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

**Absent**: Anthony Hailey, Nancy Ybarra, and Yongmin Zhu

**Guests**: Mike Grillo and German Sierra

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

**CURRENT ITEMS**

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

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

**Approval of the Minutes from March 4, 2015**

**Action:** Approved with corrections (M/S: Stricker/Park); unanimous

* Correction: remove absent members from the present section: Anthony Hailey and Penny Wilkins

1. **Consent Agenda**

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

**PSLO/Textbook:**

* ADJUS-110 - Introduction to Criminal Justice
* ADJUS-120 - Concepts of Criminal Law

**No Change:**

* ADJUS-122 – Criminal Trail Process
* ADJUS-160 – Community & Justice System
* ITAL-061 – Elementary Italian II

**PSLO, CSLO Alignment, Textbook:**

* CHDEV-032 – Caring for and Educating School Age Children
* CHDEV-033 – Developmentally and Culturally Appropriate Practice for the School Age Child

**Textbook:**

* ETEC-010 – Direct Current Circuits
* ETEC-012 – Alternating Current Circuits
* ETEC-020 – Electric Motor Control
* ETEC-022 – Semiconductor Devices
* ETEC-024 – Digital Devices
* ETEC-030 – Programmable Logic Controllers
* ETEC-032 – Instrumentation and Process Measurement
* ETEC-034 – Instrument Calibration Lab
* FRNCH-061 – Elementary French II
* MUSIC-012 – Popular Music in American Culture
* SIGN-065 – American Sign Language I
* SIGN-066 – American Sign Language II
* SIGN-067 – American Sign Language III
* SPAN-051 – Elementary Spanish II
* SPAN-052 – Intermediate Spanish I
* SPAN-053 – Intermediate Spanish II

**PSLO**

* WELD-010 – Basic Arc Welding Theory

1. **Existing Course Outline of Record**

**First Reading**:

**EMS 010 – Emergency Medical Technician**

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

**Representative:** German Sierra

This course prepares students for the EMS state and national certification required before petitioning for county approval. The program enrollment is about 100 and 70-85 students’ graduate upon completion of 216 hours. The change made is the pre-co-requisite requirement to adhere to state and county guidelines, attachment provided. CA Code #100066 requires EMT students must have CPR training prior to entering the EMT basic course when working with hospital patients. This is a hospital requirement and not all students are required to complete the requirement if they do not work in a hospital; e.g. firefighters. For this reason the requirement is listed as pre/co-requisite.

**Committee Recommendation:**

* List the requirement as an advisory instead of pre/co-requisite therefore limiting students who don’t need it.

**FIRE-120 – Basic Fire Academy**

**Action:** tabled

Fire Academy is a work-in-progress with direction taken from the State Training Advisory Committee and State Fire Marshal Committee. To meet the requirements of these committees, the department is adding Emergency Medical Technician (EMT) as prerequisite for the Fire Academy. The department meets with the advisory board yearly; Dec. 2014. Part of the advisory board members are industry partners and they provided feedback that cadets will not be hired without EMT certification, because 75% of firefighter calls respond to both fire and medical emergencies. In order for the fire cadets to be successful they must have the necessary tools to receive employment. Once cadets finish their internship program, it’s required they return to school for medical training, so the department is seeking to offer both fire and medical training (one-stop-shop) so cadets are employable after completion of the program.

**Committee Feedback:**

It was suggested since EMT training completed elsewhere is acceptable; add to the prerequisite “and/or equivalent”. It was recommended to add language “completion of the EMT national certification” for students completing the requirement at another community college or private provider therefore encouraging them to take and pass the registry exam as a standard equivalent requirement. Students can take the registry exam immediately upon completion of any qualified EMT course prior to starting the Fire program in fall. There are three testing centers: San Francisco, Oakland, and Walnut Creek. The requirement should read satisfactory completion of Fire 101, 107, or equivalent plus national registry EMT certification.

There was a concern that prerequisites are reserved to show a skill needed prior to entering a course, and this skill is required prior to employment therefor this is a program requirement; not a course prerequisite requirement. It was shared that EMT is a requirement that aligns to the course as meeting regulation to enter the industry as firefighter interns. It was shared this prerequisite is required as meeting CA code 1797.182 state mandate effective January 2016. The changes to this course will appear in the 2016-17 catalog. It was determined that the unit to hour ratio was off; the hours doesn’t reflect the amount of units at 15; lecture 152 and lab 228. The following changes are needed:

* Swap the hour to unit ratio; lecture 228 and lab 152 totaling 15 units (15.4)
* Attach the prerequisite form to include the government regulation language

**BIOSC-005 – Biology of Health**

**Action:** Approved with recommendation (M/S: Pederson/Karp)

This course was approved by the GE committee as a GE course.

