

CURRICULUM COMMITTEE MINUTES

November 14, 2016

3:00-4:30 p.m., BU 119

ATTENDANCE

L. Tenney, B. Donovan, J. Stewart, N. Cisneros, E. Luna N. Dequin, J. Rekedal, S. Carr J. Maringer-Cantu, D. Achterman, P. Henrickson, D. DiDenti, F. Lozano, D. Amaro, S. Sandler, and E. Talavera (minute recorder).

- I. **Call to Order: Welcome at 3:07 pm**
- II. **Agenda adjustments and approval**
MSC (J. Rekedal/N. Dequin). Vote: unanimous. Approved as presented.
- III. **Minutes of October 24, 2016**
MSC (J. Rekedal/J. Maringer-Cantu). Vote: unanimous. Approved as presented.
- IV. **Information/Discussion**
 1. CurricUNET updates and corrections: B. Donovan
B. Donovan informed the committee that the programs were reviewed in CurricUNET and she will send the comments to the deans. Some of the comments will say that units are different, which means that the units in CurricUNET are different from what has been approved at the Chancellor's office. The catalogue will reflect what is in CurricUNET and this portion needs to be done as soon as possible. L. Tenney asked the deans if the updates were shared to their respective areas. The deans have forwarded the programs list. L. Tenney also stressed that although B. Donovan has annotated the list with her comments, this should not be accepted as a final list of all updates that might be needed and faculty need to carefully review their programs for accuracy, whether or not there are already comments. It was asked if a special training session would be needed to speed up the process, such as using meeting times. L. Tenney's concern is that B. Donovan will not be able to catch all errors and the department chairs need to double check their programs. J. Rekedal asked if it would be easier if someone came to department meetings to train faculty on the process. B. Donovan may be able to do something in January but not at this moment. L. Tenney suggested that in January one program could be walked through the process so others can learn the process. The committee believes this is a realistic plan.

L. Tenney announced that in Tech Review approvals were made by mistake. Nothing was to be approved at Tech Review but instead after the Curriculum meeting. They were meant to be approved for the agenda instead. There were some courses not approved and sent back for modifications for the next agenda. A request has been made for a Tech Review level in the hierarchy, which CurricUNET is developing. In the meantime, L. Tenney will place reviews through her representative level and should be read as from the Tech Review. If someone sees B. Donovan's name on the course then it is most likely waiting for approval from the Chancellor's office. All things considered, the committee did a great job this semester.

L. Tenney brought up the courses that are on suspension status and there has been quite a bit of movement after the last conversation. At the next meeting, the language for suspended courses will be brought forward.

2. Lecture/Lab Discussion: L. Tenney

L. Tenney discussed the Lecture/Lab criteria. She distributed a copy of the draft PCAH presented in the Board of Governor's agenda. L. Tenney mentioned that this was discussed in 2009-2010. L. Tenney asked the committee what made sense to discuss in this area. The Academic Senate has asked the Curriculum Committee to develop a process to be used if Lab/Lecture Hours need to be changed for a course. F. Lozano added that out of the early days, courses were weighted differently. L. Tenney replied that there is a feeling across campus that a lab is not weighted the same as a lecture. E. Luna pointed out that there are two things that can be seen. First, some courses need to be cleaned up and the language needs to be clarified. Second, there needs to be an update of criteria and see if there are any differences. J. Rekedal added that one way to approach this is to see what is going on in the course and see what fits and doesn't fit. L. Tenney asked if a good starting place would be for committee members to go back to their departments and look at the courses that have labs and review the Lab/Lecture Hours within courses to see what makes sense and doesn't make sense. This can then be brought back to the committee. J. Rekedal added that increasing or lowering Lab/Lecture Hours factors can change the load of a part-time faculty member. L. Tenney replied that this is part of negotiations since it is how load is created. The Curriculum committee can look at how Lab/Lecture Hours are established. E. Luna asked if changes will affect articulation. If not, then the question that needs to be asked is if lab units are necessary. N. Dequin added that this is dependent of the discipline and has to do with the hours. B. Donovan also added that it takes 3 hours of lab to equal one hour of lecture. N. Dequin suggested that the information from the PCAH be reviewed and taken back to the departments for feedback. She also asked what happens if there are changes to the course in terms of Lab/Lecture Hours. L. Tenney responded that when the course doesn't align with the criteria then it must be taken to negotiations. B. Donovan can pull a report for courses and the current Lab/Lecture Hours factors, which will be sent to L. Tenney. L. Tenney pointed out that more information can be found in the Faculty contract under 22.3.3.

L. Tenney suggested that the information distributed be discussed with their respective departments and brought back for discussion in the spring 2017 semester. She will also email information to the committee once it has been compiled. B. Donovan will also create a spreadsheet of all classes with labs, organized by department, that can be sent to faculty as they begin to review their courses.

