

CURRICULUM COMMITTEE MEETING (Thursday, August 7, 2025)*Generated by Armando Barajas on Monday, August 11, 2025***Members present**

Scott Jones, Leslie Huiner, Patty Golder, Jacqueline Stahlke, Lisa Harvey

Members absent

Sandy Visser-Jones

Guests present

Armando Barajas, James Lee, Richard Radcliffe

Meeting called to order at 1:31 PM**1. OPENING ITEMS**

Procedural: 1.02 ROLL CALL

2. ANNOUNCEMENT COURSE/REVISION DEVELOPERS MAY COMMENT OF EXPLAIN AGENDA ITEMS - none**3. PUBLIC COMMENTS TO ACTION ITEMS - none**

Information: 3.01 Public Comments Related To Action Agenda Items - none

Information: 3.02 Developers may comment or explain agenda items - none

4. MINUTES

Action, Minutes: 4.01 Approval of the July 24, 2025 curriculum meeting minutes.

Discussion: The minutes from the July 24th meeting were reviewed and discussed; no corrections were noted.

To approve the July 24, 2025 meeting minutes.

Motion by Leslie Huiner, second by Jacqueline Stahlke.

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Patty Golder, Jacqueline Stahlke, Lisa Harvey

5. DISCUSSION ITEMS

Discussion, Information: 5.01 Handling Courses Without Common Course Numbers on Agenda

Discussion: The committee discussed courses that do not utilize the common course numbering system despite Senate approval for universal renumbering. It was noted that courses already in process or that are non-credit may retain existing numbers. However, a consensus was reached that courses launched on or after July 1 shall adopt the new numbering system. Various points regarding the timing of approvals and the distinction between credit and non-credit courses were addressed.

Discussion, Information: 5.02 Crosslisted Courses Modify Function Issue

Discussion: The committee discussed an issue with CurriQunet that affected the majority of crosslisted courses. The Chair informed attendees that it was discovered that in two crosslisted courses, only the 'source' course reflected a modify button while the 'target' course does not. In addition to this, the Chair noted that the system should automatically update the 'target' course upon updating the 'source' course. The Chair informed committee members to contact the Chair if there is a need to change the 'source' course and reminded members to inform users to update their 'source' courses. A committee member inquired how to determine which department would claim the 'source' course. The Chair informed the committee member that it was whichever department wrote the course.

Discussion, Information: 5.03 Reserved Numbers for Special Topics, Independent Study Courses, etc.

Discussion: The committee discussed reserving a block of numbers for Work Experience Education (WEE), Special Topics, and Independent Study. Proposals included using numbers between the upper 1,400's/1,800's, designating credit Work Experience Education courses between 1,900 and 1,999, and a non-credit series from the 9900-series. The committee resolved to reserve the following course numbers: 1900 - 1999 for Work Experience Education, 9938 for non-credit Work Experience Education, 1898 for Special Topics, 1899 for Independent Study. The Chair noted the committee's decision will be forwarded to and reported on to the Academic Senate at their next meeting. The Curriculum/Scheduling Coordinator forwarded the decision to the full members of the Curriculum Committee, Catalog Committee Chair, and the Associate Vice President of Instruction.

Discussion, Information: 5.04 Course Catalog Description | Adding "Formerly"

Discussion: In order to reduce confusion from changes in course numbering and catalog content, the committee discussed including the term "formerly" in catalog descriptions to reference older numbers until the transition is complete; for a period of at least three years. A committee member inquired if the schedule description in CurriQunet was still needed. The committee discussed the history surrounding this field and the need for different descriptions at that time, citing the need for a shorter descriptions for printed/mailed schedules. The Curriculum/Scheduling Coordinator shared the data flow process from the curriculum management system to the learning management and catalog systems. The Chair informed attendees that a ticket will be placed to consolidate these fields into a single, text entry field. A preference was expressed for having the Curriculum/Scheduling Coordinator manage this process if it does not impose an undue burden; resolving to update the course catalog description(s) as necessary.

Discussion, Information: 5.05 Other

Discussion: None.

6. ACTION ITEM

Action: 6.01 Prefix | CDEV - Child Development (CCN)

Discussion: The Chair informed attendees that this prefix change is part of the Phase II Common Course Numbering project.

to approve CDEV - Child Development (CCN) prefix

Motion by Lisa Harvey, second by Patty Golder.

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Patty Golder, Jacqueline Stahlke, Lisa Harvey

Action: 6.02 Prefix | SOCI - Sociology (CCN)

Discussion: The Chair informed attendees that this prefix change is part of the Phase II Common Course Numbering project.

to approve SOCI - Sociology (CCN) prefix

Motion by Jacqueline Stahlke, second by Scott Jones.

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Patty Golder, Jacqueline Stahlke, Lisa Harvey

Action: 6.03 Prefix | BUS - Business

Discussion: The Chair informed attendees that this prefix change is of the Phase III Common Course Numbering project, noting that the prefixes are preemptive as finalized templates have not been released.

to approve BUS - Business prefix

Motion by Lisa Harvey, second by Patty Golder.

