

Curriculum Minutes
Monday, March 27, 2017
3:00-4:30 p.m., BU 119

ATTENDANCE

L. Tenney, B. Donovan (Curriculum Specialist), J. Stewart, M. Bresso, P. Henrickson, F. Lozano, J. Kearns, E. Luna, D. Amaro, J. Rekedal, N. Dequin, R. Sharboneau, S. Sandler, J. Maringer, S. Carr, K. Wagman, N. Cisneros, D. Achterman, C. Whitney (Ex-Officio), E. Talavera (Minutes Recorder)

GUEST(S)

L. Halper, L. Flores, J. Hooper, C. Salvin,

- I. **Call to Order:** Welcome at 3:03 pm
- II. **Agenda adjustments and approval**
Approved as presented.
- III. **Minutes of February 27, 2017**
MSC (J. Maringer/S. Sandler). Vote: unanimous. Approved as presented.
- IV. **Information/Discussion**

1. Civic Engagement – Leah Halper

L. Halper distributed a handout outlining Civic Engagement. It is currently in its second year. It is being developed so many on campus can participate, which includes student learning. Currently, there are plans to create an ADT in Social Justice. L. Halper also outlined conversations held at the Academic Senate, who suggested taking the conversation to the Curriculum Committee. She asked for input from the committee and the faculty.

Some committee members voiced that it is a fantastic idea and suggested that there is a model where a requirement is needed from its students to graduate and could be implemented at the community college level. One member suggested that there be a broader definition for civil engagement which could be beyond the politics and include bringing the community on campus for services, such as sports camps. L. Halper asked for answers to the three questions on the handout. One member voiced that leadership is a great part of their program. F. Lozano recommended everyone to go back to their department or department chairs to have a greater conversation at the department level. J. Maringer added that there are leadership projects across campus that should be researched and brought back as possible capstone project. R. Sharboneau voiced that the enhancement concept is great since students are already working at the maximum unit load. This could be a bonus on the transcripts and at graduation since it is relevant in the different areas but shouldn't be mandated since a student's schedule may not allow the commitment to service learning. This would exclude some students from participation. Another concern was voiced about making civil engagement as a requirement if the student does not want to participate. M. Bresso added that it could enhance the outcomes within the course and likes the idea of an added distinction on the degree. K. Wagman added that it would be nice to have accountability across the degrees so there would be flexibility for students to do other activities. E. Luna added that civil engagements should include participation in community service learning events. The more opportunities that are given to students to demonstrate what they can do are more powerful than recognition on a certificate or transcript. N. Dequin

added that athletics has civil engagement and activities that give the athletes a hands-on experience within the community are done every semester. This has a great impact and is important. L. Halper summarized the thoughts as civil engagement being a positive effect but should not be forced on the faculty and the community. The next step needed, though, is how to institutionalize this so it will not disappear. A strong program is needed to feed the capstone project and should it be a requirement in some programs or not at all. M. Bresso added that it should be built in to the degree, such as Social Justice or any other program that wants it infused into their majors. L. Halper asked if there should be a leadership course that anyone could take for students not in the majors so it can be marked in their transcripts. J. Maringer replied that instead of a leadership course it should be a Social Justice course. L. Tenney recommended that L. Halper write a question that could be taken to the departments for more input and will be brought back at a future curriculum meeting for further discussion.

2. CurricUNET, workflow, and process updates

B. Donovan is working on some issues in CurricUNET which will take time. L. Tenney also reminded the committee that problems at the Tech Review level are being worked on and fixed.

3. Curriculum review by committee

L. Tenney updated the committee on best practices for reviewing curriculum, which is time consuming. S. Sandler liked E. Luna's past idea of dividing up the curriculum between pairs so that there is a pair of eyes looking at the curriculum and reviewed at the beginning of the meeting. M. Bresso wanted to add that the decision be made before the meeting so the committee members are ready to discuss the courses assigned. F. Lozano suggested creating a subcommittee to come up with a plan of action. E. Luna suggested L. Tenney to divide up the courses since she is creating the agenda. This will be piloted for the next meeting.

V. **Unfinished Business**

1. Modification of Courses

- a. ENGL 1A Composition and Reading
- b. ENGL 250 Practical Writing
- c. ENGL 260 Preparation for College Reading
ENGL 1A, 250 & 260 will be taken as one motion.

