

Curriculum Committee Minutes
Monday, March 12, 2018
3:00-4:30 p.m., BU 119

ATTENDANCE

N. Dequin, J. Maringer, S. Sandler, N. Cisneros, B. Donovan, F. Lozano, S. Carr, J. Olivas, M. Gutierrez, K. Wagman, P. Henrickson, P. Williams, C. Oler, L. Stubblefield, J. Stewart, L. Tenney (Chair), A. Rosette, D. Achterman, L. Scott (minutes recorder)

NOT PRESENT

M. Gomez, C. Whitney

GUESTS

K. Rose, G. Richards, M. Herzi

I. Call to Order: Welcome at 3:02 by Leslie Tenney

II. Agenda adjustments and approval

MSC (Jesus Olivas). All in favor. Motion passed.

III. Approval of Minutes: February 26, 2018

MSC (Ken Wagman). All in favor. Motion passed with correction.

The following statement was added to AH Curriculum:

"The curriculum now matches the state board requirements."

IV. Information/Discussion

1. Approvals -Cross Listed Courses

Committee addressed above items 1 and 2 together.

Leslie Tenney discussed some flaws in using CurricUNET. The problem arises when courses are cross-listed and there are multiple department chairs. Once a chair approves it then the owner (if a different chair) cannot go in and approve it. As a result, when you look at the flow or history of courses moving through different levels, CurricUNET is going to show other responsible parties at that level as skipped.

A hypothetical example is counseling. It is shared between two different department chairs for psychology and social sciences. The psychology chair might approve it but the social sciences chair will then not be able to approve it. In other words, CurricUNET shows individual courses at department levels not course levels. When one is working across different divisions, this problem could encompass a situation with two deans and two department chairs. Please be aware of which courses are yours and only approve your own courses.

2. Ratio of lecture hours to out of class assignments

Leslie Tenney reported on the misconceptions and confusion regarding the ratio of one lecture unit to out of class assignments. Leslie distributed a handout which included a chart detailing the correct ratio when calculating out of class hours and an attached

reference from PCAH through title 5. For every 1 unit of a lecture class, there are two hours of out of class assignments per week and a total of 36 hours a semester. A 3 unit class for students equals 9 hours of work a week or a total of 108 hours of out of class work a semester. The total is to be calculated on an 18 week semester and then make adjustments from there.

A member suggested referring to it as a lecture hour and not a unit which helps provide clarity. Labs should not have any out of class assignments. Please share this chart with people in your division who are writing curriculum and it should be used for training members in one's department. Leslie Tenney will put this chart up on website.

V. New Business

1. New Course – First Reading

a. ART 41 Gallery Assistance

MSC (Scott Sandler/Jane Maringer). All in favor. Motion passed.

Discussion: This is a lab class and it has out of class assignment hours listed. Arturo Rosette will change it to 0 out of class assignment hours in proposal history.

b. MCTV 43 Digital Video Editing

MSC (Scott Sandler/Arturo Rosette). All in favor. Motion passed.

Discussion: This course has 3 units of lecture and has 45 out of class hours listed and it needs to be changed to 108 hours. Grant Richards will make correction to out of class hours.

c. MUS 17 Music Fundamentals

MSC (Doug Achterman/Scott Sandler). All in favor. Motion passed.

Discussion: This course stated it was a good fit for a GE requirement. There was a typo in the word beginning and should be fixed. Questions arose about what makes a course a fit for a GE requirement and what is a trigger for the articulation officer to submit it as a GE course. The articulation officer responded that the department should base a new course on the university course so it will be easily articulated. The course has to contain 3 elements which include theory, assessment and cultural development. Now community colleges are developing GE courses based on availability.

Fine Arts Department contacts an articulation officer as it is developing a course and asks the officer to help them write it in a way to make it eligible for GE. The department also looks up CID eligibility and matches it up to that. The curriculum website does have criteria that one needs in order to receive a course approval for GE in both UC and CSU categories. It can take up to a year after the Articulation Officer submits it to receive approval by CSU and IGETC.

