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Curriculum Committee Meeting

Friday, April 17, 2020

Zoom Meeting, 1:00-3:00pm

Present: Heather Sisneros\*; Pinar Alscher\*; Iolani Sodhy-Gereben\*; Laura Bollentino\*; Vina Cera\*;\*; Meryl Siegal\*; Reginald Constant\*; Laurie Allen-Requa\*; Anne Agard\*; Elizabeth Maher\*; Rudy Besikof\*; Cheryl Lew\*; John Reager\*; Rebecca Bailey\*; Karl Seelbach\*;

Absent:

***Guests:*** *Marla Leech (MEDIA); Lin Wang (CHIN); Melissa McElvane (CONMT); Kim Bridges (CIS);*

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| **AGENDA ITEM** | **SUMMARY OF DISCUSSION and DECISIONS** | **FOLLOW UP ACTION and RESPONSIBLE PARTY** |
| **I. CALL TO ORDER** | 1:03pm Sign in/Roll Call |  |
| **II. APPROVAL OF AGENDA/MINUTES/ADDITION TO AGENDA/ANNOUNCEMENTS** | 1:07pm   * Approval 4/3/20 minutes;   Discussion of ETHST discussion in last minutes; clarification of OUSD discussion; class was not changed due to pressure from OUSD but in order to allow the option to be taught for shorter amount of time than the summer 6 weeks (i.e., intersession; winter break); question of concurrent vs dual enrollment; discussion for a later time | minutes  1st: Laura  2nd: Laurie  uni  Agenda  1st:  2nd: |
| **III. COMMITTEEE EVALUATIONS** | 1:15pm Take committee evaluation survey   * Action for all members to complete during meeting   Suggestion to have members do later; vote to wait to complete later |  |
| **IV. DISCUSSION/ACTION ITEMS** | 1:19pm Emergency Temporary Distance Education: presenter VPI Rudy Besikof and Heather Sisneros   * Mentioned at the last meeting but wanted to explain a bit more in detail and to lay out next steps on this process * For S20, when pandemic arose, series of meetings at State level with guidance that schools could submit a blanket addendum for spring. Question of transitioning all classes to remote; request for whole catalog for spring as remote approved by State; Later guidance for summer and fall on how to submit; the differences are 1) we can’t submit for whole catalog, we need to approved it; 2) need to list as distance education or correspondence courses; found legislative language to define; question to have emergency approved or permanently approved; also need to add process and any forms used will be sent to State; also time table of when approved in curriculum process; along with programs now over 50% to ACCJC; better to commit to courses and have the paperwork completed in the fall after the class has started; * Committee has been working on DE this year; VPI will send the PowerPoint to committee for later use; Question of when forms will be available. * State issued a template for CIOs to use when submitting * Question of if all courses must have a DE addendum; No. Only classes identified by divisions and submitted to State; have to list things as DE or correspondence only; State doesn’t want the term remote. No announcement about fall being remote; guidance from State on how to submit classes for fall and deadline; courses that are identified to be taught will be contacted with next steps to complete forms; could approve the course as a correspondence course; discussion of Union contract, faculty cannot be forced to teach an online course, question of how this will be addressed; * Question of classes for summer with CTE; technologies not all available to students for summer; how will faculty know these will be put in place in time for class; contact your dean so they can work with district to make sure everything is set up on time for students; individual technologies; part of consideration on choices; in regards to CTE, should faculty look at what can be offered in future or just what needs to be offered now (long term vs short term); advice from committee/tech reviewers on whether this is a good idea to make permanent or just for emergency situations; suggestion to do temporary one first and then do the permanent one later on; CTE is having issue with library in terms of getting streaming content for students; the library budget is terrible, they want to dumb down the offerings because there is push back to get the correct ones; suggestion to put more money on resources and work with library to get the materials needed; VPI (as dean) will check in with dean and library about working on this issue. * Question of timeline to turn in addendum forms; have to be approved locally by Dec 30th of this year; question of dividing the class into lecture and lab components; can’t separate a class cause it is listed as 1 at State; * Question of this is really for an emergency