

CURRICULUM COMMITTEE MINUTES

May 9, 2016

3:00 – 4:30 p.m., BU 119

ATTENDANCE

E. Venable, B. Donovan (curriculum specialist), J. Maringer-Cantu, N. Dequin, E. Luna, K. Wagman, L. Tenney, N. Cisneros, R. Brown, F. Lozano, J. Rekedal, S. Carr, K. Rose, D. Achterman, L. Flores, D. DiDenti, J. Lawton-Haehl, K. Campbell, P. Henrickson and E. Talavera (minute recorder).

- I. Call to Order – Welcome at 3:04 pm.
- II. Agenda Adjustments
The committee was asked if KIN 24A – 24D and KIN 64A-64D be added under Distance Ed courses from the last meeting.
A motion was made to add these courses to the agenda.
MSC (K. Wagman/D. DiDenti). Vote: unanimous. The motion is approved.
- III. Approval of Consent Agenda
CONSENT AGENDA
Minutes of April 25, 2016
MSC (N. Dequin/J. Maringer-Cantu). Vote: 1 Abstention (D. DiDenti). Approved as presented.
- IV. Information/Discussion
Proposed Meeting Dates for Fall 2016

CURRICULUM MEETING DATES		
Fall 2016		
2nd and 4th Monday		
Deadline for Curriculum Forms	Technical Review Committee	Curriculum Meeting
Wed., Sep. 14, 2016 1:00 PM Last day to submit Second Readings of New Courses for inclusion in Spring 2017 Schedule	Thur., Sep. 15, 2016 1:00 – 2:00 PM SS 205	2nd and 4th Monday Mon., Sep. 26, 2016 3:00 - 4:30 PM BU 119
Wed., Sep. 28, 2016 1:00 PM Last day to submit	Thur., Sep. 29, 2016 1:00 – 2:00 PM SS 205	Mon., Oct. 10, 2016 3:00 - 4:30 PM BU 119

Form Cs and Ds for inclusion in Spring 2017 Schedule		
Wed., Oct. 12, 2016 1:00 PM	Thur., Oct. 13, 2016 1:00 – 2:00 PM SS 205	Mon., Oct. 24, 2016 3:00 - 4:30 PM BU 119
Wed., Oct. 26, 2016 1:00 PM	Thur., Oct. 27, 2016 1:00 – 2:00 PM SS 205	Mon., Nov. 14, 2016 3:00 - 4:30 PM BU 119
Thur., Nov. 16, 2016 1:00 PM Last day to submit First Readings of New Courses for inclusion in Fall 2017 Schedule	Fri., Nov. 17, 2016 1:00 – 2:00 PM SS 205	Mon., Nov. 28, 2016 3:00 - 4:30 PM BU 119

V. Curriculum

New Business

1 NEW COURSE PROPOSAL –FIRST READING

- a. AMT 225 Introduction to Unmanned Aircraft Systems
This course introduces students to the foundations of unmanned aerial systems including the history, UAS systems, maintenance, payloads, data links, ground support equipment, classes of UAS systems, categories, applications, mission planning and control and recovery systems. Forty-percent of CTE Enhancement funds had to be spent on a joint project by offering an introduction course. Afterwards, each partner would focus on a specific area. T. Flippen and C. Cruz have been working on this curriculum. L. Tenney pointed out that the LEH Factor is .7. S. Carr responded that aviation is based on .65 instead of .7, which will be corrected for the second reading.
MSC (J. Maringer-Cantu/D. DiDenti). Vote: unanimous. Approved with correction.
- b. ESL 711 NC ESL Basics for YOUR Business
This course is a beginning noncredit ESL course designed to introduce students to some of the basic concepts and vocabulary needed to become an entrepreneur. This is a short course. It was asked to change the lecture to 6 lecture hours x 6 weeks.
- c. ESL 741 NC Intermediate ESL Listening/Speaking II

This course expands listening and speaking skills through extended listening exercises, open-ended dialogues, pair and group discussions, oral interviews, and oral reports.

- d. ESL 742 NC Intermediate ESL Reading/Vocabulary II
This course begins the expansion of reading skills and vocabulary development through the application of different reading strategies to a variety of selections on topics of interest to academically-bound students including selections from literature.
- e. ESL 743 NC Intermediate ESL Grammar - Writing II
This course reviews basic tenses learned in previous courses, pronouns, and nouns and expands the grammar overview into modal auxiliaries, gerunds and infinitives, and other intermediate-level grammar structures.
ESL 711, 741, 742 and 743 are taken as one motion.
MSC (J. Maringer-Cantu/N. Dequin). Vote: unanimous. Approved.
- f. HTM 701 Careers in Hospitality
This course provides the student with an overview of the career opportunities in the Hospitality and Tourism industry.
- g. HTM 702 Excellence in Guest Service
This course focuses on quality customer service in a hospitality business. Includes the benefits of high quality customer service, skills to engage the guest and effective strategies for handling dissatisfied customers. This course will prepare students to take the Certified Guest Service Professional (GSP) exam.
HTM 701 and 702 are taken as one motion.
These could be courses taken by those currently working in the field.
MSC (J. Maringer-Cantu/J. Rekedal). Vote: unanimous. Approved.

