



Curriculum Committee

Approved Minutes

December 12, 2017

Meeting Room: 504

1:30 pm – 3:30 pm

1. Call to order	Chairperson Jim DeKloe called the meeting to order at 1:34 pm.
2. Roll Call	<p>Jim DeKloe (Chairperson), Lisa Abbott (Curriculum Analyst), Curtiss Brown (Articulation Officer), Erin Duane (Librarian), Dean Sandy Lamba, Jose Cortes, Mary Valch, Kevin Anderson, Deb Berrett, Anthony Ayala, Marivic Macalino, and Darren Potts.</p> <p>Guest: Amy Dauffenbach</p> <p>Absent: David Williams (VP of Academic Affairs), Dean Maire Morinec, Teri Yumae, Michelle Arce, Marianne Flatland, and Ginger Cain.</p>
3. Agenda Approval	Erin Duane motioned to approve the agenda of December 12, 2017. It was seconded by Deb Berrett. The agenda was approved by the committee unanimously.
4. Approval of Minutes	Erin Duane motioned to approve the minutes of November 28, 2017. It was seconded by Anthony Ayala. The minutes were approved by the committee unanimously.
5. Comments from the Public	There were no comments from the public.
6. Information	There were no items on this section.
7. Consent Items for Curriculum Committee	<p><u>7a. (CP17F-194) BIO 005 Human Physiology: Change in Requisite from CHEM 051-012 to Reflect Course Number Change</u></p> <p>The Following Experimental Courses will be made inactive as they have not been submitted for full Chancellor's Office Approval:</p> <p><u>7b. (CP17F-195) PLSC 048G Human Rights: A Global Perspective</u></p> <p><u>7c. (CP17F-196) THEA 048A Theatre Appreciation</u></p> <p>Deb Berrett motioned to approve items 7a and 7b and to remove 7c from the agenda. It was seconded by Erin Duane. The motion passed unanimously.</p>
8. New Course	<p><u>8a. (CP17F-169) KINE 006D Intermediate Cardio Kickboxing</u></p> <p>1. Action on the Course:</p> <p>Erin Duane motioned to approve KINE 006D. It was seconded by Deb Berrett. The motion passed unanimously.</p>
9. Course Modification	<p><u>9a. (CP17F-141) ENGL 001 College Composition: Requisites</u></p> <p>1. Action on the Requisite:</p> <p>Erin Duane motioned to approve the requisites for ENGL 001. It was seconded by Jose Cortes. The requisite was approved unanimously.</p>

2. Action on the Course:

Erin Duane motioned to approve ENGL 001. It was seconded by Jose Cortes. The course modification was approved by the committee unanimously.

9b. (CP17F-142) ENGL 310D Advanced English Skills Lab: Requisites

1. Action on the Requisite:

Erin Duane motioned to approve the requisite for ENGL 310D. It was seconded by Jose Cortes. The requisite was approved unanimously. This requisite will be in effective during Fall 2018.

2. Action on the Course:

Erin Duane motioned to approve modifications on ENGL 310D. It was seconded by Jose Cortes. The course medication was approved by the committee unanimously.

9c. (CP17F-143) ENGL 360 Focused English Fundamentals: Requisites

1. Action on the Requisite:

Jose Cortes motioned to approve the requisite for ENGL 306. It was seconded by Erin Duane. The requisite was approved unanimously.

2. Action on the Course:

Erin Duane motioned to approve ENGL 360. It was seconded by Deb Berrett. The course modifications were approved by the committee unanimously.

9d. (CP17F-86) ATHL 003B Pre-Season Intercollegiate Softball: Department, Number, Title, Description, Objectives, Units, Hours, Methods of Evaluation, Assignments, Textbooks

1. Action on the Course:

Erin Duane motioned to approve ATHL 003B. It was seconded by Deb Berrett. The course modifications were approved by the committee unanimously.

9e. (CP17F-144) KINE 002A Beginning Swimming: SAM Code, Objectives, Units, Hours, Class Size, Assignments, Content, Textbooks

1. Action on the Course:

Chairperson DeKloe stated that during Tech Review, the committee members recommended to include a need of a life guard for this course. The department, however, decided to not include that information on the content. Deb Berrett motioned to approve KINE 002A. It was seconded by Erin Duane. The motion was approved by the committee unanimously.

9f. (CP17F-167) KINE 005S Advanced Elite Fitness: Number, Title, TOP Code, Description, Transferability, Units, Hours, Methods of Instruction, Methods of Evaluation, Assignments, Content, Textbooks

1. Action on the Course:

According to Chairperson DeKloe, this course will have an advisory requisite. Deb Berrett motioned to approve KINE 005S. It was seconded by Erin Duane. The course modifications were approved by the committee unanimously.

