

Present: **Morgan Lynn, Chair**, Sepideh Daroogheha (Mathematics) , Christina Goff (Librarian), Dann Gesink (CTE Representative), Paula Gunder (Liberal Arts and Sciences), Aprill Nogarr (Non-Departmentalized Faculty Group - Brtd), George Olgin (English), Tess Shideler (Liberal Arts & Sciences), Penny Wilkins (Computer Science), Trinidad Zavala, Rikki Hall (Director of A&R), Liz McLaurin (LMCAS Representative); 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: Josh Bearden (Distance Education) and Natalie Hannum (Vice President of Instruction)

Guest: Rachel Anicetti (Transfer & Career Services Manager); Sally Montemayor Lenz (*LMC Guide Pathways Consultant*), Girlie Sison (*Physical Science*),

Meeting called to order: 2:36 pm Location: Zoom Meeting

CURRENT ITEMS

1. Announcements & Public Comment:

Morgan shared she presented to AS concerning the policy on hours and units – feedback was received from faculty attending the meeting. This is a topic to add on the next agenda

2. Approval of the Agenda

Action: Approved with changes; (M/S: Goff/Wilkins); unanimous
Add Tess name to the agenda

Approval of the Minutes: April 7, 2021

Action: Approved (M/S: Gunder/Goff); abstain Zavala, Daroogheha, Gesink

3. Standing Item: Articulation Update

Eileen provided an update

- Seven degrees/certificates were updated due to the inactivation of courses; AA Journalism, ADT Anthropology, COA Early Childhood Education, ADT History, ADT Social Justice Studies – African American Studies, AD Spanish, and COA Spanish. Some of the updated degrees/certs are on today's agenda.
- Eleven degrees/certificates that were inconsistent with the new CCCCO requirements were updated; AAT Art History AA Fine Arts; AA Graphic Communications, AA Humanities, AAT Studio Arts, COA 3D-Dimensional Design, AAT Music AA Recording Arts, and COA Recording Arts Out of eleven degrees/certificates there are a total of three ready now for curriculum review and will be added to the May meeting.

Question about the revision to programs being part of the pathway pilot, which Eileen shared that making the changes will help with being consistent across all platforms; curriculum & GP, but these are changes the state requires.

4. Consent Agenda

Nikki provided rationale for LACI-170B inactivation. This course does not meet the Education Code 55252 occupational requirements. Being that there are two types of COOP; general (160, 170, 180) vs discipline specific occupational courses (CTE/vocational programs). Being that this course fall outside of general COOP using a SAM code of

occupational, it does not meet both, therefore the course is being inactivated. However, the department can request for this course to become a general coop course in the future provided with changes to it.

Rachel provided a brief description of LACI. The LACI courses are a series offered via the student leadership/student life office that focuses on building student leadership, government and clubs. The courses fall under Dave Belman and written by him along with John, but at the moment there is no one available to teach these courses. This course is not transferable.

Recommendation if the course is reactivated have a discussion to make it transferable and non-credit with zero fees. If offered as non-credit the courses are ineligible for transfer credit. Consider incorporating language about students' participation on governance committees and also incorporating tutoring and possibly ACS courses that would benefit students such that they are committing to a cohort model of learning with others and with an emphasis on critical thinking skills.

Action: Approved (M/S: Goff/Olgin); unanimous

5. Programs

- **AA Journalism, Action:** Approved (M/S: Goff/Wilkins); unanimous
- **COA Early Childhood Education, Action:** Approved (M/S: Goff/Wilkins); unanimous
- **AA Graphic Communication, Action:** Approved (M/S: Goff/Olgin); unanimous
- **COA Graphic Communication, Action:** Approved (M/S: Goff/Olgin); unanimous

6. Position Paper

The committee discussed and worked on revising the position paper in preparation to submit for Academic Senate approval. The members discussed the following:

- The tech review process and committee responsibilities were updated based on the previous meeting discussion.
- Transfer and PSLO/CSLO Coordinator was added as tech reviewers and will be regular resource members (non-voting).
 - Question if a resource member could serve as a voting member. The committee discussed different ways how a resource member could have dual responsibilities, but the committee felt that the added members are best resourceful as tech reviewers to avoid double the workload (tech and curriculum COOR review) and conflict of duties. However, there are members serving in dual capacities, e.g., Librarian and Distance Education.
 - Recommendation to look at the curriculum committee duties and meeting's mission and philosophy statement to determine who can vote prior to make changes to the membership.
 - Use of release time (RT) whereby serving on other committees could become part of their duties. The concern was increasing the workload and institutional challenges with resourcing funds to support the chairs RT to include the added duties.

The committee peruse through the position paper with agreement to review and revise the curriculum responsibilities section

- Bullet 1: the wording was revised from and assess to review.
- Bullet 2: include Title V language what's required to review COORs and consider revising the language to align with LMC's mission, vision and values. The line item will include listing out duties covering the five TV criteria.
- Bullet 1: revised the statement
 - Support or advise colleagues with consistent curriculum processes; or
 - Support consistency with existing LMC policies, programs, and priorities
 - Support the development of new and existing curriculum and add this before the word "review"
 - Support the development of relevant new and revised curriculum courses
 - In the curriculum's mission include a statement to support colleagues in submitting legitimate information
 - Replace degree applicable to include the different types of programs and courses, e.g. credit & non-credit.
 - Consider separating out the review and support processes as separate items
 - Use language from the Program & Course Approval Handbook (PCAH) that will help people become familiarized with the committee responsibilities. By adding the five criteria.
 - Adding language from state regulations will add validity to the document. Considering that the document will remain standing whenever members are rotating on and off.

The committee discussed wording changes from policies and priorities to mission, vision, and values. Also, wording ideas from how other colleges were reviewed about curriculum duties. The remaining document was analyzed for changes. One thought about the existing document was that it contained historical language about past practices. After further discussion to make the revisions to the responsibility section of the paper, Morgan suggested revisiting this section at the next meeting to allow time to review and discuss other items of the document. In light of this, the committee made edits to other parts of the document.

- Add SEM as a non-voting member in support with SGC being one
 - Clarification about a curriculum member serves on SEM and SGC or visa versa
- Renumbered the items by either eliminating, combining or enhancing the description of the responsibilities.
- Focus specific on curriculum balance educational philosophy statement
- Added wording to item three: provide guidance and encourage conversation college-wide issues; eliminated wording about assessing

The committee spoke about providing a balance of courses, e.g., having certain course offerings in area requirements that varying discipline are available for students to select. This is not per se a curriculum issue but can be considered in developing the process. Another way to look at balance is the membership with having a diverse committee.

- Change the wording balance to depth or breadth

Furthermore, the committee discussed what is the role of having different members sit on other committees as the representative, e.g., shared governance.

- Add a statement that members actively engage in shared governance activities
- Include curriculum members are not limited to serve on SGC and SEM

The committee continued with the review of position paper for edits. Some of the items added was wordsmithing and a statement to include the Educational Master Plan goals. Other items

discussed were about adding curriculum resources for people to access. Towards the end, Morgan asked the member if the position paper is readying forwarding to academic senate, which the committee was in support of.

7. **COOR Template - tabled**

8. **Meeting Dates -tabled**

Governance Committees - Tabled

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| 1. Shared Governance | 3. Teaching and Learning Committee |
| 2. Articulation | 4. Academic Senate |

Adjourned at: 4:33 pm