**Present**: **Morgan Lynn***, Chair*, Josh Bearden (*Distance Education*), Sepideh Daroogheha (*Mathematics*), Christina Goff (*Librarian*), Paula Gunder (*Liberal Arts and Sciences*), Aprill Nogarr (*Non-Departmentalized Faculty Group - Brtwd*), George Olgin (*English*), Girlie Sison (*Liberal Arts & Sciences, alternate*), Veronica Turrigiano (*CTE*), Penny Wilkins (*Computer Science*), Trinidad Zavala (Counseling); Rikki Hall (*Director of A&R*), 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**: Tess Shideler (*Liberal Arts & Sciences*)
**Guest**: Dave Wahl, Catt Wood, Susie Hansen, and Marci Lapriore

Meeting called to order:  2:40 pm   Location: Zoom Meeting

## CURRENT ITEMS
_____

1. **Announcements & Public Comment:**
   **Welcome and Introductions**

2. **Approval of the Agenda**
   **Action:** Approved with changes (M/S: Goff/Turrigiano); unanimous
   - COUNS-35 change to COUNS-45
   - Remove the welding courses from the consent agenda (11, 16, 20, 21, 31, 33, 41, 43)

   **Approval of the Minutes: May 20, 2020**
   **Action:** Approved with changes (M/S: Nogarr/Wilkins); abstain (6) J. Bearden, G. Olgin, C. Goff, P. Gunder, S. Daroogheha, T. Zavala, V. Turrigiano

3. **Curriculum Committee Member Training and Procedure**
   Morgan shared a curriculum committee (CC) PowerPoint regarding elements of the CC course/program review and approval process, specifically on the following topics:
   - Curriculum Authority - Academic Senates as it relates to 10 + 1
     o Courses/programs are routed to the Governing Board (GB) for approval
   - Title 5, 55002. Standards and Criteria for Courses of responsibility focused on:
     o curriculum committee
     o Standard of approval
     o Units
     o Intensity
     o Pre/co-requisites
     o Basic Skills requirements
     o Course outline of record
     o Degree applicable vs. non-applicable
   Morgan expressed these are the specific things that the CC should oversee when approving courses and programs. Additionally, Morgan shared two other resources; Program and Course Approval Handbook (PACAH) and ASCCC Core Guide (ASCCC). Morgan covered items within these documents:

- Development Criteria five criteria (PACAH p. 24)
- Required Elements of a COOR per Title 5 55002 (ASCCC p. 12)
  - Regarding the objective section of the course outline of record (COOR) review, LMC review SLOs instead of objectives. A question was asked regarding other outside of class assignments and the location of it on the COOR. Morgan and Nikki shared where this information can be found on the COOR and eLumen-specifications tab. Nikki further explained how the sample assignment template in eLumen is used with meeting state requirements. Christina suggested having new CC members review the table of contents to further understand the process in a simpler fashion.
- Course Objectives and Student Learning Outcomes (ASCCC p. 22-23)
  - LMC COOR has SLOs and content section and no objectives
- Critical Thinking in the Course Objectives (ASCCC p. 24)
- Prerequisites and co-requisites (ASSCC p. 25)
- Content - LMC formats this as an outline. Morgan expressed that the CC confirms that COORs are not submitted with using a general table of content copied and pasted from a textbook. (ASCC p. 25-26). Nikki suggested scheduling time for separate training.

Morgan stopped the training returning to the agenda, but asked the committee of their recommendation to review the courses as groups of two. The committee discussed the legality of proceeding with this type of review. Moreover Josh shared the intent is to review the COOR for things that are missing or overlooked from it to assist the CC moving forward efficiently. Christina recommended moving forward with the Tech Review committee in place of developing groups, whereas to avoid developing another process that overlaps. Penny made a recommendation to develop a group of four opposed to two. The committee agreed to follow-up with determining a CC pre-review procedure at the end of September. Josh as Distance Education (DE) Chair, coordinates the review of online addendums, which Morgan asked CC about their involvement with the approval of DE forms. Notwithstanding, the DE proposals will be part of the consent agenda. The committee ended the discussion confirming the consent agenda approval process, more so any items that require discussion is pulled from it. Josh confirmed that COORs are being reviewed during the DE online addendum process.

4. **eLumen** - Tabled
5. **Consent Agenda**
   **Action**: Approved (M/S: Goff/Gunder); abstain (3) G. Olgin, S. Daroogheha, and T. Zavala
   LACI-048 – inactivation
   DE Addenda: Chem-025, 26, 28, 29, Couns-030, 31, 35; WELD-007, 10, 15, 35, 40, and 100.
   - Chemistry indicates using lab instruments, which was questioned about virtual stimulation of it. Girlie furthered explained the virtual stimulation of lab instruments with utilization using Canvas and additional online learning management system resources. With the explanation, this course was deemed appropriate as an online course.

- Welding 100 – the statement concerning "students must weld" was questioned as an online course requirement. The emergency box is checked in reference to cancelling the class due to unforeseen circumstances related to COVID-19 shelter in place. Nikki shared if students are unable to attend a physical lab, there are options for virtual stimulations, or students can return at another time during the semester to finish the course. Veronica expressed that Weld-100 is technically a hybrid course and not 100% online. Christina motion to pull from consent.

  Josh furthered shared that the DE tech review process and the purview of the committee, such that when a department indicates teaching a course online, the process does not refute what items can or cannot be taught online. The department demonstrates how to deploy the instruments tools online, and the committee trust that it's being done. There are no methodology in place to assess this information. As a result, under the DE purview, the committee does not speak to if departments can or cannot teach based on the utilization of their instrument stimulations.

6. **Programs**
   - Basic Drone Piloting Certificate of Completion -Noncredit Certificate
     Action: Approve with amendments (M/S: Goff/Wilkins); abstain (3) V. Turrigiano, G. Olgin, and S. Daroogheha
     The SLO concerning students will pass Federal Aviation Aeronautics (FAA) licensing requirements was questioned. Christina's recommendation is to remove or modify it because it is difficult to guarantee students will pass. The catalog description has better language; students are prepared to take the FAA test. Dave will modify the statement.

   - Forklift, Logistics, Operations & Warehouse (FLOW) Certificate of Completion – Noncredit Certificate
     Action: Approved (M/S: Goff/Nogarr) abstain (2) G. Olgin and S. Daroogheha

   - Trauma Informed Practitioner –College Skills Certificate
     Action: Approved (M/S: Goff/Bearden) abstain (3) G. Olgin, S. Daroogheha, and T. Zavala

Adjourned at: 4:34 pm