Present: **Morgan Lynn**, *Chair*, Josh Bearden (*Distance Education*), Christina Goff (*Librarian*), Dann Gesink (*CTE Representative),* Paula Gunder (*Liberal Arts and Sciences*), George Olgin (*English*), Tess Shideler (*Liberal Arts & Sciences*), Penny Wilkins (*Computer Science*), Rikki Hall (*Director of A&R*), Liz McLaurin (*LMCAS Representative*); Natalie Hannum (*Vice President of* Instruction), Nikki Moultrie (*Dean of CTE and Social Sciences*), Ryan Pedersen (*Dean of Math and Sciences*), Eileen Valenzuela (*Articulation Officer*), and Grace Villegas (*Academic Scheduling*), and Shondra West (*Note-taker*)
Absent: Aprill Nogarr (*Non-Departmentalized Faculty Group - Brtwd*) and Sepideh Daroogheha (*Mathematics*),
Guest: Rachel Anicetti (*Transfer & Career Services Manager*); Ryan Hiscocks (*Political Science Faculty*); and Chialin Hsieh (*Planning & Institutional Effectiveness Manager*)

Meeting called to order: 2:35 pm   Location: Zoom Meeting
CURRENT ITEMS

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1. **Announcements & Public Comment:**
   None

2. **Approval of the Agenda**
   Action: Approved; (M/S: Shideler/Olgin); unanimous

   Approval of the Minutes: February 17, 2021
   Action: Approved (M/S: Goff/Gunder); unanimous

3. **Standing Item: Articulation Update**
   Natalie shared the purpose of the articulation officer report. Such that the articulation work is spread across three service areas; Office of Instruction, transfer, and counseling. Inasmuch having a report helps close the loop about the status of courses/programs submitted and approved by the curriculum that require additional approval at the next levels (District/State Chancellor's Office/and/or articulation). Furthermore, Eileen shared the processes using a shared document that was uploaded to the curriculum SharePoint folder. Eileen's report included information about the approval processes for the following:
   - **CSUGE/IGETC** courses curriculum approved during Fall are typically submitted in December. The results will be received by April/May, which Eileen then inform departments and the college community.
   - **Area F Ethnic Study** course required submission for articulation approval early this month (March) due to it being a new university requirement.
   - **Substantive changes** to courses that require governing board (GB) approval before they can be submitted to the State Community College Chancellor's Office (state). Once the state grants approval a control number is assigned at which courses can be advertised in the catalog and are entered into Colleague data system. For example, EMS, COOP, KINES are substantive due to unit/TOP code changes.
   - **February governing board** approved courses will be submitted for state and articulation as the next level of approval.
   - **Spring submission** after the President and GB approval is scheduled for July to request UC/transferability and should here back by September.

- **Fall submission** for UC/IGETC is December which the college will receive the results April/May.
- **DANCE course** curriculum approved in February was submitted to the April board.
- **Programs** (degrees/certificates) routing process is similar to courses. Once approved by curriculum they are submitted for GB and state approval. The computer science degrees/certificates and the CA in Three-Dimensional Design were state approved. Eileen shared she updates the catalog addendum.
- **ADT Law Public Policy and Society** is GB approved. The degree submission is pending until the one CID course receives approval by the state. However, once the CID approval goes past 45 days, Eileen can request state approval by March 23rd.
- **Business Administration program** requirements were updated by the state, requiring the business department to make changes to the existing one. Eileen shared the state renamed the latest Associate Science of Business Administration 2.0 to avoid confusion. Eileen also shared that the department is close to finishing the updates for submission to the curriculum and will inactivate the current BUS Admin degree later.
- **Transfer degrees** state templates were updated. Eileen shared that she is in charge of contacting the department to inform them the templates were revised. For example, Psychology, Philosophy, and Speech ADT degrees are areas in which the state template was revised and required the department to update their program. Speech recently updated the degree and didn't require an update.
- **ASSIST program** is updated by Eileen annually during March/April.
- **Fire courses** submitted for state CID approval will occur next week.
- **Inactivation** of programs (courses) requires looking at other departments if they are impacted whenever courses are removed. Eileen contacts the departments concerning the change and by which revisions are needed and submitted via the routing processes; curriculum, GB, and state before updated in the catalog.