situation vs permanent; just want to be able to teach classes in the fall just in case; don’t want to teach as DE during non-emergency situations; question of someone does not do the addendum; classes canceled from the list; making sure people understand Dec 30th must be through the whole local approval process (CIPD and BOT); there are checks and balances; won’t offer anything in fall if not on the list; * Follow up to department chairs, about process and steps; suggest of independent process, consent agenda separate from META; have a single point of contact and work with faculty; will submit to curriculum committee, Laurie will be the coordinator on this; consideration of meetings left for the semester and early fall to get this done; suggestion for tech reviewers to check in with divisions to see interest in completing this process; * VPI must submit a separate lists for summer and fall classes that are not 100% currently that want to offer for those terms; Heather, Chelsea, Rudy, Mark worked on adapting the form to make it streamlined; took out narrative parts, now just check list; no examples; making it into a google form; starting Monday faculty can fill it out and submit; asked if Heather can shared the list of completed forms with other curriculum leads; agreed; question if dean or department chair; will discuss later; will be put on the curriculum committee website * Chance we may be closed through fall or be closed part of fall schedule; though planning to back on campus for fall, just preparing just in case; deadline for summer already happened; deadline for fall is July 1st; if you want to teach, get class on list; talk to dean ASAP, dean will tell Rudy to add to list; must fill out temp form ; those 2 steps will allow to be taught; summer, check with dean if classes is on list; fill out form; if already approved 100% don’t need to fill out paperwork; if less than 100%, must do form to offer; question of keeping deans in loop with people turning in forms; VPI will check in with the deans on the list * Question of assignments for fall; question for deans * Discussion of process; for emergency ones only, to Heather then Laurie, work with faculty then brought to committee for consent approval; question if it goes to CIPD; will be discussed at meeting on Monday * Question if needs to be voted on by curriculum committee; will be working with Laurie on dates and timeline to get things done by the deadline; addendum housed in VPI office; * Question of who should submit the forms and sign off on it; VPI sent out an email that department chairs should sign off on the forms; faculty don’t need to bother on the form if not on list; question of faculty not knowing what they are teaching in the fall; have to coordinate on a department level; responsibility relies on the chair; practice is deans consults with the department chair on scheduling; * Form will be sent to Faculty Senate President to send out to faculty; discussion of creating website to help with information | Informational/Discussion  1st: Vina  2nd: Annie  Motion to approve documents with dept chair added in; uni |
|  | Round 1 of DE Rubric development | Informational/Discussion  1st:  2nd:  TABLED |
|  | Voting for new Curriculum Chair for 2020-2022 term   * Still opportunities for nominations; only one is Heather and John together; | Informational/Discussion  1st: Laurie  2nd: Vina  Uni;  Heather and John approved as chairs |
| **V. REVIEW OF PROPOSALS** | 2:pm Discussion/vote on streamlining approval process for non-catalog updates to curriculum | Informational/Discussion  1st:  2nd:  TABLED |
|  | BIOL   * BIOL 27 Human Sexuality   27—cat; changed description; added DE; not ready for committee (waiting on SLO approval); cross listed should bring with PSYCH 12 at same time | 1st:  2nd:  DE:  1st:  2nd:  TABLED |
|  | ARCH/CONMT   * ARCH 111 Sustainable Design Applications * California Green & Sustainable Building Standards CA   111—cat; changed title, description, added DE; only chat rooms picked in MET; will change after meeting;  CA—cat; added DE; moved by accident; moved it to committee level | 1st: Rudy  2nd: Karl  Uni  DE:  1st: John  2nd: Laurie  uni  Program  1st: Laura  2nd: Vina  uni |
|  | CHEM   * CHEM 1A Introduction to Chemistry * CHEM 1B Introduction Organic and Biochemistry   1A—nc; added DE; no proposal  1B—nc; added DE; no proposal | 1st:  2nd:  DE:  1st:  2nd:  TABLED |
