



CURRICULUM COMMITTEE

Unadopted Minutes

February 25, 2020

Meeting Room: 501

1:30 pm – 3:30 pm

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| 1. Call to Order | Curriculum Committee Chair called the meeting to order at 1:33. |
| 2. Roll Call | <p>Curriculum Committee Officials: Jim DeKloe (Chairperson), Lisa Abbott (Curriculum Analyst), Curtiss Brown (Articulation Officer), and David Williams (VP of Academic Affairs).</p> <p>Members: Amy Dauffenbach, Anthony Ayala, Debra Berrett, Erin Duane, Ginger Cain, James Word, Dean Joe Ryan, Mark Berrett, Marivic Macalino, Mary Valch, Sarah Barsness, and Teri Yumae.</p> <p>Sheila Kaushal (Administrative Assistant)</p> <p>Guests: Jeffrey Kissinger, Ed Goldberg, Melanie Lutz, and Brianne Breedlove.</p> <p>Absent: Dean Sandy Lamba and Sherina Mae Soliman.</p> |
| 3. Agenda Approval | <p>Amy Dauffenbach motioned to approve the agenda of February 25, 2020 as presented. It was seconded by Erin Duane. The agenda was approved unanimously.</p> <p><i>All matters listed under the Consent Items are considered routine and will be enacted by the approval of the agenda unless removed from the Consent Items by a Committee member.</i></p> |
| 4. Approval of Minutes | Sarah Barsness motioned to approve the minutes of February 11, 2020 as presented. It was seconded by Ginger Cain. The minutes was approved unanimously. |
| 5. Comments from the Public | There were no comments from the public. |
| 6. Consent Items for Curriculum Committee | There were no items in this section. |
| 7. Action Items | There were no items in this section. |
| 8. New Course | <p><u>8a. BSOT 105 Computer Literacy</u></p> <p><u>8b. BSOT 106 MS Outlook</u></p> <p><u>8c. BSOT 110 Keyboarding I</u></p> <p><u>8d. BSOT 111 MS Word I</u></p> <p><u>8e. BSOT 112 MS Excel I</u></p> <p><u>8f. BSOT 113 MS Access I</u></p> <p><u>8g. BSOT 114 MS PowerPoint I</u></p> <p><u>8h. BSOT 120 Keyboarding II</u></p> <p><u>8i. BSOT 121 MS Word II</u></p> |

8j. BSOT 122 MS Excel II

8k. BSOT 123 MS Access II

8l. BSOT 124 MS PowerPoint II

8m. BSOT 125 Adobe Acrobat

8n. BSOT 130 Keyboarding III

8o. BSOT 131 MS Word III

8p. BSOT 132 MS Excel III

8q. BSOT 133 MS Access III

Mark Berrett addressed the committee's concerns and provided the following information: (a) these new basic courses are created in accordance with the Chancellor's office request for alignment, (b) these will be a one-unit course, (c) BSOT 105 will require keyboarding skills, (d) these will be lab courses, and (e) the courses transition period.

1. Action on the Courses: Deb Berrett motioned to combine and approve items 8a to 8q. It was seconded by Erin Duane. The motion was approved unanimously.
2. Action on DEs: Erin Duane motioned to combine and approve DE updates for items 8a to 8q. It was seconded by Deb Berrett. The motion was approved unanimously.

8r. FOR 070 Forensic Crime Scene Investigation – Basic

8s. FOR 071 Forensic Crime Scene Investigation – Advanced

Ed Goldberg provided the following information: (a) how a guess speaker inspired the creation of Forensic 070 and 071, (b) these courses are not offered at any community colleges in Northern California, (c) he provided detailed explanations why these courses are created, (d) explained why taking these courses will be a great addition to student's resume. Brianne Breedlove explained ideas and training involved with these two courses. She also share information about the layout and foundation of creating a new two year program in the future. The committee discussed the possibility of adding Forensic Chemistry course to this program. Items 8r and 8s will have three hours of lecture, no pre-requisites, and it will be elective courses under Criminal Justice program. Lastly, FOR 070 and FOR 071 were modified to be under CJ 070A and 070B (Criminal Justice).

1. Action on the Course: Erin Duane motioned to combine and approve items 8r and 8s. It was seconded by Deb Berrett. These two new courses were approved by the committee unanimously.

9. Course Modification

9a. ASTR 020 Astronomy Laboratory:

Melanie Lutz explained that students need to complete AST 010 or AST 040 as prerequisites before taking ASTR 020. The department's goal is to include AST 045 as an optional prerequisite. During the previous TR meeting, the committee expressed concerns regarding transferability. The committee had discussions regarding its qualification under General Education.

1. Action on the Course: Erin Duane motioned to approve modifications of ASTR 020. It was seconded by Amy Dauffenbach. The motion was approved unanimously.

9b. BUS 092 Business Communication

Mark Berrett provided the following information: (a) this course's minimum qualification is similar in comparison with other business degrees, (b) CID requirements are revised, and (c) course outline is modified. The committee had detailed discussions regarding Option A, C-ID, CSU transferability/IGETC, and GE approval.

