

Curriculum Committee Notes – November 3, 2011

Collins Conference Center

Members Present: Duane Anderson, Arnie Andrasian, Mike Daniel, Dawn Dobie, Gay Gardella, Nan Gomez-Heitzeberg, Sue Granger-Dickson, Kathy Hairfield, Qiu Jimenez, Jennifer Johnson, Emily Maddigan, Bill Moseley, Dan O’Connor, Leslie Reiman, Billie Jo Rice, Nick Strobel, Sue Vaughn

Members Absent: Tim Capehart, John Carpenter, Paula Dahl, Carl Dean, Stephen Eaton, Elizabeth Rodacker, Wally Simmons, Bernadette Towns, Richard Wise

Agenda Item	Discussion	Action
MINUTES	October 20 Minutes	The minutes were accepted as written.
GE CRITERIA	Nick Strobel distributed copies of the GE matrix, which includes the criteria that is used for determining GE courses. He asked the committee to review the SLO’s for MUSC B22 and asked which category C.1 (Introduction to the Arts) or C.2 (Introduction to the Humanities) would be a better fit for the Music Appreciation course.	It was recommended that MUSC B22 align with the CSU GE.
UPDATING PROGRAMS IN CATALOG	Nan explained that when degrees and certificates are updated as part of the annual catalog revision process, often times courses will be deleted or added or the title for a COA will be changed. These changes must be reviewed by the Curriculum Committee and reported to the State Chancellor’s Office before the revised program can be offered.	In preparation for accreditation, chairs will be asked to enter program level outcomes into CurricUNET and to make sure degrees and certificates are complete and accurate.
CURRICULUM PROCESS	Bill reviewed a diagram of the curriculum approval process. A new group of courses will be sent to the committee eight days before each meeting. Courses that are approved will be taken off the agenda, and courses needing further follow-up will be carried over to the next agenda. Committee feedback will be emailed to course originators so that corrections can be made in CurricUNET. Bill said that as we fine-tune the process, it is his hope that more courses can be put on a consent agenda. He reviewed the process for using the Curriculum Tracker to enter comments and asked the committee to check comments before the meeting. If comments were addressed, committee members should go into the Tracker, mark “Approve” and then save the comments. Bill will update the Curriculum Tracker so that course originators will be able to respond to feedback and notify people when changes have been made. Course originators will be notified the day after a meeting if their course was not approved. Courses not approved will remain on the agenda and move	.

	forward to the next agenda. The idea of limiting the carry-over of courses to no more than three agendas was suggested.	
CURRICULUM	<p><u>Revised Courses to Review for November 3</u></p> <ol style="list-style-type: none"> 1. BSAD B9 Fundamentals of Marketing — 11/3 2. COMS B2 Introduction to Computer Information Systems (DE course)- 11/3 3. COMS B74b Web Design HTML & XML (DE course) -11/3 4. COMS B82MCSE/CNE Networking Technologies (DE course) 11/3 5. COMS B101Web Systems and Security (DE course) -11/3 6. FIRE B1 Protection Organization (DE course) -11/3 7. FIRE B5la Fire Management -1 1/3 8. MEDS B35 Life Span Development (BC GE E) 11/3 9. MUSC B2 Basic Elements of Music (BC GE C & DE) (tabled at 10/20 mtg) 10. MUSC B4a Elementary Theory (BC GE C) 1 1/3 11. MUSC B4b Elementary Theory (BC GE C) -11/3 12. MUSC B21a History of Music (BC GE C) 11/3 13. MUSC B21b History of Music (BC GE C) 11/3 14. MUSC B22 Music Appreciation (BC GE C and a DE course) 11/3 15. MUSC B27 History of Rock and Roll (BC GE C) -1 1/3 <p><u>Deleted Courses</u></p> <ol style="list-style-type: none"> 1. BSAD B57 Federal and California Income Taxation 2. EDUC B78 Designing Effective Online Learning 3. EDUC B79 Managing the Online Learning Experience 4. FREN B3 Intermediate French 5. FREN B4 Intermediate French 6. GERM B1ab Elementary German 7. GERM B2 Elementary German 8. INDNT B51 Introduction to Industrial Maintenance 9. JAPN B52a Elementary Conversational Japanese 10. JAPN B52b Elementary Conversational Japanese 11. MFGT B43L Machine Shop Essentials for Engineers & Designers Laboratory 12. MFGT B52 Industrial Fluid Power 13. PHIL B255 Supplemental Philosophical Thinking and Writing Lab 14. PSYC B45 Principles of Learning and Behavior 	<p>All of the COMS courses were removed from the agenda. Billie Jo Rice moved, and Nick Strobel seconded, to approve ELET B5 and ENGL B34. The remaining 32 courses will be carried over to the November 17 agenda. (A new set of courses will go out next Wednesday).</p> <p>Janna Oldham moved, and Nick Strobel seconded to approve the course deletions.</p>

