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Curriculum Committee Meeting

Friday, February 5, 2016

Tower (Room T-850), 1:00 PM—3:00 PM

Present: Anne Agard\*; Iolani Sodhy-Gereben\*; Laura Bollentino\*; John Reager\*; Vina Cera\*; Phillippa Caldeira\*; Peter Brown\*; Donald Moore\*; Laura Gomez-Contreras\*; Steven Zetlan\*; Pinar Alscher\*; Rebecca Bailey\*; Meryl Siegal\*; Heather Sisneros\*; Chris Brown\*;

Absent: Daniela Nikolaeva Pachtrapanska\*; Lilia Celhay\*; Denise Richardson;Peter Crabtree; Mildred Lewis; Chuen-Rong Chan; Phoumy Sayavong;

**Guests:** Merylin Whalen (VPIE); Amy Bohorquez;

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| **AGENDA ITEM** | **SUMMARY OF DISCUSSION and DECISIONS** | **FOLLOW UP ACTION and RESPONSIBLE PARTY** |
| **I. CALL TO ORDER** | 1:00 Public Announcements |  |
| **II. APPROVAL OF MEETING MINUTES** | 1:05 Approval of minutes   * skipped | 1st  2nd |
| **III. COMMITTEE TRAINING SESSION** | 1:10-2:48 Amy Bohorquez   * Terminology   Local governing board—curriculum committee; decision makers  Board of Governors (state)  Board of Trustees (BOT)—our local board of trustees;  Council on Instruction, Planning and Development (CIPD), district level  Uniform Course numbering (UCN)—all BIOL 10 have to have the same catalog information; if you want to change anything have to bring all colleges with courses with the change to CIPD at the same time.  Top code (taxonomy of programs)—state level number; 4 digits with 2 digits on the other side i.e., 0000.00; important in areas that lots of subtopics;  CIC—term other colleges use for their committees (local; mainly Merritt)  The State—State Chancellor’s Office—sent outlines with codes; they give us control numbers so we can legally teach this course; After BOT approves, we send course/program to state  New course/programs need control numbers (each course has its own control number); illegal to offer without a control number; need to advertise for 30 days before you can offer it. Current question is What defines advertising? Cost—State can take money back; also that class will not apply to degree;  Iolani (Curriculum specialist) sends courses/programs to State  If we make change, the time varies substantive vs non-substative ;  Iolani will explain more.  Matriculate—process of entering college  Transfer—can count as an elective at a 4 year  Articulate—can replace a similar course at a 4 year  TMC—Transfer Model Curriculum (SB 1440)—state releases a suggested model  List might be approved before the TMC is posted  Might be a delay between when the program is approved and when the states posts the TMC  C-ID—California Identification Numbering System   * Course Outline of Record (COR)   Legal document; held to it; any student can see it or ask for it; housed at the META site; should have paper version. Must have a current version for articulation.  Standards held to –55002; educ code is the law; title V is how we interpret it. V is about education, 55 is about community college;  Starts about degree applicable courses; each campus needs to have a local and district curriculum committee; 55002.1 what the curriculum committee should be.  Basic info for catalog—title, course number, grading policy, if basic skill, level of difficulty; description, prereqs, coreqs; textbooks (must be within 5 years or explain why ypu need an older text); Course objectives, SLos, Course content;  55062—what is degree applicable; lower division accepted for CSU/UC for transfer; apply to degree; English writing and composition (not more than 1 level below transfer; not supposed to have ESL degrees; certificates of competency is okay cause not State approved) and only 1 can count unless a reading course are accepted by CSU/UC. MATH courses above and including elementary algebra; ENGL and MATH courses taught in other dept (i.e., English for CARP) are okay if their BOT approves and is in paper and everyone approved.  55003—updating courses with transfer level with a prereq or coreq need to be reviewed/updated every 6 years or content review; CTE courses/programs every 2 years.  DE addendum—need to be updated/reviewed every 6 years; 55200 (definition of distance education). 55206—should be a separate vote for curriculum committee for the course and another vote for DE;  DE—need coordinator and training to make sure we are in compliance and accessible to students; creating an ADA captioning course; money generated from distance education should go to updating distance education; this committee could write a resolution that training needs to happen for ADA captioning compliance; workshop for campus “how to create ADA captioning or be in compliance.” Adding it to new faculty hires;  55040—student repeatability; used to be allowed repetition for more reasons; now active participation have to show progressive skill development; i.e., limitation to physical education, visual arts or performing arts; some saw this as an attack to lifelong learning; can’t take unless is it needed to be repeated for CSU/UC (i.e., ensemble music course); students can repeat but they need to fill out forms (i.e., for mandated training, significant change in industry, ADA).  Local Curriculum Committee—function to be a standing committee of senate and responsible to review and approval of curriculum. After approval, it goes to VPI and then goes to CIPD and BOT.  Responsibilities listed in bylaws; review proposals, participate in program review and accreditation review; review changes to general education and graduation requirements; review for alignment with articulation agreements; recommend policies and procedures for affecting curriculum; review and recommend changes to college catalog; What is degree applicable? That needs to be defined by committee for review;  Planning for retreat to discussion issues about what to do/procedures for criteria for course/program acceptance for lower division/upper division; how does it help the student/college?  Process  Local college approves; goes to CIPD; BOT; then State  Local order: originator, goes to dept chair, then to tech review, go to articulation, librarian, SLO coordinator, back to originator, then curriculum committee; on level 3; will wait until all 3 approve; if out, can appoint a proxy; what does librarian look at (what materials do they need);  CIPD—role to advise whole district on academic planning; all 4 curriculum chairs; deans; VPI; district education analyst; curriculum chairs; articulation officers; faculty senate appointee; other admin (VPSS or division dean); Vice President of Education Services chairs the committee; What goes—catalog info; DE addendum for info ; non-catalog don’t have to go (textbook, SLO); fee based courses;  Consultation—good faith effort; if you are making a substantive change to a UCN; creating classes that will overlap information with another program, cloning a class, Courses/Programs can be blocked at CIPD if all colleges don’t agree; Is consultation worth it? Currently working on updating the definition;  UCN—defined by what transfers and what does; not articulation;  001-199—credit, transfer, degree applicable liberal arts and vocational courses including selected topics  200-249—credit, non-credit, non degree applicable,  249-299—credit, non-credit  Maybe changes numbers in near future cause running out of numbers  Plan year in advance, program review year;   * State Chancellor   Mission to oversee the chancellor’s office; Pam Walker key person  Housed in CCCCO Curriculum Inventory | Iolani and Laura will follow up on some of specific terminology later on |
| **IV. SUBCOMITTEE REPORTS** | 2:48   * Part-timers   CurricuPay subcommittee; written proposal; getting together with Cynthia Mahabir who is working on another proposal with union;   * Publications   Copied; align to PCAH | Steve  Pinar; busy this semester; will give to assistant ; check who else is on the committee |
| **V. DISCUSSION AND PLANNING FOR SPRING 2016** | 2:51   * Strategizing for courses stuck at curriculum committee level; stuck there; 2 courses by KIN; 6 by HUMAN/PHIL. * KIN 163—perhaps can change title; take out psychology put in training or coaching or mind training; * ATHL 80—editing and different words; “organize athletic information” “athletic” descriptors. * Will still need to consult because not just in athletics; | Suggestion that bring this COR and have Karolyn vanPutten consult;  Have Josh contact the department chair to try and schedule a consultation; |
| **VI. ADJOURNMENT** |  |  |