9g. (CP17F-170) KINE 006E Fundamentals of Yoga: TOP Code, Units, Hours, DE, Methods of Evaluation, Textbooks

9h. (CP17F-171) KINE 006F Intermediate Yoga: TOP Code, Units, Hours, DE, Methods of Instruction, Textbooks

9n. (CP17F-177) KINE 057 Introduction to Sports Psychology: TOP Code, Description, DE, Methods of Instruction, Assignments, Content, Textbooks

1. Action on the Courses:

Deb Berrett motioned to combine items 9g, 9h, and 9n and to approve modifications on these courses. The motion was seconded by Erin Duane. The motion passed unanimously.

9i. (CP17F-173) KINE 008B Intermediate Tennis: SAM Code, Description, Units, Hours, Methods of instruction, Methods of Evaluation

9j. (CP17F-176) KINE 008F Intermediate Badminton: SAM Code, Description, Units, Hours, Repeatable, Methods of Evaluation, Assignments, Content, Textbooks

1. Action on the Courses:

Deb Berrett motioned to combine items 9i and 9j and to approve modifications on these courses. The motion was seconded by Erin Duane. The motion passed unanimously.

9k. (CP17F-175) KINE 009E Intermediate Basketball: TOP Code, SAM Code, Description, Objective, Units, Hours, Methods of Instruction, Methods of Evaluation, Assignments, Description, Textbooks

1. Action on the Course:

Erin Duane motioned to approve modifications on KINE 009E. It was seconded by Deb Berrett. The motion passed unanimously.

9l. (CP17F-103) KINE 009P Intermediate Volleyball: SAM Code, Objectives, Units, Hours, Methods of Instruction, Methods of Evaluation, Class Max, Assignments, Textbooks

1. Action on the Course:

Deb Berrett motioned to approve modifications on KINE 009P. It was seconded by Erin Duane. The motion was approved unanimously.

9m. (CP17F-87) ATHL 022A Off-season Intercollegiate Tennis: Title, Objectives, Units, Hours, Methods of Evaluation, Prerequisite

1. Action on the Requisite:

Chairperson DeKloe stated that students will be required to try out for this course. Erin Duane motioned to approve the prerequisites of ATHL 022A. It was seconded by Deb Berrett. The prerequisites were approved by the committee.

2. Action on the Course:

Erin Duane motioned to approve modifications on ATHL 022A. It was seconded by Jose Cortes. The motion was approved by the committee unanimously.

9o. (CP17F-178) KINE 078 Fit Ball Training: Units, Hours, Methods of Instruction, Methods of Evaluation, Assignments

1. Action on the Course:

Erin Duane motioned to approve modifications on KINE 078. It was seconded by Deb Berrett. The motion was approved by the committee unanimously.

9p. (CP17F-179) MATH 320 Pre-Algebra: Other Catalog Information, Objectives, Requisites, Textbooks

1. Action on the Requisite:

Chairperson stated that during Tech Review members recommended adding definitions of the words proficient and outstanding under SLO. The department decided to remove the requisite, which was MATH 310. Chairperson DeKloe will follow up with the course author to acquire a rubric. Curtiss Brown motioned to remove the requisite. It was seconded by Deb Berrett. The motion passed unanimously.

2. Action on the Course:

Erin Duane motioned to approve modifications on MATH 320. It was seconded by Mary Valch. The motion passed unanimously.

9g. (CP17F-128) ATEC 140 Hybrid Vehicle Maintenance and Repair

1. Action on the Course:

Deb Berrett stated that the department had updated the technical aspects of this course, updated the SLO, and soft skills focusing on customer service element were included. Deb Berrett motioned to approve modifications on ATEC 140. It was seconded by Erin Duane. The motion passed unanimously.

10. Course Deletion

There were no Items on this section

11. Curriculum Review

11a. (CP17F-133) CDFS 038 Child Growth and Development: Methods of Evaluation, Assignments, Textbooks

1. Action on the Program:

Antony Ayala stated the department had modified part of the language, description, and SLO. Erin Duane motioned to approve CDFS 038. It was seconded by Dean Lamba. The motion was approved by the committee unanimously.

11b. (CP17F-134) CDFS 052 Children with Special Needs: SAM Code, Requisite, Methods of Evaluation,

1. Action on the Requisite:

Anthony Ayala stated that the course requisite was eliminated. Erin Duane motioned to remove the requisite of CDFS 052. It was seconded by Anthony Ayala. The removal of the requisite was approved by the committee unanimously.

2. Action on the Program:

Erin Duane motioned to approve the changes on this program. It was seconded by Anthony Ayala. The motion passed unanimously.

