

**Present:** *Louie Giambattista, Chair*; Christina Goff, Morgan Lynn, Michelle Mack, Aprill Nogarr, Jancy Rickman, Tue Rust, Penny Wilkins, Rikki Hall, Nikki Moultrie, Eileen Valenzuela, Grace Villegas, Nancy Ybarra, and Shondra West (**Note taker**)

**Absent:** Sally Montemayor Lenz and Ryan Pedersen

**Guest:** Sandy Jones and Lucy Snow

Meeting called to order: 2:36pm Location: CO-420

## **CURRENT ITEMS**

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### **1. Announcements & Public Comment:**

None

### **2. Approval of the Agenda**

**Action:** Approved with changes; (M/S: J. Rickman/T. Rust); unanimous

- Move the COMSC agenda items ahead

#### **Approval of the Minutes: April 17, 2019**

**Action:** Approved (M/S: M. Lynn /T. Rust); unanimous

### **3. 2019-2020 Committee Membership:**

The following people are cycling off Curriculum at the end of May, 2019: Michele Mack, Jancy Rickman, and Tue Rust.

The following members will remain: Christina Goff, Morgan Lynn, and Penny Wilkins. Aprill Nogarr is unavailable for Fall 2019 and will return Spring 2020. Marci Lapriore is Aprill's replacement for Fall.

### **4. Consent Agenda: Minor Changes**

None

### **5. Substantive Changes**

#### **COMSC-037 Help Desk Customer Technical Support**

**Action:** Approved with changes (M/S: T. Rust/M. Lynn) unanimous

- Remove the advisory statement: eligibility for ENGL -090

#### **COMSC-060 Information Technologies**

**Action:** Approved (M/S: M. Mack/T. Rust) unanimous

- This course historically has been offered for 4.0 units.
- The committee discussed the module titles; recommendation change the module title format.

#### **COMSC-121 Introduction to Cybersecurity - (Ethical Hacking)**

**Action:** Approved with changes (M/S: T. Rust/A. Nogarr) unanimous

- Revise the COOR title to match CID title by removing the parenthesis from (Ethical Hacking).
- Remove the advisory statement: eligibility for ENGL -090

**ART-072 Introduction to Digital Photography**

**Action:** Tabled

- Change repeat to zero; align CSLOs to PSLOs; need textbook

**HUMAN-040 - Opera: The Human Experience in Music, Voice and Drama 2<sup>nd</sup> reading**

**Action:** Tabled

- Sample assignment doesn't align to the assessment instruments.
- The sample assignments (pg. 4) do match the assessment instruments box (pg. 3); whereas the assessment instruments match the grading. Recommendation remove the sample assignment section.
- Review the schedule description and course content (section c - pg. 7) refers to the sample assignment.

**BIOSC-007 - Ecology and the Environment**

**Action:** Approved (M/S: C. Goff/T. Rust); unanimous

**MATH-029 Accelerated Elementary & Intermediate Algebra**

**Action:** Tabled

- Unit reduction from 7 to 6 units.
- The header title and the body title are different.
- Revise the schedule description "this course is not required for any major or program".
- Remove the statement "this course meets the prerequisite". This course is not a prerequisite.
- The committee discussed the pros/cons of having this course as a prerequisite. This course is determined useful for students that haven't successfully completed Algebra I & II in high school, and/or vocational and adult education students. This course is beneficial for students wanting to enroll in pre-calculus.
  - Change the description to express the real intent for taking this course.
  - There is no pre-req. for Math 30 intermediate algebra, students are not required to take this course to meet prerequisites.
- This course cannot be equated due to title and unit change.
- This course will not be active until June 2020

**TRAVL-074 - North American Destination Specialist**

**Action:** Approved (M/S: T. Rust/P. Wilkins) unanimous

**CHEM-028 Organic Chemistry**

**Action:** Tabled

Realign the CSLOS with the PSLOS reduction of three (3). The CSLOs contain preexisting PSLOs 4-8.

