-English courses. It was suggested to investigate assigning more units to the course.

1. **Carnegie Unit Rule –** To measure unit value consists of the following numerator and denominator equation:

# in-class hours + outside assignment equivalent to # in-class hours \*2

54

COUNS 30: 18 (in class hours) + 36 (outside assignments) / 54 = 1.0 unit

Based on this computation, no additional units can be assigned for Couns 30. The course rigor was increased not assignments.

 **STANDING ITEMS - Tabled**

1. **CurricUNET**
2. **Shared Governance Committee**
3. **Articulation**
4. **Teaching & Learning Committee**
5. **Academic Senate**
6. **Other**

Meeting adjourned – 2:59 pm

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

CO-420 from 1-3 pm