

Bakersfield College Curriculum Committee Minutes

Meeting on September 17, 2015

I. **Call to order** by Billie Jo Rice at 2:37 pm

Chairs in Attendance: John Carpenter, Billie Jo Rice, and Liz Rozell

Administrators in Attendance: Sue Vaughn

Members in Attendance:

David Neville, Cari Meyer, Kimberly Bligh, Lindsay Ono, Kathy Hairfield, David Koeth, John Carpenter, Creighton Magers, Michael Korcok, Patrick Aderhold, Qui Jimenez, Mindy Wilmot, Josh Ottum, Mike Daniel, Michael Harvath, Victor Diaz, Kate Pluta, and Nick Strobel.

II. **Review and Approval of the Minutes**

m/s Mike Daniel/David Koeth to approve the September 3, 2015 minutes with the following corrections to names: Section II David Koeth; Section VIII Mike Daniel.

Voice vote for approval: David Neville, Cari Meyer, Kimberly Bligh, Lindsay Ono, Kathy Hairfield, David Koeth, John Carpenter, Creighton Magers, Michael Korcok, Patrick Aderhold, Mindy Wilmot, Josh Ottum, Mike Daniel, Michael Harvath, Victor Diaz, Kate Pluta, Nick Strobel, and Sue Vaughn.

Voice vote opposed: None

Abstentions: Qui Jimenez

Motion Passed

III. **Reports: Co-Chairs, Articulation Officer, and Assessment Co-Chair Reports**

A. Co-Charis – Billie Jo Rice and John Carpenter

1. Work Experience – The three work experience courses were narrowed to two as WEXP B249 Cooperative Work Experience Education is not allowable per the PCAH. Occupational Work Experience courses must have a discipline specific top code. Several years ago, the occupational work experience courses were lumped together as WEXP B248. Ten courses were developed using B48WE as the course number. All programs that contain WEXP B248 or WEXP B249 will need to be modified.

2. Trac Dat and ELumen – The District is researching other systems for Assessment and Curriculum. Trac Dat doesn't have a curriculum component. ELumen has curriculum, AIQ, Program Review, and Assessment components. It has the highest grade of any similar program and is being used by Taft College.

3. Approval Queues in CurricUNET – Committee members were asked to track their departments' courses in CurricUNET. The dean assignments were restructured but CurricUNET has not been changed. The curriculum chairs do not have access to make the necessary changes in CurricUNET. Some courses are getting lost in the approval queues.

B. Articulation Officer – Billie Jo Rice

1. CSU GE and IGETC Submissions – Courses seeking CSU GE and IGETC can only be submitted in December. Committee members were asked to send Billie Jo an email listing any courses that are requesting CSU GE or IGETC status.

C. Assessment CO-Chairs – David Neville

1. David is going to departments to make sure assessments are getting turned in. Last year, only 40 out of 1,000 were assessed. Committee members were asked to click on their department mapping to see if their department has turned in their assessments.

IV. Opportunities to Address the Committee

None.

V. Additions to the Agenda

BAS Liz Rozell - (handouts were distributed) There are some GE challenges for the BAS degree. In a Southern Region meeting, they were told colleges could use local GE programs. However, the BC Taskforce and Academic Senate don't agree.

Resolutions:

1. Minimum Qualifications to teach courses were changed to a Masters or Bachelor of Arts with two years of experience.
2. Degrees must have a minimum of 120 semester units, of which 24 must be upper division units.
3. IGETC or CSU GE must be used (not local GE). Information is still being developed regarding GE. Issues include whether upper division courses can take the place of lower division GE and if upper division GE must be approved through the same process as lower division GE currently is.

VI. Unfinished Business

None.

VII. New Business

Curriculum Training – CurricUNET (handouts were distributed)

Main:

Co-Contributors – Add anyone in your department as a co-contributor who may work on the course. Sometimes changes need to be made at the last minute, so it is better to have multiple people listed.

Basic Course Information:

Catalog Course Description – Check for grammatical errors. Once approved, it is sent for articulation and appears in the catalog exactly as stated.

TOP code/SAM code – Top codes with an asterisk (vocational) must have a SAM code of A, B, C, or D. Top codes without an asterisk, must have a SAM code of E.

Proposal Information – Data and Course element changes need to be marked.

Summary – All changes need to be listed in one summary box.

Proposed Start – The semester should be summer.

Course Standards:

Non Standard – If non-standard units/hours are listed, in the justification box, hours must be stated for lecture and/or lab.

Grading Method – Make sure something is listed as default. Usually, standard grading method should be the default.

Credit Status – Most courses are degree applicable. Any course that is CSU transferable must be degree applicable.

