**Present**: *Louie Giambattista, Chair*; Tawny Beal, Susie Hansen, Erich Holtmann, Christine Kromer, Morgan Lynn, Michelle Mack, Jancy Rickman, Lois Yamakoshi, Penny Wilkins, Eileen Valenzuela, Grace Villegas, Nancy Ybarra, and Shondra West (Note taker)

**Absent**: Natalie Hannum, Kevin Horan, A’kilah Moore, and German Sierra

**Guest:** Joshua Bearden

Meeting called to order: 1:13pm; Location: CO-420

**CURRENT ITEMS**

1. **Announcements & Public Comment:**

Box 2A meeting from 2-5pm conflicts with 11/4 Curriculum meeting; attendance may be low.

1. **Approval of the Agenda**

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

**Approval of the Minutes from October 7, 2015**

**Action:** Approved with the changes (M/S: Rickman/Beal); unanimous

* Correct the typos and reword the statement under Associate Degree Program Changes
1. **Consent Agenda**

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

1. **Existing Course Outlines of Record**

**PE-10A – Beginning Circuit Training**

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

**Committee Recommendations:**

* Second reading of the outline; the previous meeting recommendations from 10/7 were completed.
* This is an existing course converted into level “A”; the assessment date previously assigned is acceptable to use, Sp14.
* Remove the checkmark for new and recheck existing course.
* CSLO 3 has a lecture component to explain workouts which does not classify this course as a lecture; the mode of instruction is activity.

**HIST-029 – The American World until 1865: Creating a “New World America”**

**Action:** Approved CID changes (M/S: Holtmann/Lynn); one abstention: T.Beal

**Committee Recommendations:**

* Approval was granted for CID changes requested by the state, however the committee recommended that the department update and resubmit the COOR for future curriculum approval.
* Page 1 of the COOR needs a CID number.
* The PSLOs are different for 29/ 30 vs. 55. HIST 29/30 PSLOs are not aligned to the transfer degree, they existed before the degree. The PSLOs will be updated once the state accepts the CID changes currently being submitted. HIST 55 is a new course and the PSLOs have been tailored to the AA-T.
* Corrections to typos needed. Moving forward any typos or grammatical changes found by members should be submitted separately to Eileen or Shondra outside of the meeting.
* Revise the grading section to explain how students earn an unsatisfactory grade “F”, below 60%.
* Clarification is needed pg. 8 regarding 20 class meeting activities; it’s not clear if the statement represents the number of class meetings or will 20 assigned activities be completed during throughout the semester.
* Clarification is needed page 7, question and response card section starting at the word “Since”.
* Assessment date and cohort number is needed – The history courses have not been officially placed into cohorts. It was suggested to place these courses into cohort 4 in order to be assessed this year, therefore prompting revision changes to the COOR to be submitted for curriculum approval.
* It was recommended that TLC should hold the responsibility of assuring cohorts are assigned to courses, even though the curriculum committee is typically the first body to review and catch the missing assessment information. It was suggested that curriculum continues to review the COOR assessment component and develop a process that guarantee courses are assigned to cohorts. This may require the Dean’s contribution to overlook cohort assignments during the Dean’s review process.
* It was suggested that departments should be allowed to submit a revision form to assign assessment dates.

**HIST-30 – The American World from 1865: Creating a Modern World Hegemony**

**Action:** Approved with CID changes (M/S: Holtmann/Lynn); one abstention: T.Beal

**Committee Recommendations:**

* Approval was granted for CID approval changes requested by the state, however the committee recommended the department to update and resubmit the COOR for upcoming approval.
* The COOR language for HIST 29 and 30 are somewhat similar and should be different; the department should consider revising the information to demonstrate the differences.
* Page 1 of the COOR needs the CID number included.
* Assessment date and cohort number is needed.
* Typo corrections needed. Committee members should submit any typos or grammatical changes separately to Eileen or Shondra.
* With all the changes and recommendations discovered by the committee, this course was approved for CSU/UC articulation based on content alone.
1. **New Course Outline of Records**

**DRAMA-072 The Color of Media: A Journey Through African American Life**

**Action:** Approved (M/S: Lynn/Holtmann); one abstention: M.Lynn

**Committee Recommendations:**

New Course Form –

* Item 5 and 6 selection of “yes” was questioned; it was explained that the intentions for the selection is that this course will possibly be used as part of a future degree in Film.
* Item 8 check UC/IGETC information.
* Item 16 and 19 - an explanation is required for item 19 if item 16 is checked “yes”.

COOR Form

* The explanation was provided for the textbooks being five years old is acceptable.
* GE committee recommended that this course is assigned to Arts & Humanities and Ethnic/Multicultural req.
* The materials within the COOR seems outdated; however no immediate changes are required.

**ENGL-124 Children’s Literature**

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

**Committee Recommendations**

Any typos/grammatical changes found by the committee should be identified and submitted separately to Eileen or Shondra.

**HIST-055 History of Sexuality in North America**

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

**Committee Recommendations:**

It was recommended to change the grade scheme from Letter Grade (LG) to Student Choice (SC). Offering this course as SC will give students more flexibility for taking the class for personal enrichment vs. satisfying their educational goals. Typically students consult with a Counselor before requesting P/NP via a petition that’s submitted to A&R by a certain date. The petition form indicates P/NP guidelines, e.g. which is irreversible. This may pose a problem for students wanting to reverse P/NP later to meet major requirements (this is a rare occurrence). P/NP is acceptable as transfer to CSU/UC. P grade is “C” and above, and NP is “D” and below.

**PE-010B – Intermediate Circuit Training**

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

**Committee Recommendations:**

* It was suggested to consult with the department regarding adding PE-010B as an advisory
* Remove the check mark “no” for Baccalaureate level; both yes and no are checked.

New course form

* Item 4 – check yes
* Item 5 – change no to yes
* Item 8 – check CSU
* The COOR language written is not a duplication of PE-010A; the content reflects that PE-010B is advanced.
1. **Prerequisites:** None
2. **Online Supplements**

**ENGL-145 Survey of World Literature II: Mid-17th Century to Present**

**Action:** Approved (M/S: Kromer/Wilkins): unanimous

 **Committee Recommendations:**

* Remove the generic wording referencing online systems: change D2L to LMS (Learning Management System) and Dropbox to Online Submission Tool. This will help keep the wording current in case there is an upgrade with the online technology systems.
* Oral presentation on campus is considered face-to-face contact classifying this a hybrid class; it was recommended to remove the wording in order for this course to be considered completely online.
1. **Existing Programs** - none
2. **Experimental (900) Course** – None
3. **Changes to the COOR form and instructions** – tabled
4. **Policy Change for Hours and Units Calculations for Credit Courses –** The state sent an email regarding new terminology regarding unit calculation. Changes to the language calculation for lecture and lab will read “in-class” and homework to “out-class”; (lect & lab + homework/54) to (in-class + out-class/54). More information will be shared to clearly define what the changes are. These changes doesn’t impact the current COORs on file.

**Standing Items** - Tabled

* CurricuNet
* SGC
* Articulation
* TLC

Meeting adjourned – 2:58 pm

Meeting Dates: 11/4 11/18 12/2

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