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Patty Golder, Jacqueline Stahlke, Lisa Harvey

Action: 6.04 Prefix | ACCT - Accounting

Discussion: The Chair informed attendees that this prefix change is of the Phase III Common Course Numbering project, noting that the prefixes are preemptive as finalized templates have not been released. The Articulation Officer noted the need for program updates to align with the course prefix changes. The Chair informed the Articulation Officer to consult and work with the respective discipline department chair.

to approve ACCT - Accounting prefix

Motion by Patty Golder, second by Leslie Huiner.

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Patty Golder, Jacqueline Stahlke, Lisa Harvey

Action: 6.05 Course Number | Reserve 1499 for Work Experience Education (WEE) Courses

Discussion: The committee discussed the need to reserve course numbers for Work Experience Education (WEE) courses. During the discussion, a committee member inquired if the course number changes were encompassing of the repeatability issue that was previously brought before the committee. Another committee member expressed frustration with the lack of official guidance on how to address the repeatability issue. The committee resolved to reserve the following course numbers: 1900 - 1999 for Work Experience Education and 9938 for non-credit Work Experience Education. The Chair noted the committee's decision will be forwarded to and reported on to the Academic Senate at their next meeting. The Curriculum/Scheduling Coordinator forwarded the decision to the full members of the Curriculum Committee, Catalog Committee Chair, and the Associate Vice President of Instruction.

to approve reserving 1900-99 for Work Experience Education (WEE) courses

Motion by Scott Jones, second by Lisa Harvey.

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Patty Golder, Jacqueline Stahlke, Lisa Harvey

7. ACTION ITEMS - DEGREES

Action: 7.01 None

8. ACTION ITEMS - CERTIFICATES

Action: 8.01 None

9. ACTION ITEMS - Courses/Requisites

Action: 9.01 CORT 022 - English for Court Reporters 3 - Course Substantial Revision

Discussion: The Chair informed attendees that sending this proposal back to request revision for the course number would stall the proposal. The Chair reminded Richard Radcliffe to contact the department chair(s) and to send the proposed list of new non-credit course numbers for formal approval by the committee. The Chair noted that once approved by the committee, a work order will be placed to update the course number(s) accordingly.

to approve course substantial revision.

Motion by Patty Golder, second by Lisa Harvey.

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Patty Golder, Jacqueline Stahlke, Lisa Harvey

Action: 9.02 CT 90 - Introduction To Construction - Course Substantial Revision

Discussion: A committee member noted the course number did not adhere to the new taxonomy. The Chair reminded attendees that any proposal launched prior to 07/01/25 would be okay, but courses launched after would need to be sent back.

to approve course substantial revision.

Motion by Scott Jones, second by Lisa Harvey.

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Patty Golder, Jacqueline Stahlke, Lisa Harvey

Action: 9.03 EMS 61B - EMT Basic Refresher (Lab) - New Course

Discussion: The committee discussed the new course and where it was intended to be offered. The area representative committee member clarified that this course, representing the lab portion following the earlier approval of the lecture portion (EMS 61A), is intended to be renumbered. The Chair noted one necessary correction to repeatability in the proposal as it relates to an industry mandate related to licensure. A committee member noted that this may deviate from prior practice of denoting courses themselves nonrepeatable but still permitting students to repeat the course. The Chair informed attendees that Title V outlines which courses are repeatable but recognized that there are other conditions in which courses may be designated as repeatable.

to approve new course.

Motion by Scott Jones, second by Patty Golder.

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Patty Golder, Jacqueline Stahlke, Lisa Harvey

Action: 9.04 EMS 61B - EMT Basic Refresher (Lab) - New Course Corequisite | EMS 061A, EMS 61A, or equivalent

Discussion: The committee discussed the course requisites. Upon reviewing the proposal, it was noted that a revision was necessary prompting a motion to table the requisites to the subsequent meeting.

to table new course corequisite to August 21st, 2025.

Motion by Scott Jones, second by Leslie Huiner.

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Patty Golder, Jacqueline Stahlke, Lisa Harvey

Action: 9.05 FIRE 051T - Firefighter I Certification Testing - New Course

Discussion: The committee discussed the number for this new course. Guest Richard Radcliffe shared the history surrounding FIRE's course nomenclature. The Chair reminded attendees that under the new taxonomy it would not be permissible to add letters at the end of course numbers.

to approve new course

Motion by Scott Jones, second by Patty Golder.

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Patty Golder, Jacqueline Stahlke, Lisa Harvey

10. CONSENT AGENDA

Information: 10.01 Public Comment Announcement to Consent Agenda Items

Action (Consent): 10.02 None

11. TABLED ITEMS

Action: 11.01 None

12. CURRICULUM TRAINING

Information, Presentation: 12.01 TBA - None

Meeting adjourned at 2:46 PM