**Curriculum Committee Minutes – September 16th, 2011  
12-2pm in the library room 104**

**Present: Amy Bohorquez; Laura Bollentino; Denise Richardson; Evelyn Lord; Lorriann Raji; Pinar Alscher; Vina Cera; Eleanor Liu; Eileen White**  
  
**1. CIPD update including planning for outline review training:**. Training is planned for next committee meeting. In addition open 90-minute trainings will be offered to all faculty. The first two scheduled trainings are:

**Oct. 7 10:30-12 in L104**

**Oct. 21st 2-3:30 in L104**

Trainers are needed from the committee and elsewhere. We need to target departments in need of course updating.

**2. Review of guideline changes**: New guidelines include changes in requirements for the composition of the voting membership committee and requirements for department review before submissions to the committee.

**Committee resolution:** revised guidelines will be forwarded to the faculty senate for approval.

**3. A tech review subcommittee** will be set up, with Amy, Laura and two others.

**4. Minor Course Changes  
MATH 003C Calculus III (David Ross) - change in text only**

Course content needs percentages.

**Committee resolution: Approve with addition of percentages in course content.**  
  
**5. Modifications   
AFRAM 02 Black Economics (Tamika Brown - pending)- adopting Merritt's outline  
AFRAM 16 The Prison Industrial Complex (same) - adopting Merritt's outline**

**Committee resolution:** Approve and forward to CIPD with recommendation for changes to make terminology consistent and course description accurate. Amy will contact Merritt AFRAM faculty to advise them that we are doing this.

**CULIN 33 Managing Food Sanitation (Lorriann Raji - pending) - removed pre-reqs**

**Committee resolution:** Approved. Pre-requisites and co-requisites removed because of a need to make the course more widely accessible.

**CARP 207 (was CARP 248GG) Math for Construction Trades (Cynthia Correia) making a permanent number.** Needs SLO’s and assessment plan. Cynthia will email them to Amy and Amy will put them in.

**Committee resolution:** Approve with provision that SLO’s and assessment plan will be added.

**6. New Courses**

**BIO 801 Biology of Growing Food (Doug Bruce - pending originator changes)**

**Committee resolution:** Approved, with the suggested addition of a unit on pests.

**CHIN EZ248-1 Intro to Cantonese Legal Interpretation , CHIN EZ 248-2 Sight Translation Cantonese (Zujian Zhang)**

**Committee resolution:** Return to originator for prerequisites, including expectation of bilingual fluency in the course description.

**PHOTO 252A - HDSLR Workflow for Digital Photography and Cinematography (Vina Cera)**

Number changed to 180 because it may be offered for degree credit in the future. Mistaken fee-based designation was corrected.

**Committee resolution:** Approved

**PHOTO 801 - HDSLR Workshop (same)**

**Committee resolution:** Approved

**1:50 - Program Modifications  
Baking and Pastry - add CULIN 233 (Lorriann Raji - pending)**

**Committee resolution:** Approved

**7. Eileen White pointed out that if any program goes over 50% of courses offered online, a substantive change must be filed by the college, and that this cannot be done as long as Laney is on warning status. Therefore, the curriculum committee needs to be aware of the number of online courses being offered by a program.**

**8. Alexis Alexander will be the new Distance Ed coordinator for Laney.**