

Curriculum Minutes
Monday, May 13, 2019
3:00-4:30 p.m., BU 119

ATTENDANCE: Johanna Stewart; Leslie Tenney; Rosa Sharboneau; James Ghorzi; Fran Lozano; Eric Lopez; Scott Sandler; Patrick Yuh; Gilbert Ramirez; Karen Sato; Denee Pescarmona; Jane Maringer; Nicole Cisneros; Nikki Dequin;

Not Present: Doug Achterman; Sherrean Carr; Maggie Gutierrez; Linda Stubblefield; Julian Kearns; Albert Marques; Carlton Oler; Candice Whitney; Student representative

I. Call to Order: Welcome @ 3:14 p.m.

**II. Agenda adjustments and approval
MSC: (Sandler/Sato) Motion to approve. Passed**

**III. Approval of Minutes of April 22, 2019
MSC: (Ramirez/Cisneros) Motion to Approve. Passed**
There was a lot of confusion on the predictability model. It will be brought up as a training item.

IV. Information/Discussion

1. Proposed Title 5 changes:
NC curriculum approval to mirror the current credit curriculum approval; credit for prior learning; credit by exam: Denee Pescarmona:
There are two pieces of the Title 5 language revisions that she discussed. The credit for prior learning will be discussed in the fall. Pescarmona said one question is how to account for them, especially as they pertain to online and career education.
Non-credit: Local approval policy now mirrors the credit approval processes. We can approve stand-alone courses. Programs still have to go to the state. Local information and data can now be used and it will be more applicable to our programs. It will speed up the process and is great for AB705. The regulations have detailed restrictions on forming courses. CDCP courses will have enhanced funding.
2. Guided Pathways: Leslie Tenney & Rosa Sharboneau
Tenney: We made some good in-roads. Guided Pathways (GP) will continue to be a standing item on the agenda. Additional portions will be coming into play over the next school year.
3. Training needs:
There will be a meeting the first day of the fall 2019 semester. On that agenda will be training. Representation for several departments will be

turning over. Tenney asked that the current members continue to work with the incoming representatives and to hand over their PCAH.

She asked the committee to think about what specific training needs can be addressed that first day. Input should be e-mailed to Tenney so it can be added to the agenda.

Things brought to Tech Review seem to be getting rushed. Tenney said they have looked at how to slow that down and be more thorough and efficient. Due dates for items for Tech Review have adjusted on the new schedule. Members were asked to review them.

The by-laws will need to be reviewed next year.

4. 2018 – 2019 Summary

The committee approved 3 new ADTs; Biology; Elementary Education; Theatre and Film Technology.

There was a lot of curriculum approved. A lot of time was spent on cleaning up, organization and streamlining of curriculum.

The group also worked with the Curricunet staff on entering Institutional Learning Outcomes and they are close to completion.

A lot of work has been completed on AB705. The work will continue next semester.

Tenney said over the year James Ghiorzi has acclimated. Lisa Scott and Holly Strother shared duties for minutes.

Tenney thanked everyone for their participation.

V. Course Modifications

a) AJ 107A Adult Corrections Officer Core Academy

MSC: (Dequin/Sandler) Motion to approve. Passed

Discussion: Sandler noted some information didn't populate on CurricuNet. They adjusted the hours to reflect the number of weeks and tweaked some measurement for assessments.

Tenney encouraged people, in the future, to review course summaries and comparisons first, then to review individual sections.

b) CSIS 126 Word Processing - MS Word

MSC: (Sandler/Ramirez) Motion to approve. Passed

Discussion: Sandler: Another example of where information did not populate in Curricunet, especially on distance education (DE).

c) CSIS 572 Adaptive Computer Basics

MSC: (Sato/Stewart) Motion to approve. Passed

Discussion: Sandler: It is part of their 5-year cycle. Lab and lecture hours were adjusted and need to be added to the justification box.