MSC (F. Lozano/J. Maringer). Vote: unanimous. The motion passes.

VI. Consent Agenda (Starts on page 3 of the summary)

2. Deactivate Courses

- a. CSIS 20 COBOL Programming (Summer 2014) Units 4.00
- b. DM 111 Sound Design for Digital Media (Fall 2014) Units 3.00

3. Place Courses on Hold

- c. POLS 9 Global Social Change
- d. SOC 9 Global Social Change

4. New Course – Second Reading

- e. AMT 228 UAS Maintenance Technician
- f. ESL 744 NC Culture Through Film
- g. HTM 190 Occupational Work Experience/Hospitality and Tourism Management
- h. HTM 703 Social Media Marketing

- i. JLE 210 Active Shooter Response Training
 - j. KIN 33A Walk, Run For Fitness - Level 1
 - k. KIN 33B Walk, Run For Fitness - Level 2
 - l. KIN 33C Walk, Run For Fitness - Level 3
5. Modification of Courses
- m. ATH 10A Fundamentals of Softball
 - n. ATH 10B Fundamentals of Softball
 - o. ATH 11A Fundamentals of Baseball
 - p. ATH 11B Fundamentals of Baseball
 - q. ATH 12A Fundamentals of Football
 - r. ATH 12B Fundamentals of Football
 - s. ATH 13A Fundamentals of Volleyball
 - t. ATH 13B Fundamentals of Volleyball
 - u. ATH 14A Fundamentals of Basketball
 - v. ATH 14B Fundamentals of Basketball
 - w. ATH 48 Agility and Strength Development
 - x. ATH 65 Baseball
 - y. ATH 75 Sports Conditioning
 - z. ATH 9A Fundamentals of Soccer
 - aa. ATH 9B Fundamentals of Soccer
 - bb. CSIS 220 Computerized Accounting – Quickbooks
 - cc. GUID 6 Life Skills for Higher Education
 - dd. HTM 202 Sanitation Practices in the Hospitality Industry
 - ee. HTM 203 Restaurant and Banquet Operations
 - ff. HTM 204 Customer Service in a Multi-Cultural Workplace
 - gg. KIN 16A Swimming – Beginning
 - hh. KIN 16B Swimming – Intermediate
 - ii. KIN 16C Swimming – Advanced
 - jj. KIN 18A Tennis – Beginning
 - kk. KIN 18B Tennis – Intermediate
 - ll. KIN 18C Tennis – Advanced
 - mm. KIN 61B Swim for Fitness - Level 2
 - nn. KIN 61C Swim for Fitness - Level 3
 - oo. KIN 7 Theory of Sports Management
 - pp. KIN 84 Assessment of Fitness Techniques
 - qq. KIN 87 Indoor Soccer
 - rr. MUS 3A Harmony/Theory/Musicianship I
 - ss. MUS 3C Harmony/Theory/Musicianship III
 - tt. MUS 3D Harmony/Theory/Musicianship IV
 - uu. PHIL 12 Introduction to Political Thought
 - vv. PHIL 15 Asian Philosophies
 - ww. PHIL 7A History of Philosophy: Ancient to Medieval Times

Items VI.2.a to VI.5.kk are taken as one motion.

MSC (J. Rekedal/N. Dequin). Vote: unanimous. The motion is approved.

VII. New Business (starts on page 13 of the Summary)

- 1. Modification of Courses
 - a. AMT 100 General Aircraft Technology

- b. AMT 101 General Aircraft Technology
- c. AMT 110 Airframe Maintenance Technology
- d. AMT 111 Airframe Structures
- e. AMT 120 Aviation Powerplant Technology
- f. AMT 121 Aviation Powerplant Systems Technology

AMT 100, 101, 110, 111, 120 & 121 are taken as one motion.

Justifications: Clean up courses for transition to CurricUNET. Consolidate and clarify SLOs. Gavilan transferred to CurricUNET this year. The initial transfer was automated and left out SLOs. The modification was to enter the SLO's. In that process, it was suggested that the number of SLO's be reduced to a more manageable number. The SLO's were reduced and reflect the FAA (Federal Aviation Administration) requirements. The program is certified under Part 147 of the FAA. Now the SLO's and FAA standards more cleanly align.

MSC (J. Stewart/K. Wagman). Vote: unanimous. Motion passes.