Rachel shared additional information about course articulation (LMC courses to CSU/IGETC courses) as it is a dual relationship project between transfer, admissions & records, and counseling department to identify which courses articulate at the universities and private institution levels. Morgan talked about developing a 12-month curriculum calendar to help outline the approval processes. Natalie expressed understanding the curriculum overarching processes that intersect with different pieces of the institution and students' experience.

4. **Existing Course PTEC-015**
   Action: Approved (M/S: Goff/Olgin); unanimous
   Nikki shared that a change was made to PTEC GE designation scientific inquiry, which before the information was implied in CSLO6. **Suggestion**:
   - Remove the disciplines from the non-master level because they are duplicated in the master level. All disciplines should be noted in the master's levels.
   - Change new course designation posted in eLumen. Nikki explained the designation intentionality eLumen submission cycle begins as a new course and will remain until the entire workflow cycle has been completed. Also, do to the changes made to the courses (name change) it remained in the new course phase and stage five because it was brought back to the curriculum. Once a course completes an entire curriculum cycle, it will be placed back into the curriculum library so it can be checked out again.

5. <u>**Consent Agenda**</u>
   Action: Approved with amendments (M/S: Olgin/Shideler); abstention D. Gesink
   - PTEC-015 Online Addenda
   - Certified PC Repair Technician – College Skills Certificate

<u>**Amendment**</u>: remove the inactivation of child development programs from the consent agenda and the computer applications specialist CA. The committee was concerned about the rationale provided for inactivating the programs was vague. Child development explanation needs a substantial explanation concerning the removal of a course whenever eliminating a program. It was shared that the rationale for the college skills certificates are limited to a few courses, and whenever one or two courses are inactivated that the program is no longer an option for students. The concern was that the department should have developed new courses to replace the inactivated courses. However, if the courses are due to state changes, that information should be documented on the form. Nikki provided an update regarding the rationale for developing the skills certificates related to the department receiving apportionment funding. Besides this, Nikki expressed in the future programs submitted in eLumen will have a workflow in which there will be a section for the originator to complete the rationale whenever there is a change. The programs via eLumen is scheduled to go live Fall 2021. Concerning catalog rights, the inactivation will occur 21-22 catalog. Recommendation: Have a conversation with faculty about the outcomes from curriculum since departments have the purview to manage their courses and programs for students' best interest. The committee agreed to remove and table the following:
   - Specialization: School Age Care - College Skills Certificate
   - School-Age Development & Education - College Skills Certificate
   - School-Age Associate Teacher - College Skills Certificate

PC Repair Technician certificate has a better rationale noted, which the committed contemplated about not pulling it. Also, the committee shared concerns with the computer application specialist certificate such that the CA rationale is sufficient, but it is a duplication of another certificate that's being replaced. Eileen shared that the title of the CA is a typo and should read Computer Applications "Support" Specialist and should replace the Computer Applications Specialist. The committee agreed to table approving the inactivation so that Louie can come to the next meeting and confirm the information.

6. <u>**Programs**</u>
   - **Web Design - College Skills Certificate Action**: Approved (M/S: Gunder/Goff); abstention D. Gesink
   - **Information Technology (Basic) - Certificate of Achievement Action**: Approved (M/S: Gunder/Goff); abstention D. Gesink
   - **Information Technology (Advanced) – Certificate of Achievement Action**: Approved (M/S: Gunder/Goff); abstention D. Gesink
   - **Information Technology - AS Degree Action**: Approved (M/S: Gunder/Goff); abstention D. Gesink

7. <u>**Guided Pathways/Program Mapper Update**</u>
   Natalie provide an update such that programs that are entered in the college databases should reflect what's in the catalog. The GP team is working with Eileen, Grace, and Nikki to pull degree information, starting with arts/humanities and recording arts to verify the program

requirements' and the accuracy of them based on state and local reports. This will help validate what the counselors and discipline faculty are reviewing via GP mapper and to certify the program requirements are accurate before it's uploaded to eLumen. Additionally, the form learning majors and career pathways previously approved by senate is being reviewed by discipline faculty and counselor and they will provide recommendations and feedback. Morgan also shared the work being completed with the program mapper that require review of institutional documents that impact the functionality of programs. Morgan shared next week Marci and Briana will present on TLC work that is cross-sectional with curriculum, and Josh will talk about the work of OER.