Clarification was asked on the third level Student Learning Outcomes (SLO) stating practice beginning skills and individual use of the internet browser as outcomes. It was agreed they are low level SLOs.

Tenney said it is good that the committee is really concentrating more on learning outcomes.

d) JLE 204 Investigation Core

MSC: (Sandler/Dequin) Motion to approve modification. Failed

Discussion: Sandler: They increased hours and added prerequisites. No hours were listed for out of class assignments. It was agreed those hours must be quantified.

e) JLE 206 Human Trafficking Investigation Course

MSC: (Sandler/Dequin) Motion to approve modification. Failed

Discussion: Sandler: The same observations were made as for JLE 204. They shifted lab hours to lecture hours. This allowed for better alignment with post training police officer standards. No lab hours listed, but there is lab work listed within the course content that needs to be deleted.

1. Modified Programs

Computer Programming – A.S. Degree

Computer Programming – Certificate of Achievement

MSC: (Pescarmona/Sandler) Motion to review together and approve the modifications. Passed

Discussion: Cisneros: Questions were raised over the AS degree description of core concepts. Are they general knowledge or should they be identified more clearly?

Tenney: The committee has been struggling with the question of what is the appropriate amount of description. Ultimately it was agreed that the Department would need to be responsible for that content.

As this information goes into the college catalogue, the committee may develop criteria or standards for descriptions. The Curriculum Committee would then bring it to the Academic Senate.

Sharboneau: Uniformity would help with the GP mapping process.

Pescarmona: Would like to move the programs forward with changes identified. Descriptions can be improved at a later date.

Engineering – A.S. Degree

MSC: (Dequin/Cisneros) Motion to approve. Passed

Discussion: Tenney: This was a course previously voted on, but was confusing to students. The hours didn't calculate right. It was stating 0-13, when it was actually 0-10.

There are 2 engineering degrees; Physical Science and Engineering; Physical Science and Engineering: General Engineering. The title changed PS and Engineering to Engineering and they will deactivate the general engineering degree.

Patrick Yuh: I had a little trouble finding it. The units and tracks have been updated.

Tenney: The transfer combinations are to be delineated through a counselor for individual education plans.

Stewart: Said it is good that it defines the separate tracks.

Kinesiology – A.S. Degree

MSC: (Sandler/Dequin) Motion to approve. Passed

Discussion: Tenney: The course didn't appear correctly.

They had to reorganize it so the different emphases were easy to find and understand. The curriculum has already been approved.

One suggestion was to change the "opportunities exist" bullets to "for" bullets.

Pescarmona: The course catalogue for all departments will be sent to the Department Chairs in chunks for the departments to review and edit.

2. Deactivated Courses

N/A

VI. New Business

4. New Course – First Reading

a) GUID 600 Introduction to Job Coaching

MSC: (Sandler/Sato) Motion to approve. Passed

Discussion: Gilbert: Nothing was highlighted as an issue in his beginning review.

The committee will be delineating the course further and the certificate of completion for second reading.

b) GUID 601 Advanced Job Coaching

MSC: (Sandler/Dequin) Motion to approve. Passed

Discussion: Refresher course. For certification, a student must do both, 8-weeks courses. After completing the first course, this course can be taken as a refresher. It will also be reviewed before second reading.

c) JFT 226 Fire Fighter Academy II

MSC: (Dequin/Ramirez) Motion to approve. Passed

Discussion: Sato: The SLOs need cleaning up. It needs outside hours for assignments.

d) JFT 301 Community Emergency Response Team

MSC: (Cisneros/Sandler) Motion to approve. Passed

Outside hours and SLOs need to be fixed as well.

5. New Course – Second Reading

N/A

Tenney: Really going to miss a few people who are leaving. Individual presents of thanks were given to Karen Sato, Linda Stubblefield and Johanna Stewart. You will be missed.

VII. **Adjournment (Sato) @ 4:18 p.m.**