**Committee Recommendation:**

* + Add GE PSLOs

**BIOSC-010 – General Biology**

**Action:** Approved with recommendation (M/S: Dennis/Matthew)

**Committee Recommendation:**

* + Add GE PSLOs

1. **Prerequisites:**

**ETEC-022 – Semiconductor Devices**

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

**ETEC-024 – Digital Devices**

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

**ETEC-030 – Programmable Logic Controllers**

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

**ETEC-032 – Instrumentation and Process Measurement (Co-requisite)**

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

**ETEC-032 – Instrumentation and Process Measurement (Prerequisite)**

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

**ETEC-034 – Instrument Calibration Laboratory (co-requisite)**

**Action:** Approved with addition (M/S: Pederson/Karp); unanimous

**ETEC-034 – Instrument Calibration Laboratory (prerequisite)**

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

**EMS-010 – Emergency Medicare Technician**

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

**FIRE-120 – Basic Fire Academy**

**Action:** tabled; attach local regulation requirements

**FRNCH-061 Elementary French II**

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

**ITAL-061 Elementary Italian II**

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

**SIGN-066 American Sign Language II**

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

**SIGN-067 American Sign Language III**

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

**SPAN-051 – Elementary Spanish II**

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

**SPAN-052 Intermediate Spanish I**

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

**SPAN-053 Intermediate Spanish II**

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

1. **Online Supplements**: None
2. **Experimental (900) Course Outline of Record**

**AUTO 921 – Hybrid and Alternative Fuels Technology**

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

This proposal is coming back with the recommended changes from a previous meeting; this course is transferable, PSLOs were align to the existing program, hours and units were updated, and the option for course credit check. The department would like to offer this course Fa’16.

**Committee Feedback:**

The point break-down for grading is not listed within the CSLO area; it’s not clear the value of each assignment. The “purple sheet” (instruction guide) indicates percentage is required based on each type of assignments. The mapping doesn’t align to CLOs/PSLOs.

**AUTO 922 – Introduction to Diesel Technology**

**Action:** tabled (M/S: Stricker/Pederson); unanimous

The percentage outcomes are miscalculated. The mapping of CSLOs are not aligned to PSLOs.

1. **New Course Outline – None**
2. **CTE Two Year Pre/Co-requisite Review Process:**

Instead of developing a side process, create a process that folds into the PRST tool where every two years CTE pre/co-requisites are reviewed by departments by clicking on a tab to verify whether changes are needed. It was shared that a process was predetermined during a previous meeting; when the catalog drafts are sent attach the pre/co-requisite review sheets as well.

The committee felt that using the PRST tool for the CTE review process would be overlooked. In theory the tool is not being comprehensively used by departments to update assessment information therefore it would not be used for the CTE review. It was suggested that using the tool as an automated process, may be someone can monitor the completion status and send reminder notifications for those not completed. It was shared that the CurricuNET assessment module would tie both assessment and pre/co-requisite review into one program and has the ability to send notification based on cohorts/CTE process.

CurricuNET is to be launched this semester.

1. **PSLO Assessment**

It was shared that a TLC assessment representative is needed to review the COOR assessment components as meeting the assessment criteria; however, TLC does not have someone to attend curriculum meetings at this time. It was recommended by Tue, TLC Chair to offer a two hour assessment training based on what specific requirements are needed on the COOR. It was questioned under whose purview is it to look at the assessment criteria and/or is it a joint effort between curriculum and assessment?

It was determined that the assessment criteria is not under the curriculum purview compared to other COOR components to be approved by curriculum based on Title V guidelines. It was deemed having a training session conducted by an official TLC member would cause confusion between curriculum and departments when assessment committee holds the responsibility of informing departments that their assessment criteria is inadequate.

**Committee Recommendations:**

* It was recommended that the TLC committee should work with CurricuNET committee to establish a workflow process.
* It was suggested to provide TLC with different COOR assessment copies to determine what’s acceptable.
* It was shared that the curriculum committee should maintain ownership of reviewing different elements on a COOR.

**STANDING ITEMS**

1. **CurricuNET –** The new META version will be available and by the end of spring semester.
2. **Shared Governance Committee –** tabled
3. **Articulation -** tabled
4. **Teaching & Learning Committee -** tabled
5. **Academic Senate –** tabled
6. **Other**

Meeting adjourned – 2:46 pm

Spring’15 Meeting Dates: April 15; May 6

CO-420 from 1-3 pm