<u>Present</u>: Morgan Lynn, **Chair**, <u>*Voting Members*</u>: Thalia Bobadilla (*Communication*), Sepideh Daroogheha (*Mathematics*), Dann Gesink (*Career Education*), Christina Goff (*Librarian*), Scott Hubbard (*Distance Education Chair*), Syed Hussain (*Behavioral Sciences*), George Olgin (*English*), Randi Osburn (*Child Development*), Camille Santana (*Counseling*), Tess Shideler (*Science*), Girlie Sison (*Science*), Penny Wilkins (*Business and Management*), Von Wolf (*Brentwood Math*); <u>*Alternate Member*</u>: Faith Watkins (*Counseling*) <u>***Non-Voting Representative***</u>: Rachel Anicetti (*Transfer*), Rikki Hall (*Director of A&R*), Natalie Hannum (*Vice President of Instruction*), Marci Lapriore (*PSLO/CSLO Coordinator*), Kristin Lima (*Dean of Instruction: Career Education*), Aprill Nogarr (*Interim Dean of Instruction: Liberal Arts*), Ryan Pedersen (*Dean of Instruction: Math and Sciences*), David Reyes (*Transfer*), Adrianna Simone (*GE Chair*), Grace Villegas (*Academic Scheduling Specialist*), Eileen Valenzuela (*Articulation Officer*) and Shondra West (*Note-taker*)
<u>Absent</u>: None
<u>Guest</u>: Michael Kean (*PTEC/ETEC*), Chialin Hsieh (*Sr. Dean of Planning & Institutional Effectiveness*), and Star Steers (*Communication*)

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

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1. <u>Announcements & Public Comment:</u>
   M. Kean shared the PTEC/ETEC department will submit prerequisite revisions

2. <u>Approval of the Agenda</u>
   Move item 4: Program Review after item 6: Structure of Meeting Agenda
   Action: Approved with an amendment (M/S: P Wilkins/T. Shideler); unanimous

   <u>Approval of the Minutes: May 19, 2021</u>
   Change AAT to AA Humanities **Action:** Approved with amendment; (M/S: C. Goff/D. Gesink); abstain: T. Bobadilla, S. Daroogheha, S. Hubbard, S. Hussain, C. Santana, G. Sison, and V. Wolf

3. <u>Standing Item: Articulation Update</u>
   Eileen provided an update:
   - An audit was conducted for consistency between state and locally approved degrees/programs
   - Thirteen programs were state approved and added to the catalog addendum
   - Submitted five ADTs revised and two new ADTs for state approval
   - Ten LMC courses submitted for transfer were approved
   - KINES course submitted for transferability but denied; the department can review and appeal the decision
   - Twenty-three LMC courses were submitted for CID approval

   A question was asked considering English E (enhanced) in comparison to developing an English basic and advanced course; considering, more information to come by the department. English E is 100/100s combined. English E transfer approved course, four units.

4. Training

   Morgan presented on the curriculum committee approval process along with an overview of the curriculum website of where to find essential documents. Title 5, California code of regulations/education codes and program and course approval handbook links were shared in the chat. Morgan read the curriculum mission statement, informed who serves on the tech review committee, and shared the visions and values statements with the committee. Morgan asked the committee to review and study the Curriculum Guide during a portion of the meeting for twenty minutes; afterward a follow up discussion with the committee was completed to answer questions. Inasmuch, an eLumen demonstration was provided by Morgan on how to review a course.

   Committee Feedback:
   - Implement diversity, equity, anti-racism, equality, and other social justice work initiated by the college, outlined in the mission, and mandated regulations into course revisions and new courses. Support faculty in the effort to equitized curriculum.
   - Think of ways how the committee can offer support, train, and become a resource when helping faculty develop and revise curriculum prior to submitting COORs. Develop ways in which the committee initiates professional development efforts.
   - Academic Senate approves new degrees and curriculum approve the revision of degrees and certificates.
   - Question about the approval process considering streamlining the process and establishing hierarchy in relation to courses meeting all the requirements outlined in the curriculum guidebook and the mission.
     - There is an extensive prereview process that courses/programs undergo before they are submitted to curriculum. No one person is responsible for confirming that all curriculum items meet the criteria; it's a collaborative effort.
     - The course outline of record is the basis for establishing whether student learning outcomes are met by the student and used for faculty evaluations.

Morgan provided an eLumen demonstration of the curriculum approval process and an explanation covering the step-by-step course outline review, starting at the department level until it reaches the committee, inasmuch as the involvement of other entity approvals; e.g., state.

Add a future agenda item – review the submission deadlines as a consideration of managing curriculum committee workload and in the coordination of developing a spring timeline. Furthermore, ask TLC to participate in the discussion.

Morgan addressed questions during the eLumen presentation covering how to navigate the system, access the curriculum library, different screen views, technical elements, and the dos and don'ts of an electronic course review. Don't hit the "submit" button; it will remove the

course from view for others to access, and don't type comments in the eLumen course. Furthermore, Morgan shared the grading, units, hours, requisite, specifications, assignment, textbooks, learning outcomes, content sections in eLumen.

5. <u>Program Review</u>
Chialin gave a program review update, which the department chairs are involved in the process. A link was provided in the chat sharing the location of program reviews on the website. Currently, program review is in year five whereby, eLumen is the repository of curriculum, assessment, and program review. Training is provided to department chairs, and faculty are welcomed. Chialin gave a demonstration of the program review using eLumen along with the timeline. The timeline consists of items when things are due and when items are due to the instructional deans. Training is scheduled for September on Friday's assessment and curriculum. Training in October program updates, additional training is offered in November focused on the vision for success.

6. <u>Meeting Agenda - Tabled</u>

Standing Items
1. Shared Governance Committee - tabled
2. Teaching & Learning Committee - tabled
3. Academic Senate - tabled
4. Strategic Enrollment Management - tabled

Adjourned at: 4:31 pm

Future Curriculum Meeting Dates:
Fall 2021: September ~~1~~, 15, 29, October 6, 20, November 3, 17, December 1
Spring 2022: February 2, 16 March 2, 16, April 6, 20 May 4, 18