2. New Course – Second Reading
 - a. AMT 229 Advanced Drone Aerial Photography and Cinematography
 - b. AMT 230 Data Acquisition, Mapping, and Surveys With Drones
 Motion to approve above two courses together
MSC (Nikki Dequin/Phil Williams). All in favor. Motion passed.
 Discussion: The second category needs a correction. It states “software such as...” and follows with hardware elements. It needs to be changed to hardware. In addition, Consensus is that AMT 225 should be a prerequisite versus an advisory course. Course was submitted and passed but it is to be submitted separately as a prerequisite.
 - c. FRNH 2A Intermediate French
MSC (Scott Sandler/Pat Henrickson). All in favor. Motion passed.
 - d. FRNH 2B Intermediate French
(Nicole Cisneros/Doug Achterman). Nays unanimous. Motion denied.
 Discussion: There are a few issues with this course listed. The first is the course content has no hours listed. The second is the methods of evaluation add up to 75%. There was a question whether *passing* French 2A should be listed as a prerequisite instead of just listing French 2A. One suggestion was to state “or instructor approval required “ for those who want to go straight into French 2B and have not completed a first year college level course. The student can go to the instructor and challenge it. The instructor will then have to assess their skill level and approve it. Due to the aforementioned issues, these items need to be sent back for further review and correction.
 - e. HVAC 206 HVAC Controls
MSC (Doug Achterman/Pat Henrickson). All in favor. Motion passed.
 Approved after corrections were made clarifying that the advisory verbiage include “to be eligible for Math 430.”
 - f. MATH 16 Discrete Mathematics
MSC (Pat Henrickson /Jane Maringer). All in favor. Motion passed.
3. Modify Courses
 - a. AMT 225 Introduction to Drones
 - b. AMT 226 Drone Flight Operations and Pilot Certification
 - c. AMT 227 Drone Aerial Photography and Videography
 - d. AMT 228 Drone Maintenance Technician
 Motion to approve above a-d together
MSC (Scott Sandler/Ken Wagman). All in favor. Motion passed.
 Discussion: There are titles missing in out of class assignments on this and other courses. Approved after corrections were made increased the hours of

AMT 225 from 104 hours to 108. Corrections were also made to AMT 226, removing “knowledge of” from section B.

- e. ART 2A Two-Dimensional Design
- f. ART 6 Art Appreciation
- g. ART 79 Portfolio Development for Studio Art Majors
- h. ART 8A Introduction to Photography

Motion to approve above 4 art classes

MSC (Doug Achterman/Arturo Rosette). All in favor. Motion passed.

Items were approved after corrections were made to verbiage on ART courses. The word “students” was removed from description. Keep them consistent by starting with a verb.

- i. ENGL 12A Tutoring Writers: Training
- j. ENGL 12B Tutoring Writers: Practice
- k. ENGL 12C Tutoring Writers: Theory
- l. ENGL 12D Tutoring Writers: Research

Motion to approve above 4 English courses

MSC (Phil Williams/Doug Achterman). All in favor. Motion passed.

Discussion: A member stated that it was decided to assess some SLOs in 2018 and some in 2019, not all in one semester.

- m. ENGL 250 Practical Writing.
- n. ENGL 260 Preparation for College Reading

Motion to take above 2 items together

MSC (Phil Williams/Jane Maringer). All in favor. Motion passed.

- o. HIST 3 History of California
- p. HIST 4B Global History After 1500

Motion to approve above 2 courses

MSC (Carlton Olson/Nikki Dequin). All in favor. Motion passed.

- q. HUM 3 Introduction to Cinematic Arts, Film and Television
- r. HUM 4 Introduction to American Cinema
- s. HUM 6 Contemporary World Cinema

Motion to approve above three humanities courses

MSC (Scott Sandler/Doug Achterman). All in favor. Motion passed.

- t. JOUR 18A Print and Digital News I
- u. JOUR 18B Print and Digital News II

Motion to approve above 2 journalism courses

MSC (Scott Sandler/ Nicole Cisneros). All in favor. Motion passed.

- v. LIB 140 Online Health Research

w. LIB 3 Research Skills

Motion to approve above 2 courses

MSC (Arturo Rosette/Scott Sandler). All in favor. Motion passed.

Discussion: These need to be cross-listed. Motion passed with agreement for Doug Achterman to follow up.

x. MATH 402 Pre-Algebra

MSC (Ken Wagman/Johanna Stewart). Nays unanimous. Motion denied.

Discussion: There are several issues with this course. The textbook area has the wrong publishing date. The title and publisher needs to be spread out into the right fields. The out of class assignments should say 108 hours. An inquiry was made as to whether this can be called a prerequisite versus an advisory course. Leslie Tenney pointed out that AB705 is new legislation that states a community college cannot include more than a year of remediation to get into a four year college.

The discussion also stated that out of class assignment descriptions are too generic. They recommend having a more descriptive breakout of requirements like reading versus writing, etc. Leslie Tenney will work on a template with some suggested language.

There was a discussion regarding AB 705 and how the legislation will impact remedial courses. This will be further reviewed in the coming weeks. This item will likely be discussed at the Curriculum Institute and Dr. Rose recommends that faculty attend, especially department chairs. Leslie Tenney will check into the date, time, and location in July.

y. MCTV 16 History and Culture of Television, Film and New Media (Cross listed with THEA 16)

z. MCTV 6 Introduction to Audio Production (Cross listed with THEA 6)

aa. THEA 16 History and Culture of Television, Film and New Media (Cross listed with MCTV 16)

bb. THEA 6 Introduction to Audio Production (Cross listed with MCTV 6)

Motion to approve above four courses

MSC (Arturo Rosette/Scott Sandler). All in favor. Motion passed.

Discussion: Courses were approved with correction of out of class hours and date of book. All should state 108 out of class hours. MCTV 16 hours should be broken down by 28, 40, 40. The same applies to Theatre. MCTV 6 should be broken down by 68 then 40. MCTV 16 book should state the year 2018.

VI. Adjournment

Motion to adjourn by Ken Wagman at 4:24.