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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 makersBoard 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 StateIf we make change, the time varies substantive vs non-substative ; Iolani will explain more. Matriculate—process of entering collegeTransfer—can count as an elective at a 4 yearArticulate—can replace a similar course at a 4 yearTMC—Transfer Model Curriculum (SB 1440)—state releases a suggested modelList might be approved before the TMC is postedMight be a delay between when the program is approved and when the states posts the TMCC-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?ProcessLocal college approves; goes to CIPD; BOT; then StateLocal 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 topics200-249—credit, non-credit, non degree applicable, 249-299—credit, non-creditMaybe 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 | StevePinar; 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** |  |  |