CURRICULUM COMMITTEE SUMMARY November 9, 2015 3:00 – 4:30 p.m., BU 119

MINUTES

ATTENDANCE

E. Venable, B. Donovan (curriculum specialist), J. Rekedal, N. Dequin, D. DiDenti, M. Machado, E. Luna, F. Lozano, K. Warren, P. Henrickson, K. Rose, D. Achterman, J. Maringer-Cantu, S. Carr, S. Sweeney, K. Wagman, N. Cisneros, R. Brown, and E. Talavera (minute recorder).

- I. Call to Order Welcome at 3:04 pm.
- II. Agenda Adjustments
- III. Approval of Consent Agenda CONSENT AGENDA Minutes of October 26, 2015
 MSC (D. Achterman/K. Warren). Vote: unanimous. Approved as presented.
- IV. CURRICULUM

New Business

1 <u>NEW COURSE PROPOSAL – FIRST READING</u>

 a. DM 160 Game Development and Design Intended for students who want to explore computer-based, mobile device-based or internet games whose purpose is to teach content to a specific audience as well as entertain.

MSC (J. Maringer-Cantu /N. Dequin). Vote: unanimous. Approved as presented.

- b. ESL 737 NC Integrated Reading/Writing II This is the second course in a series of integrated skills courses designed to continue the development of reading, writing and grammar skills of low-intermediate ESL students.
- c. ESL 738 NC Integrated Listening/Speaking II This is the second in a series of integrated skills courses designed to develop the listening, speaking and pronunciation skills of low intermediate ESL students.
- d. ESL 746 NC Introduction to Computers for ESL Students Introduction to basic computer hardware functions and terminology; overview of Windows operating environment and word processing for ESL students.
- e. ESL 747 NC Integrated Reading/Writing III This is the third course in a series of integrated skills courses designed to expand the development of reading, writing, and grammar skills of high-intermediate ESL students.
- f. ESL 748 NC Integrated Listening/Speaking III This is the third in a series of integrated skills courses designed to develop listening, speaking and pronunciation skills of high intermediate ESL students. ESL 737, 738, 746, 747 and 748 are taken as one motion.

Some of the concerns from Technical Review had to do with the course descriptions and whether or not the descriptions should contain pass/no pass and repeatability. None of the other noncredit courses contain repeatability in the course description so not deemed necessary in these courses. A question was raised how the hours would be tracked if this becomes a certificate. This is hard since attendance is kept but not the hours. There is no certificate yet to worry about this so far. One suggestion is to add 'Arranged Hours' as a solution. Once the course is established then the certificate can be built. The grading

potential will be a pass/no pass but there are other large noncredit systems that use notations such as making progress or not making progress. These courses could replace intermediate, high-level credit courses if not mirrored with the credit courses. Once the courses are approved through the chancellor's office a certificate can be created. A question was asked about percentage of students in the credit ESL program moving to the noncredit ESL program and what is the impact on the faculty. Currently, the bulk of noncredit students don't have documentation so can't take the credit version noncredit due to paying out-of-state tuition which is high and the students don't qualify for aid due to residency issues. If the courses are moved from credit to noncredit, there would not be enough units for the faculty to teach the credit courses. The college may then offer those instructors to teach in the noncredit to credit. Support services are not written into the curriculum but the idea is great.

MSC (J. Rekedal/N. Dequin). Vote: 1 abstention (D. Achterman). Approved as presented.

g. JFT 211 Fire Company Officer 2A

This course provides information on the use of human resources to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene.

h. JFT 212 Fire Company Officer 2D

This course provides information on conducting incident size-up, developing and implementing an initial plan of action involving single and multiunit operations for various types of emergency incidents to mitigate the situation following agency safety procedures, conducting pre-incident planning, and develop and conduct a post-incident analysis.

i. JFT 216 Fire Company Officer 2E

This course is designed to provide information on evaluating and reporting incident conditions, analyzing incident needs, developing and implementing a plan of action to deploy incident resources completing all operations to suppress a wildland fire, establishing an incident command post, creating an incident action plan, and completing incident records and reports.

j. JFT 217 Fire Company Officer 2B

This course provides information on general administrative functions and the implementation of department policies and procedures and addresses conveying the fire department's role, image, and mission to the public.

JFT 211, 212, 216 and 217 are taken as one motion.

MSC (K. Warren/J. Rekedal). Vote: unanimous. Approved as presented.

2 <u>NEW COURSE PROPOSAL – SECOND READING</u>

- a. JLE 301 Dispatch Radio Communications
- b. JLE 302 Counselor/Officer Training

JLE 301 and 302 are taken as one motion.