8. **<u>Educational Master Plan</u>** - tabled

9. **<u>Spring 2021 Committee Tasks</u>**
   Morgan offered a recommendation to have the committee join break-out rooms to provide suggestions to prioritize committee tasks. There was a suggestion to work on the assigned project as a committee instead of break-out rooms. As a result, the committee discussed the following:
   - Add the new program form to the task list, and consider revisiting it with senate/SGC before it's built into eLumen
   - Prioritize: (1) position paper, (2) COOR process, (3) forms, and (4) faculty resources.
     - GE forms are scheduled for implementation into eLumen by summer
     - Program implementation is underway to be built in eLumen.
   - Create a folder that houses all the curriculum forms, e.g., google docs for everyone to provide consensus and bring back to the committee for vote. With the COOR and online documents being recently updated may not require much work for committee review.
     - Prerequisite justification – built under the eLumen prerequisite tab

   Morgan shared the position paper update will include the tech review process, and afterward, the final draft of the PP will be sent to the senate for review and approval.
   - Review the guidelines, approval standards, curriculum resources, and clarifying the curriculum schedule after completion of the PP, COOR, and forms process.
   Recommendation
     - Review the guidelines and approval process with the COOR review process
     - Develop tabs in eLumen for each form format. Nikki shared with the committee about the capabilities of eLumen in which tabs may not be an option.
     - Add descriptors to the eLumen boxes that require faculty to provide COOR information, e.g., cover sheet. Nikki shared helper text is one functionality of eLumen but will ask the developers about adding tabs and modifying dropdowns. Nikki also shared eLumen was designed to follow the current COOR format, expect that assessment portion lives in a different eLumen area.
     - Consider updating the prerequisite form, which is confusing to most faculty.
     - Nikki asked the committee to share ideas that they would like to utilize in eLumen and she will keep note of the desirables to share with the eLumen developers. For example, review a GE course and determine how faculty should complete the eLumen GE form workflow.
     - The templates are live and difficult to change in the middle of an eLumen curriculum process because it will impact courses submitted for review. Nikki

shared to consider making changes annually whenever new developments come up during the workflow processes.

Morgan shared looking to the committee to address the concerns of making the best decisions during the curriculum process. It may be difficult to address the concerns due to various discipline backgrounds and experiences.

- o One idea is the committee can share how much reading, writing, and critical thinking is needed. However, the existing COOR guidelines have the information in which the committee should review that document. The concern could be that authors are not reading or understanding what's being requested in the guidelines such that the goal of the descriptors is to meet the committee expectations.
- o Provide examples and models of what's being requested by faculty. The reference materials are something to build upon and upload in the *i* (information) section in eLumen whereby faculty can click on the icon for more information.
- o Consider having an individual face-to-face training to help faculty which may pan out as being more beneficial more than reference materials. Nikki shared there is no limit how faculty resources can be built via eLumen
  - ▪ Provide a COOR example in eLumen.

Cindy shared that the new GE module design no longer includes reading, writing, and critical thinking as a separate component of TLC assessment whereby all courses will need to meet this requirement. Furthermore, the curriculum involvement of whether all courses meet the Title V requirements.

- o Providing more examples is most helpful for faculty accessible via the eLumen boxes.

Morgan asked, and the committee agreed on how best to utilize future meetings as a group provided that resource documents, shared google docs, etc. will help with the committee discussion.

- o Position paper recently approved by the senate was membership and procedure for tech review processes.
- o The concern of making changes to eLumen during an academic year, such that what's the impact if faculty are submitting courses now for Fall. Nikki shared she is working on cleaning the system with documents remaining in the queue. Considering how template changes will impact the workflows.
- o Prioritizing eLumen deadline in relation to board, state, and CSU/IGETC approval as it relates to building new templates and workflows, plus communicating this to faculty.

Morgan asked the committee to begin the documents' review process, and she will begin to send items out to the committee.

Governance Committees - Tabled
1. Shared Governance
2. Articulation
3. Teaching and Learning Committee
4. Academic Senate

Adjourned at: 4:30 pm