11c. (CP17F-135) CDFS 075 Care of Infants and Toddlers: Social and Emotional Foundations: Title, Description, Textbooks

11d. (CP17F-136) CDFS 076 Care of Infants and Toddlers: Curriculum and Environments: Description, Assignments, Textbooks

1. Action on the Programs:

Erin Duane motioned to combine items 11c and 11 d and to approve the changes on these programs. It was seconded by Deb Berrett. The motion passed unanimously.

11e. (CP17F-18) ASTR 010 General Astronomy: Other Catalog Info, Objectives, Content, Textbooks

11f. (CP17F-82) ASTR 020 Astronomy Laboratory: Objectives, Assignments, Content, Textbooks

11g. (CP17F-83) ASTR 030 The Solar System: Objectives, Content, Textbooks

11h. (CP17F-19) ASTR 040 Stars, Galaxies, and Cosmology: Objectives, Content, Textbooks

1. Action on the Programs:

Chairperson DeKloe stated that all the issues presented during Tech Review had been addressed/resolved. Deb Berrett motioned to combine items 11e through 11h and to approve the changes on these programs. It was seconded by Erin Duane. The motion was approved unanimously.

11i. (CP17F-90) BIOT 052 Business, Regulatory, and Quality Practices in Biotechnology: Title, Description, Objectives, Content, Textbooks

1. Action on the Program:

Chairperson DeKloe stated that minor changes were made to confirm CID. Also, they modified the title and added the word, "Quality." Erin Duane motioned to approve the changes on this program. It was seconded by Deb Berrett. The motion passed unanimously.

12. New Program

There were no items on this section

13. Program Modification

13a. (CP17F-180) Early Childhood Education A.S.

1. Action on the Program

Jose Cortes motioned to approve the program modifications on Early Childhood Education A.S. It was seconded by Anthony Ayala. The motion passed unanimously.

13b. (CP17F-181) Early Childhood Education Certificate of Achievement

1. Action on the Program

Anthony Ayala motioned to approve the program modifications of the Early Childhood Education Certificate of Achievement. This was seconded by Jose Cortes. The motion passed unanimously.

13c. (CP17F-182) Kinesiology A.A.-T

1. Action on the Program

Chairperson DeKloe explained that the department eliminated variable units for this program. Curtiss Brown motioned to conditionally approve this program. The conditional approval was contingent upon adding the following courses to the program: KINE 004E, KINE 009G, KINE 009F, and KINE 009B. It was seconded by Erin Duane. The motion passed unanimously.

13d. (CP17F-183) Sports Medicine/Athletic Training A.S.

1. Action on the Program

Erin Duane motioned to approve changes on this program. It was seconded by Jose Cortes. The motion passed unanimously.

13e. (CP17F-184) Welding Technician A.S.

1. Action on the Program

Deb Berrett stated that this program had ten-unit courses and modification included decreasing the units per course to comply with grant requirements and allow students to graduate in a shorter period of time. She commended Jeff Kissinger for modifications made on this program. Deb Berrett motioned to approve Welding Technician A.S. It was seconded by Erin Duane. The motion passed unanimously.

13f. (CP17F-185) Welding Technician Certificate of Achievement

1. Action on the Program

Erin Duane motioned to approve Welding Technician Certificate of Achievement. It was seconded by Deb Berrett. The motion passed unanimously.

14. Program Deletion

There were no items on this section.

15. High School Articulation	There were no items on this section.
16. Report from Assessment Coordinator	There were no updates from Amy Obegi, Assessment Committee Coordinator.
17. Report from the Chair	Curriculum Committee Chair James DeKloe commended Curriculum and Tech Review committee members for completing a herculean task of reviewing and approving over one hundred courses/programs since November 2017. As a result, the college had approved/revamped American Sign Language, Kinesiology course, Automotive, Welding, Social Justice, just to name a few.
18. Report from VP of Academic Affairs	David Williams, VP of Academic Affairs, was not able to attend this meeting.
19. Report from the Articulation Officer	Curtiss Brown, Articulation Officer, did not provide an update.
20. Other	There were no items on this section.
21. Open Discussion	Curriculum Analyst Lisa Abbott stated that a vote will occur in January 2018, which will determine the unit requirements for certificates. If approved, the following will require submittal to the Chancellor’s office: (a) 16 units and above, (b) 10 units rather than 12 and more, and (c) 6 units and more for low certificate. Lisa Abbott will provide more information once the vote was finalized.
22. Adjournment	Erin Duane motioned to adjourn the meeting. It was seconded by Jose Cotes. The meeting adjourned at 2:40pm.

ALL MEETINGS WILL BE HELD STARTING AT 1:30 PM IN ROOM 504 UNLESS OTHERWISE NOTED:

- December 12, 2017
- January 30, 2018
- February 13, 2018
- February 27, 2018
- March 20, 2018
- April 10, 2018
- April 24, 2018
- May 8, 2018