2 NEW COURSE PROPOSAL–SECOND READING

- a. CD 8C Introduction to Elementary Education
This course introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools, Kindergarten through grade 12 (K-12).
MSC (N. Dequin/D. DiDenti). Vote: unanimous. Approved.
- b. CSIS 162 Introduction to Database Systems
- c. CSIS 162 Prerequisite: CSIS 45 or CSIS 5 or CSIS 24
An introduction to database systems, including the design, use and administration of databases. This should transfer as an elective to CSUMB and SJSU in their respective programs. It is being presented as a stand-alone course then added into the major later. E. Venable will check with R. Rivera-Sharboneau about when this course will be available for the schedule. L. Tenney asked why a 100-level course had a 0-99 prerequisite. E. Venable replied that his has been a topic of confusion over the years in the Curriculum Committee. K. Wagman saw it as 0-99 being UC transferable but 100-199 are CSU transferable. L. Tenney suggested that the Curriculum Committee take a

look at the process in terms of consistency and numbering of courses. K. Rose suggested that this topic be added to training over the summer as a refresher.

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

- d. HTM 101 Introduction to Hospitality and Tourism Management
An overview of hospitality, tourism, lodging operations, foodservice establishments and management will be provided.
- e. HTM 203 Restaurant and Banquet Operations
This course prepares individuals for entry-level positions in restaurant and hospitality banquet operations. It prepares the student to take the ServSafe Responsible Alcohol Certification and the Food Handler Certification exams.
HTM 101 and 203 are taken as one motion.
These are the first two courses with a third course being prepared. The three courses could create a Food and Beverage Specialist low unit certificate. More information and input will come after the Hospitality Summit in September.
MSC (N. Dequin/J. Rekedal). Vote: unanimous. Approved.
- f. JLE 189 Community Service Officer
This course provides basic training for Community Service Officers as well as incorporating PC832 Certification. There were two different versions submitted. The 12 units is the correct version.
MSC (N. Dequin/D. DiDenti). Vote: unanimous. Approved.

3 MODIFICATIONS TO EXISTING COURSES – FORM C

- a. CHEM 30A Elementary Chemistry
- b. CHEM 30B Elementary Organic and Biochemistry
CHEM 30 A and 30B are taken as one motion.
Update textbooks and student learning outcomes.
MSC (K. Wagman/J. Maringer-Cantu). Vote: unanimous. Approved.
- c. JLE 105 Correctional Officer Basic Academy
Changes units and lecture/lab breakdown from 4-12 units, 6.28-19.2 Lec, 2.85-8.22 Lab to 10.5-14.5 units, 8.57-10.28 Lec, 7.42-14.85 Lab; Change description, update content, student learning outcomes, cultural diversity and textbook.
MSC (J. Rekedal/N. Cisneros). Vote: unanimous. Approved.
- d. THEA 25 Introduction to Costume Design
- e. THEA 25 Advisory: THEA 15 or THEA 7
Change Prerequisite to Advisory: THEA 15 or THEA 7; Update student learning outcomes and textbook.
MSC (F. Lozano/J. Rekedal). Vote: unanimous. Approved.

4 DISTANCE EDUCATION – FORM D

- a. CSIS 162 Introduction to Database Systems
Add online and hybrid to make course available to wider range of students.
MSC (J. Rekedal/N. Cisneros). Vote: unanimous. Approved.

- b. KIN 24A – 24D Individualized Weight training (Levels 1–4)
- c. KIN 64A – 64D Individualized Cardiovascular fitness (Levels 1-4)

KIN 24A-D and 64A-D are taken as one motion.

This is to create an open forum, discussions and other materials to increase learning and student interaction. Positive attendance can be tracked through iLearn. As a lesson is created, students are expected to spend a certain amount on a lesson. L. Tenney reminded Curriculum the previous conversation was if the required attendance hours would be reduced if the online portion is added to classify it as a hybrid course. N. Dequin reminded the committee that the minimum amount of time for one unit is fifty-four hours. The goal of creating a hybrid is to increase student learning. The minimum is being met plus the online portion. This will allow the department to do more with the student. One example could be the student reviews the upcoming workout and be ready to discuss at the class. J. Maringer-Cantu asked that N. Dequin check to see if positive hours from iLearn can be used as part of the requirements. E. Luna asked if a lecture component would be added, since it is not marked on the form. Hybrid is replacing something that would have been done in class and instead is done online. This course doesn't sound like a hybrid but instead a class with an online lecture component. He suggested that an online component be added instead of labeling it as a hybrid. A clear definition needs to be added. This looks like a lecture component added to a lab course. F. Lozano suggested that the course be taken back for further discussion.

N. Dequin asked for clarification if the students can come in for the 54 hours of positive attendance and then add the online component for grading. If the hours are being added into the grading format then it can be classified as a hybrid. To get one unit the student needs to complete 54 hours, which would be a C grade. The course can be given with a moodle shell. D. Achterman pointed out that the form asks if the part of the course would be delivered online, which would be a lecture component. Since this is a lab course there is no need for a hybrid course.

N. Dequin withdrew the form for both courses.

MSC (J. Maringer-Cantu/N. Dequin). Withdrawn.

VI. Adjournment by consensus at 4:08 pm.

MSC (N. Dequin/J. Maringer-Cantu).