V. Curriculum

1. Deactivate Course

a. JLE 141 Investigation Core Course

Justification: Replaced by JLE 204 Investigation Core.

MSC (J. Rekedal/N. Dequin). Vote: unanimous. Motion passes.

2. New Course Proposal – Second Reading

a. ESL 752 NC Advanced ESL Reading/Vocabulary I

- b. ESL 753 NC Advanced ESL Composition I
- c. ESL 754 NC Advanced ESL Grammar I
- d. ESL 762 NC Advanced ESL Reading/Vocabulary II
- e. ESL 763 NC Advanced ESL Composition II

ESL 752, 753, 754, 762 & 763 are taken as one motion.

MSC (D. Didenti/F. Lozano). Vote: unanimous. Motion passes.

- f. HTM 103 Customer Service Skills for a Multi-Cultural Workplace
This is part of the curriculum moving towards the Hospitality certificate. This course provides the student with information about the concept of culture and cultural diversity and how it influences customer service within the global marketplace, including how to develop an organizational environment that supports and acknowledges a multitude of cultures. L. Tenney added that as courses move forward, these courses may need to move to the 200-level, which will be degree applicable but not transferable.

MSC (J. Rekedal/F. Lozano). Vote: unanimous. Motion passes.

- g. JFT 100 Principles of Emergency Service
- h. JFT 110 Fire Prevention
- i. JFT 130 Building Construction for Fire Protection
- j. JFT 140 Fire Behavior and Combustion
- k. JFT 150 Principles of Fire and Emergency Services Safety and Survival
- l. JFT 160 Fire Protection Systems

JFT 100, 110, 130, 140, 150 & 160 are taken as one motion.

These are part of the joint-Fire Development program which meets the regulations.

MSC (N. Cisneros/F. Lozano). Vote: unanimous. Motion passes.

3. Modification to Existing Courses

- a. AH 30 First Aid and CPR
Changing Units and Hours from 2 Units, 2 Lec, 0 Lab to 3 Units, 3 Lec, 0 Lab. The course is also changing the title from *Standard First Aid and Cardiopulmonary Resuscitation* to *First Aid and CPR*. The justification is that this course has not been updated/taught in over 5 years plus it needs to be revised to meet C-ID requirements. The course has changed from 2 units to 3 units based on the new C-ID requirements. Additional content needed to be added. Also, the SLO's were rewritten based on C-ID recommendations. In addition, this course is part of the Restricted Electives/LIST A for the KIN Transfer Degree but unfortunately was not much of an option for our students as it has not been offered in many years.

B. Donovan clarified that this is built in the Kinesiology ADT. The intent was for this course to be taught a few years ago but didn't get submitted. This is needed for the Kinesiology students. J. Stewart asked how is someone is certified without a lab since there is CPR certification. J. Maringer-Cantu answered that the instructor assesses in the classroom as the student is learning the material. L. Tenney added that as people modify courses they look at the material differently. This is not a separate piece from the lecture part of the course.

MSC (N. Dequin/S. Sandler). Vote: unanimous. Motion passes.

- b. CHEM 30A Elementary Chemistry
The ADVISORY of Math 205 must be changed to a PREREQUISITE of Math 430 (Algebra 1). This falls under the Level 4 scrutiny. Chemistry 30A, (C-ID CHEM 101) required prerequisite of beginning Algebra in accordance with Title 5 regulations. The Algebra 1, Math 430 course will fulfill the prerequisite for Elementary Chemistry (CHEM 30A).

MSC (J. Maringer-Cantu/D. Amaro). Vote: unanimous. Motion passes.

- c. COS 200 Beginning Cosmetology
General update: Review student Learning Outcomes and update textbooks.
- d. COS 201 Intermediate Cosmetology
General update: Review student Learning Outcomes and update textbooks.
- e. COS 202 Advanced Cosmetology
General update: Review student Learning Outcomes and update textbooks.
- f. COS 203 Practicum
General update: Review student Learning Outcomes and update textbooks.
- g. COS 207 Contemporary Styling
Change Units and Hours from 4.5 Units, 4.5 Lec, 27 Lab to 4.5 Units, 8 Lec, 24 Lab. Also, correcting hours, reviewed student learning outcomes and updated textbooks.

COS 200, 201, 202, 203 & 207 are taken as one motion.

MSC (D. DiDenti/J. Stewart). Vote: unanimous. Motion passes.

- h. HE 2 Human Sexuality
Corrected SAM code to "non-occupational". Updated student learning outcomes and textbook.

MSC (J. Maringer-Cantu/D. Amaro). Vote: unanimous. Motion passes.

- VI. New Business
- VII. Old Business
- VIII. Adjournment by consensus at 4:11 pm
MSC (N. Dequin/J. Maringer-Cantu).