|  | Non-catalog   * CIS 61 Structure and Interpretation of Computer Programs * CIS 62 Introduction to Systems Analysis and Design * CIS 68B Advanced iOS Programming * CIS 79B Advanced Application Design in Android * CIS 99 Database Administration with SQL * GRART 32 Digital Documents (Adobe InDesign) * GRART 34 Adobe Illustrator Basics * GRART 299 Survey Course for Digital Media/CIS [Graphic Arts] * HIST 3B Modern World History: 1500-Present * MATH 3A Calculus I * MATH 3B Calculus II * MATH 3C Calculus III * MATH 3E Linear Algebra * MATH 3F Differential Equations * MATH 16A Calculus for Business and the Life and Social Sciences * MATH 220B Technical Mathematics with Algebra - Part 2 (Lab) * MATH 220C Technical Mathematics with Algebra - Part 3 (Lab) * MATH 220D Technical Mathematics with Algebra - Part 4 (Lab) * MATH 220E Technical Mathematics with Geometry - Part 1 (Lab) * MATH 220F Technical Mathematics with Geometry - Part 2 (Lab) * MATH 220G Technical Mathematics with Trigonometry (Lab) * MUSIC 15A Jazz, Blues and Popular Music in the American Culture * MUSIC 15B Jazz, Blues and Popular Music in the American Culture   61—nc; added DE;  62— nc; updating DE; 2013 book does not have rationale  68B— nc;  79B— nc; 2015 textbook no rationale  99— nc;  32— nc;  34— nc;  299— nc;  HIST 3B— nc; updated DE  3A— nc;  3B— nc;  3C— nc;  3E— nc;  3F— nc;  16A— nc;  220B— nc;  220C— nc;  220D— nc;  220E— nc;  220F— nc;  220G— nc;  15A— nc; added DE%  15B-- nc; added DE%  Question if adding consent agenda, if we are being rigorous with our curriculum; making sure there are checks and balances; question of data of where issues come up; do we have something in place to deal with it; suggestion for using consent only for temporary addendums; consent items can still be looked at and questioned; issue of rest of curriculum, other schools have level before committee where they review before committee; didn’t get to topic or vote in this meeting  Question of consultation with CIS 25 and 27; chair will resend information to BCC | CIS 61  1st: John  2nd: Rebecca  Uni  DE:  1st: John  2nd: Karl  Uni  CIS  1st: John  2nd: Rebecca  uni  Iolani will send classes missing textbook rationales to chair;  TABLED everything else |
|  | ESOL   * ESOL 287 ESOL for Customer Service * ESOL 550 Advanced Listening and Speaking * ESOL 552 Advanced Reading and Writing * ESOL 557A Intermediate Reading & Writing Workshop: Developing Critical Reading, Writing and Thinking Skills * ESOL 557B Intermediate Reading & Writing Workshop: Expanding Critical Reading, Writing and Thinking Skills * ESOL 557C Intermediate Reading & Writing Workshop: Strengthening Critical Reading, Writing and Thinking Skills * ESOL 557D Intermediate Reading & Writing Workshop: Consolidating Critical Reading, Writing and Thinking Skills * ESOL 559A Advanced Reading and Writing Workshop: Developing Critical Reading, Writing and Thinking Skills * ESOL 559D Advanced Reading and Writing Workshop: Consolidating Critical Reading, Writing, and Thinking Skills * ESOL 583 Business English * ESOL 586 English for Job Search * ESOL 587 ESOL for Customer Service * ESOL 590 English for Special Purposes * Vocational English for Speakers of Other Languages CCy   287—cat; changed description; added DE;  550—new; added DE  552—new; added DE; 553?  557A—new; added DE  557B—new; added DE  557C— new; added DE  557D— new; added DE  559A—new; added DE  559D—new; added DE; stand alone?  583—new; added DE  586—new; added DE  587—new; added DE  590—new; added DE  VESOL—cat; updated POS  Missing programs?  ESOL Advanced—at tech reviewer  Advanced ESOL Reading and Writing (missing C, D) —at tech reviewer  Intermediate ESOL Reading and Writing—at tech reviewer | 1st:  2nd:  DE:  1st:  2nd:  TABLED |
|  | MUSIC   * MUSIC 14A Introduction to Chinese Opera * MUSIC 101 Music Theory and Culture I * MUSIC 102 Music Theory and Culture II * MUSIC 103 Music Theory and Culture III * MUSIC 105 Classical Guitar I * MUSIC 106 Classic Guitar II * MUSIC 107 Classic Guitar III * Music Industry CA   14A—cat; changed description;  101—cat; changed reqs  102— cat; changed reqs  103—cat; changed reqs  105—cat; changed title; lec/lab hre; reqs;  106—cat; changed lec/lab hrs; reqs;  107—cat; changed lec/lab hrs; reqs;  CA—cat; changed title; changed POS | 1st:  2nd:  TABLED |
|  | PHYS   * PHYS 99 Physics for Building Science   99—deact; nip; TABLED need to bring at same time with ECT rep; will bring to next meeting | 1st:  2nd:  TABLED |
|  | * Technical Reviewer announcement—deadline April 27th * Analysis of committee evaluation survey, more DE updates, if not finalized: DE and Academic Integrity rubrics, begin brainstorming next year's goals. * CC Retreat on May 8th (time TBD) |  |
| **VII. ADJOURNMENT** |  | 3:10pm |