**Prerequisite:** Action: tabled

**CHEM-029 Organic Chemistry**

**Action:** tabled

**Prerequisite:** Action: tabled

**6. Online Supplements****COMSC-037 Help Desk Customer Technical Support**

**Action:** Approved (M/S: T. Rust/M. Mack) abstain: J. Rickman; motion carried

- Revise minor grammatical changes
- Questioned if the students are completing instructor and publisher assignments.
- Reading textbook chapters is considered both homework and lab assignments. However, the reading portion is distinguish as part of out-of-class hour. Recommendation to change “read” statements to “review” readings to distinguish from in/out-of-class assignments.

**Committee Feedback**

- The committee revisited the sample distant education (DE) form online. The committee recommended to reassess the DE form for updates.
- The consensus of the committee is to change the language on the sample copy from “read” to “review”.
- Add an agenda item to reexam the DE samples available on the website:
  - <https://www.losmedanos.edu/distanceeducation/forms.aspx>
  - Post a sample copy to model on the curriculum webpage
- Recommendation to table the conversation concerning the appropriateness of the DE form until OEI rubrics are available. The curriculum approved the current model some time ago. The State has made changes to DE language.
- The overall concerns is determining what’s appropriate for in/out-of-class assignments (student/instructor interaction). When eLumen goes live, the in/out-of-class hours will be required. The topic will be brought back to the committee for future discussion.
- The committee agreed to review Title V requirement to develop an effective practice.
- Concerns about the instructional methodologies for online vs. COOR; whereas the COOR requires one methodology vs. online requires an instructional methodology for each CSLO.

**COMSC-060 - Information Technologies**

**Action:** Approved as amended (M/S: T. Rust/M. Lynn); abstain: J. Rickman/C. Goff; motion carried  
Comments mirror COMSC 37

**COMSC-121 Introduction to Cybersecurity - (Ethical Hacking)**

**Action:** Approved as amended (M/S: T. Rust/P. Wilkins); abstain J. Rickman/C. Goff; motion carried  
This course mirrors COMSC 37

**TRAVL-074 North American Destination Specialist**

**Action:** Approved (M/S: M. Lynn/M. Mack); abstain J. Rickman; motion carried

**7. New courses**

The lab hours in total are 81. The labs are for students requiring additional hands-on experience.

Questioned if these courses are considered stand-alone, or intended to supplement 110, 111, 112, and 113?

The department will be consulted considering the true intent of the courses; to enhance one’s skill set.

Need textbook information.

- **AUTO-114**  
Action: Tabled
- **AUTO-123**  
Action: Tabled

- **AUTO-134**  
Action: Tabled
- **AUTO-144**  
Action: Tabled

## 8. **Programs**

### **Certificate of Achievement: 3D Design**

**Action:** Approved (M/S: J. Rickman/A. Nogarr); unanimous

This certificate was developed to be a shorter 18 unit program and to support the maker space (CTE program) and 2D art classes, required for transfer. Drawing and photography is include, as well as, ceramic and sculpture. Edit the catalog description to speak in 3<sup>rd</sup> person “students” throughout. Transfer statement referencing specific universities replace with generic CSU/UC language.

### **College Skills Certificates**

The skills certificate were updated to include the electronic component. The certificates are marked new; revised copy will be brought to the next meeting.

**Action:** Tabled

- |  |                            |
|--|----------------------------|
| 1. Advanced Performance Engine Builder           | 4. Chasis Specialist       |
| 2. Automotive Certificate of General Maintenance | 5. Powertrain Specialist   |
| 3. Automotive Diesel Specialist                  | 6. Transmission Specialist |

## 9. **Discussion of degree applicable/non-degree applicable vs. transferability**

**Action:** Tabled

## 10. **Non-Credit Course Grading Options**

**Action:** Tabled

## 11. **Position Paper Update**

**Action:** Tabled

## 12. **Chemistry Pre-requisite**

**Action:** Tabled

### **Standing Items - Tabled**

- |                                |                         |
|--------------------------------|-------------------------|
| • eLumen Update                | • Teaching and Learning |
| • Shared Governance Committees | • Academic Senate       |
| • Articulation                 |                         |

### **Adjourned 4:30 pm**

### **Next Meeting Dates:**

**Spring 2019** - May 15

**Fall 2019** - September 4, 18; October 2, 16; November 6, 20; December 4

**Spring 2020** - February 5, 19; March 4, 18; April 15; May 6 and 20