- g. CD 11B Leadership and Administration of Early Childhood Programs
This course is on the spring semester 5 year cycle for updating. We are modifying the course to match the CAP Expansion curriculum Administration II: Personnel and Leadership in Early Childhood Education. Those modifications include: title change, slight change to description, additional content with more emphasis on personnel management and leadership and less emphasis on administration of publicly funded child care programs, textbook update, and consolidation of SLO's.
- h. CD 18 The Outdoor Classroom
Updating course to remove from suspended list to be offered Summer 2017. Updating SLOs, textbook, and content.
- i. CD 19 Introduction to Careers with Children
Update for 5 year review cycle. Also an update to the text, content and SLOs
- j. CD 8A American Education in a Changing World
Course being updated for the 5 year review cycle. Updating SLOs, content and textbook.

CD 11B, 18, 19 & 8A are taken as one motion.

R. Sharboneau asked what sorts of changes were made to the content in case there is a need to rearticulate the courses. She recommended that in CurricUNET's justification to add aligned terminology. B. Donovan added that for the out of class assignments not all assignments are needed, just representatives of the assignments. L. Tenney reiterated that being specific is important and she is working on a reference document with examples.

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

- k. HIST 7A History of Western Civilization
 - l. HIST 7B History of Western Civilization
- HIST 7A & 7B are taken as one motion.*

Update SLOs and the courses' textbooks.

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

- m. JOUR 18A Print and Digital News I
Changed course description: Including research, fact checking and editing adds emphasis on adherence to accuracy. Changed text: Written by professors with the

School of Journalism of Missouri-Columbia, the text offers fundamentals for concise writing in print, broadcast and online media and examples from journalists working various beats in the field.

n. JOUR 18B Print and Digital News II

Changed course description: including research, fact checking and editing adds emphasis on adherence to accuracy. Updated text to 12th edition. Added 3 outside hours of out of class assignments.

JOUR 18A & 18B are taken as one motion.

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

o. MATH 1A Single-Variable Calculus and Analytic Geometry

Textbook and SLO assessment update.

p. MATH 430 Algebra I

We would like to offer this course as a hybrid/online course.

B. Donovan added that all changes are submitted to the chancellor's office since every new change becomes a brand new term. The earliest start term is Spring 2018 for the online version but the current form of the course can be offered. The first two meetings are used to set-up the fall semester. M. Bresso asked for clarification on modifications and when changes can be implemented. B. Donovan replied that she has to be a semester ahead. F. Lozano asked that clarification be sent to the faculty about this topic. M. Bresso asked for a clear definition in a reference document to be shared with department chairs and to the faculty. B. Donovan added that courses are done ahead of time so that the schedulers have the information before the schedule so that the new information is captured during scheduling.

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

q. MATH 5 Introduction to Statistics

This course is being modified to adhere to the C-ID descriptors for the course.

r. MATH 7 Finite Mathematics

This course is being modified in Fall 2016 to adhere to the C-ID course descriptor.
MATH 1A, 5 & 7 are taken as one motion.

MSC (J. Maringer/K. Wagman). Vote: unanimous. Motion passes.

s. MCTV 19 Acting and Voice for TV/Film/Media

Updating SLOs and textbook

MSC (D. Achterman/J. Maringer). Vote: unanimous. Motion passes.

t. MUS 21 Electronic Music/Sound Design

Updating textbook, SLOs reviewed, added Out of Class Assignments

MSC (D. Achterman/N. Dequin). Vote: unanimous. Motion passes.

2. Modification to Existing Programs

a. Allied Health, Home Health Aide – Certificate of Proficiency

Justification: Information for employer as proof of passing course.

Description: Completion of the course below will qualify students for state certification as a Home Health Aide. Students receiving the certificate will have job entry skills for Home Health Aide.

Requirements: (11.5 Required)

AH180 Fundamentals of Nursing--Convalescent 8.5

AH182 Home Health Care 3

Total:

11.5

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

b. English, ADT Degree

Justification: The department would like to add Introduction to Women's Writers (ENGL 2E) to the ADT. M

R. Sharboneau added that for an ADT, there are specific lists of courses that are needed. Adding a foreign language would prepare students for transfer. S. Sandler withdrew the ADT due to more modification coming.

MSC (J. Rekedal/F. Lozano).

A motion was made to withdraw the motion. Vote: unanimous. The motion was withdrawn.

VIII. Adjournment by consensus at 4:32 pm

Motioned by K. Wagman.