1. Action on the Course: James Word motioned to approve course modifications of item 9b. It was seconded by Mary Valch. Curtiss Brown abstained. The motion was approved by majority of the vote.

9c. OT 056 Business Grammar and Proof Reading

Deb Berrett stated that minor changes were made. Chair DeKloe explained that advance keyboard and the fifty word per minute will not be a requirement of this course.

1. Action on the Course: Sarah Barsness motioned to approve course modifications of item 9c. It was seconded by Deb Berrett. The motion was approved unanimously.

9d. ENGL 001 College Composition: Requisites

Lisa Abbott explained that the English department added ESL 094 as a prerequisite with the minimum grade of “B” and if students receive a “C” they will be required to enroll in the co-requisite course.

1. Action on the Course: Amy Dauffenbach motioned to approve course modifications of item 9d. It was seconded by Anthony Ayala. The motion was approved unanimously.
2. Action on the Requisite: Amy Dauffenbach motioned to approve the addition of prerequisite of this course. It was seconded by Anthony Ayala. The motion was approved unanimously.

9e. MATH 030 Business Calculus I: Updates to Comply with C-ID and SLOs

9f. MATH 051 Trigonometry: Updates to Comply with C-ID

Mary Valch stated that modifications of these courses were made in compliance with C-ID and SLOs with new material in compliance with California Title V.

1. Action on the Courses: Erin Duane motioned to combine and approve items 9e and 9f. It was seconded by Sarah Barsness. These courses were approved unanimously.

9g. WELD 130 Beginning Shielded Metal Arc Welding* (Stick 7018/6010 Basic)

9h. WELD 131 Intermediate Shielded Metal Arc Welding* (Stick Welding)

9i. WELD 132 Advanced Shielded Metal Arc Welding (Stick Welding)

9j. WELD 135 MIG (GMAW) Welding

9k. WELD 136 Structural Steel and Flux Core Arc Weld* (FCAW)

9l. WELD 145 Pipe Welding 7018 STK (SMAW)

9m. WELD 175 CNC Plasma (Cutting Automation)

9n. WELD 500 Special Welding Problems

Deb Berrett stated that these updates were requested by Jeff Kissinger. She explained that units of each these courses decreased from ten units to three units. Lisa Abbott clarified the repeatability of WELD 130, 131, and 132. The committee had detail discussion regarding WELD 500 course title, which is a non-credit class. As a result, the course title was modified from “Special Welding Problems” to “Welding Independent Study.”

1. Action on the Courses: Deb Berrett motioned to combine and approve items 9g, 9h, 9i, 9j, 9k, 9l, and 9n, with an update of course title change of WELD 500. It was seconded by Erin Duane. The motion was approved unanimously. Item 9m, WELD 175, was removed from this agenda.

10. Course Inactivation

10a. WELD 100 Intro to Welding

10b. WELD 101 Welding Technology

10c. WELD 102 Welding Technology

10d. WELD 103 Welding Technology

10e. WELD 112 Carpentry Apprentice Welding

10f. WELD 120 Plate Welder (Basic)

10g. WELD 121 Plate Code Welder (Advanced)

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| | <u>10h. WELD 122 Pipe Welding (Basic)</u> |
| | <u>10i. WELD 123 Pipe Welding (Advanced)</u> |
| | <u>10j. WELD 124 Gas Tungsten Arc Welding (GTAW)</u> |
| | <u>10k. WELD 125 Gas Metal Arc Welding</u> |
| | <u>10l. WELD 126 Ornamental Iron Welding</u> |
| | <u>10m. WELD 137 Advanced Structural Steel and Flux Core Arc Weld (FCAW)</u> |
| | 1. Action on the Courses: Erin Duane motioned to combine and approve inactivation of items 10a to 10m. It was seconded by Anthony Ayala. The motion was approved unanimously. |
| 11. Curriculum Review | There were no items in this section. |
| 12. New Program | There were no items in this section. |
| 13. Program Modification | There were no items in this section. |
| 14. Program Inactivation | There were no items in this section. |
| 15. High School Articulation | There were no items in this section. |
| 16. Report from Assessment Coordinator | Andrew Wesley, Assessment Committee Coordinator, does not have to attend this meeting. |
| 17. Report from the Chair | James DeKloe, Curriculum Committee Chair, did not provide an update. |
| 18. Report from VP of Academic Affairs | David Williams, VP of Academic Affairs, did not provide an update. |
| 19. Report from the Articulation Officer | Curtiss Brown, Articulation Officer, did not provide an update. |
| 20. Other | Lisa Abbott announced Curriculum Workshop will be held this Friday, February 28, 2020 and on March 6, 2020. |
| 21. Open Discussion | There were no items in this section. |
| 22. Adjournment | The meeting adjourned at 3:16 pm. |

ALL MEETINGS WILL BE HELD STARTING AT 1:30 PM IN ROOM 501 UNLESS OTHERWISE NOTED:

March 24, 2020
 April 14, 2020
 April 28, 2020
 May 12, 2020