Repeat Type – Most courses are not repeatable. Only three types of courses can be repeatable: where repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree; intercollegiate athletic courses; and intercollegiate academic or vocational competition.

Program Applicability:

Basic Skills Courses are lower level English and Math; Academic Development and English for Multilingual Students.

Stand Alone – If a course is program applicable, then it should state "No".

Core Mission – Check the catalog to see if courses are currently CSU transfer, CSU GE UC transfer, IGETC, etc. All applicable boxes must be checked. This information is used in the catalog and for reports. Courses applying for CSU GE, UC transfer, etc. should not be marked. If a course wants to apply for IGETC or CSU GE, it must be stated on Basic Course Information, Proposal Information.

General Education/Transfer Applicability:

GE/Transfer – All applicable sections must be completed and must match the Core Mission. Check the catalog for applicable sections.

Student Learning Outcomes:

SLO's must be entered individually. After the SLO's, the words "COURSE OBJECTIVES" must be typed. Course objectives do not need to be listed individually.

Conditions of Enrollment:

Content Review – A content review sheet needs to be uploaded for each condition of enrollment. Check to make sure the content review sheet is accurate. Content review sheets can be uploaded in c-net by clicking Content Review/Content Review + Statistics.

SCANS Competencies:

SCANS – All CTE courses (courses that have a SAM code of A – D), must complete the Scans. Check to make sure the areas are completed and the percentages are accurate. "Scan competencies" will only appear in green for those courses that have a SAM code of A – D.

Topical Outline:

Outline – Must be done in a traditional format. Nothing should be added to the outline. Do not cut/paste information from a syllabus as it creates issues with reports. It is okay to copy/paste from a Word document. A time element (either weeks or

hours) must be included in the outline. The time element must match the time listed under course standards.

Methods of Instruction:

Methods – Check a variety of methods. All methods do not have to be used, but any instructor teaching the course can only use the methods that are listed.

Out-of-Class Assignments:

Assignments – Writing assignments are required for CSU GE & IGETC courses. The time spent on assignments should equal the number of hours that appears in the box above it. The number is computer generated and is twice the number of lecture hours in the course.

Methods of Evaluation:

Methods – Make sure there are methods listed. If the course is submitted for C-ID, the reviewers look at the methods.

Texts, Readings, and Materials:

Textbooks – Must be dated within five years or a rationale must be stated.

Delivery Method & Distance Education:

Distance Ed– Face to Face, on-line, hybrid, etc. Distance Ed must be checked for courses to be approved to be distance ed. Discipline experts should know if the course can be taught by distance education.

**Kate Pluta related that if 50% of the courses in a program can be taught on-line, then departments must notify AIQ as a report must be done for program review.

Minimum Qualifications:

Minimum Qualifications must be listed for a course.

Attached Files:

Attached – Check for critical thinking assignments.

VIII. First Agenda

Curriculum Review Teams are listed on the back of the agenda. There are courses and one program listed on the first agenda. Courses and the program need to be reviewed by Wednesday, September 23, 2015. The BAS courses are still on first agenda because they are not ready yet.

IX. Second Agenda

A. New Course

MATH B65 Intermediate Algebra for Statistics

Course is requesting DE (Distance Education) as a method of instruction. The committee has considered the rigors of Distance Education requirements and feels this course has met those rigors.

m/s Lindsay Ono/ Kimberly Bligh To approve MATH B65 as a new course.

Voice vote for approval: David Neville, Cari Meyer, Kimberly Bligh, Lindsay Ono, Kathy Hairfield, David Koeth, John Carpenter, Creighton Magers, Michael Korcok, Patrick Aderhold, Mindy

Wilmot, Josh Ottum, Mike Daniel, Michael Harvath, Victor Diaz, Nick Strobel, and Sue Vaughn.

Voice vote opposed: None

Abstentions: Kate Pluta

Motion Passed

B. Course Deletions

GEOL B12 Geology of California

GEOL B35B Geology of Kern County

STDV B4 International Student Orientation and Educational Planning

m/s Lindsay Ono/ Mike Daniel To approve the course deletions.

Voice vote for approval: David Neville, Cari Meyer, Kimberly Bligh, Lindsay Ono, Kathy Hairfield, David Koeth, John Carpenter, Creighton Magers, Michael Korcok, Patrick Aderhold, Mindy Wilmot, Josh Ottum, Mike Daniel, Michael Harvath, Victor Diaz, Nick Strobel, and Sue Vaughn.

Voice vote opposed: None

Abstentions: Kate Pluta

Motion Passed

X. Good and Welfare

None

XI. Adjournment

Billie Jo adjourned the meeting at 4:05 pm.