MSC (D. DiDenti/J. Rekedal). Vote: unanimous. Approved as presented.

- 3 MODIFICATIONS TO EXISTING COURSES FORM C
 - a. AH 180 Fundamentals of Nursing

Change hours and units from AH180 Fundamentals of Nursing 8.0 units, 6.0 Lec, 7.0 Lab to AH180 Fundamentals of Nursing 8.5 units, 6.0 Lec, 8.0 Lab. Change grading to standard letter grade and a General update. These changes are to meet the state mandated hours.

b. AH 182 Home Health Aide

Change hours and units from AH182 Home Health Aide 2.0 units, 22.5 Lec, 21 Lab, 2 Weeks to AH182 Home Health Aide 3.0 units, 23 Lec, 23 Lab, 2 Weeks. Change description and General update.

AH 180 and 182 are taken as one motion.

It was asked if the Program Learning Outcomes are similar to the Student Learning outcomes in both courses. They are similar and it is a one course program.

MSC (D. DiDenti/N. Dequin). Vote: unanimous. Approved as presented.

- c. CD/PSYC 2 Early Child Development
- d. CD/PSYC 3 Child Growth and Development During the School Years *CD/PSYC and 3 are taken as one motion*.
 MSC (D. Achterman/N. Dequin). Vote: unanimous. Approved as presented.
- e. CD 20 Children's Language and Literature General update: update textbook, methods of instruction, student learning outcomes and content.

MSC (K. Wagman/D. Achterman). Vote: unanimous. Approved as presented.

f. CMUN/CSIS 129 Presentation Graphics MS PowerPoint General update: update textbook and student learning outcomes.

MSC (J. Maringer-Cantu /D. DiDenti). Vote: unanimous. Approved as presented.

- g. JFT 218 Fire Instructor II
 Change number, title and hours from JFT 9B Fire Instructor 1B 1.0 unit, .8 Lec, 1.48 Lab to JFT 218 Fire Instructor II 1.0 units, .97 Lec, 1.31 Lab. Change description and update content, textbook and student learning outcomes.
- h. JFT 219 Fire Instructor I Change number and title from JFT 9A Fire Instructor 1A to JFT 219 Fire Instructor I. Change description, update content, textbook and student learning outcomes.
 i. JFT 220 Fire Company Officer 2C
- If T 220 The Company Officer 2C
 Change course number, title and hours from JFT 1B Fire Command 1B 1
 Unit, .45 Lec, 1.77 Lab to JFT 220 Fire Company Officer 2C 1 Unit, .91 Lec, 1.37 Lab.
 Change description, update content, textbook and student learning outcomes.
 JFT 218, 219 and 220 are taken as one motion.
 Modified to align with state requirements.
 MSC (N. Dequin/N. Cisneros). Vote: unanimous. Approved as presented.

4 <u>DISTANCE EDUCATION – FORM D</u>

- a. CD/PSYC 2 Early Child Development
- b. CD/PSYC 3 Child Growth and Development During the School Years Justification: Course is aligned with all community colleges and state education programs. Course is taken by students connected by distance education. We have students in Hollister, Morgan Hill and all areas in between. *CD/PSYC 2 and 3 are taken as one motion*.

MSC (J. Rekedal/K. Warren). Vote: unanimous. Approved as presented.

5 <u>NEW PROPOSAL – CERTIFICATE OF PROFICIENCY</u>

- a. Home Health Aid Certificate of Proficiency
- b. Nursing Assistant Certificate of Proficiency Home Health Aid Certificate of Proficiency and Nursing Assistant Certificate of Proficiency are taken as one motion. These are for students to take to an employer for verification and to give the student a certificate for their work. State certification is required.
 MSC (D. Achterman/ J. Maringer-Cantu). Vote: unanimous. Approved as presented.
- 6 Information Discussion
 - a. <u>Active, Hold, Suspend, Inactive</u> for information An updated document was presented. This will be placed on the Curriculum website, which could be the beginning of curriculum training for new members.
 - b. <u>Ensuring Effective and Efficient Curriculum Processes</u> for discussion This document is to keep CTE up-to-date. The big caveat is to be careful with GE courses and articulation
- V. ADJOURNMENT by consensus at 3:47 pm.
 - a. K. Rose reminded the committee that the two degrees, CSIS and Elementary Teacher Education, need to be updated. CSIS degree is waiting for articulation through C-ID. Elementary Teacher Education is waiting for one course.
 - MSC (J. Rekedal/K. Warren).