15. RUSS B1a Elementary Russian
16. RUSS B1b Elementary Russian
17. SPAN B52a Elementary Conversational Spanish
18. SPAN B52b Elementary Conversational Spanish
19. STDV B60 Access and Advocacy
20. VESL B82 Beginning Vocational ESL
21. VESL B83 Intermediate Vocational ESL
22. VESL B84 High-Intermediate/Advanced Vocational ESL

Courses from Previous Agendas

1. AUTO B75a Introduction to Engine Overhaul 10/20
2. AUTO B75b Engine Repair Techniques 10/20
3. AUTO B75c Advanced Engine Overhaul — 10/20
4. AUTO B75d Advanced Engine Machining — 10/20
5. CHDV B49 Child Health, Safety and Nutrition (DE course) — 10/20
6. COMS B35 OOP and Data Structures with C++ - 10/20
7. CRIM B1 Introduction to Criminal Justice BC GE D 1 (tabled at 10/20 mtg)
8. ELET B5 Programmable Logic Controllers — 10/20
9. ELET B63 Electronic Systems Installation — 10/20
10. EMTC B50r Emergency Medical Technician I Recertification Preparation 10/20
11. ENGL B34/LIBR B34 Introduction to Library Research — 10/20
12. SPAN B4 Intermediate Spanish (BC GE C) — 10/20

The committee looked at the course summary feedback in the Curriculum Tracker. There was consensus that all courses should have evidence of critical thinking, and it was agreed that samples of course assignments should be attached to the “Out of Class Assignment” page. It is especially important that courses approved for UC & IGETC include an outside of class assignment. The CurricUNET instructions are not clear as to whether a critical thinking example is required.

New Title 5 rules with respect to repeatability are currently being reviewed and will be voted on by the Board of Governors in the near future. Sue Granger-Dickson stressed the importance of applying the new regulations to courses coming through curriculum review now so that they would be in place when they take effect next year. Some courses that have been approved for repeatability in the past do not meet Title 5 requirements. She said that the ASCCC believes that if a student does

	<p>not reach a certain competency within a CTE course, that the student should not pass the course. Both ELET B5 and ELET B63 are repeatable one time.</p> <p>Sue Vaughn said that courses such as the AUTO courses should not be repeatable. In order to accommodate students who need to repeat a course that includes “new” content, the department would have to provide documentation verifying a change in course content and when the change occurred, to the Admissions and Records Office. For example, Building Codes or automotive engine overhaul techniques may change periodically, so they have a procedure in place for these situations, and students who received a satisfactory grade in the course can request an “Approve a Repeat with a Satisfactory Grade” form at Window #6.</p> <p>Some of the courses were not approved because they did not provide a listing of skills, knowledge, and rating for content review. The committee needs to establish some procedures and guidelines in order to help people understand the process.</p>	<p>Dawn Dobie and Sue Vaughn will work together to come up with some standards and processes for content review.</p>
ADJOURNMENT		<p>The meeting was adjourned at 4:07 p.m.</p>

:Janna Oldham