

## CURRICULUM COMMITTEE MINUTES

OCTOBER 10, 2019

2:45 PM

**Announcement:** This meeting is being recorded and audio is being posted on the Academic Senate website under the Curriculum Committee.

**1. CALL TO ORDER**

The meeting was called to order at 2:48 p.m. by Chairperson.

**MEMBERS PRESENT:** Debra Blanchard, Chairperson, Pam James, Patty Golder, Scott Jones, Nathan Franklin, Leslie Huiner, Jackie Stahlke, and Sandy Visser

**MEMBERS ABSENT:** Lisa Harvey, Richard Cerreto, and Christa White

**GUESTS:** Reba Pugliese, Monica Niehuis

**2. ANNOUNCEMENT COURSE DEVELOPERS MAY COMMENT OR EXPLAIN AGENDA ITEMS.**

**3. MINUTES:**

**5.1 Minutes from September 29, 2019**

It was MSU (P. Golder/S. Jones, 6-0) to approve

**4. CONSENT AGENDA:** All matters listed under Consent agenda are considered by the Curriculum Committee to be routine. There will be no separate discussion on these items prior to the time the committee votes on them unless a Committee member requests a specific item be removed from the Consent Agenda for discussion and separate vote. Public comment on consent items from anyone completing a written request will be heard prior to the Committee's vote on the Consent Agenda.

**4. Approval of the consent agenda items.  
None**

**5. ACTION ITEMS:** The complete written request to address the Committee shall be submitted at the beginning of the meeting. Individuals who want to comment on action items may do so after being recognized by the Committee Chair and before Committee discussion of the particular item during the meeting. Comments are limited to three minutes per individual and a total of 15 minutes per topic. Speakers will be timed electronically, and all speakers will be required to address the Committee from a designated place. Only those who have been recognized by the Committee Chair will be permitted to speak.

**5. Public Comments Related to Action Agenda Items. None**

**6. ACTION ITEMS**

**6.1 Degree and certificate review process and timelines**

It was MSF (J. Stahlke/L. Huiner, 0-7) the committee opposed this and instead wants the AP 4020 updated.

Discussion

The committee discussed the degree and certificate review process and timeline document that was brought forth by the chair. The committee decided, that the AP 4020 needs to be revised instead and this document to be incorporated into it with the two- and five-year course renewal timelines. It was suggested that anytime a course is updated and it affects any certificate or degree, the degree or certificate should be updated immediately reflecting changes. The document suggests annually and

there was other discussion on requiring the degrees and certificates to be updated in the same time frame as the courses; namely, two years for CTE and five years for academic.

Jackie Stahlke arrived at 2:50

## **DEGREES**

### **6.2 Computer Science AS-T**

It was MS (N. Franklin/S. Visser,)

It was MSU (J. Stahlke/L. Huiner, 7-0) to postpone to the next meeting 10.24.19 - the TMC template and curriculum course blocks are missing information and they can refer back to Pam's request for change in curriculum

### **6.3 Political Science AS-T**

It was MSU (N. Franklin/S. Visser, 7-0) to approve degree update

### **6.4 Restaurant Management AS**

It was MSU (P. James/P. Visser, 7-0) to approve degree update

## **CERTIFICATES**

### **6.5 Animal Science**

It was MSU (S. Jones/S. Visser, 7-0) to approve certificate update

### **6.6 Digital Media – Animation & Motion Graphics 3ds Max**

It was MS (N. Franklin/S. Visser, 7-0)

Missing LMI, regional and consortia

It was MSU (J. Stahlke/S. Jones, 7-0) to postpone until all paperwork is attached

### **6.7 Equine Science Specialist**

It was MSU (L. Huiner/N. Franklin, 7-0) to approve certificate update

### **6.8 Photography**

It was MSU (S. Jones/P. Golder, 7-0) to approve certificate deactivation

#### Discussion

Deactivating of the existing certificate that is in the catalog and not at the chancellor's office.

### **6.9 Veterinary Assistant**

It was MSU (P. James/S. Visser, 7-0) to approve certificate revision

### **6.10 Basic Machining**

It was MSU (J. Stahlke/S. Jones, 7-0) to approve certificate deactivation

### **6.11 Complete Fundamentals of Catering**

It was MSU (S. Jones/P. Golder, 7-0) to approve new certificate

## **TABLED DEGREES/CERTIFICATES**

None

## **COURSES**

It was MSU (P. Golder/L. Huiner 7-0) to bring 6.24-6.31 to the front of the agenda

### **6.12 AGNR 108 Agriculture Health Sanitation**

It was MSU (J. Stahlke/P. James, 7-0) to approve new course

### **6.13 ART 128 Special Topics Art**

It was MSU (L. Huiner/N. Franklin, 7-0) to approve course update: schedule and catalog description, assignments, content review

**6.14 ART 129 Independent Study**

It was MSU (P. Golder/N. Franklin, 7-0) to approve course update: unit change, content review

**6.15 ATHL 123 Women's Cross Country**

It was MSU (J. Stahlke/N. Franklin 7-0) to approve course update: content review, assignments Bundle #1

IT was MSU (L. Huiner/J. Stahlke) to bundle 6.15-6.21

It was MSU (J. Stahlke/N. Franklin, 7-0) to approve Bundle #1

**6.16 ATHL 124 Varsity Football**

It was MSU (J. Stahlke/N. Franklin 7-0) to approve as course update: content review, assignments bundle #1

**6.17 ATHL 127 Varsity Softball**

It was MSU (J. Stahlke/N. Franklin 7-0) to approve course update: content review, assignments bundle #1

**6.18 ATHL 128 Varsity Tennis Women**

It was MSU (J. Stahlke/N. Franklin 7-0) to approve course update: content review, assignments bundle #1

**6.19 ATHL 129 Varsity Tennis Men**

It was MSU (J. Stahlke/N. Franklin 7-0) to approve course update: content review, assignments bundle #1

**6.20 ATHL 130 Varsity Volleyball Women**

It was MSU (J. Stahlke/N. Franklin 7-0) to approve course update: instructional objectives, content review, assignments, methods of instruction bundle #1

**6.21 ATHL 132 Varsity Wrestling**

It was MSU (/, 7-0) to approve course update: content review, assignments bundle #1

**6.22 CTMF 120 Woodworking Tools and Equipment**

It was MS (J. Stahlke/P. James) to approve course update: course number change, instructional objectives, assignments, content review

It was MS (N. Franklin/P. James,) to postpone till 10.24.19

It was MSU (S. Jones/S. Visser, 7-0) to oppose this update due to course number change.

Committee requires a new course to be written and 120a to be deactivated.

Discussion

When a course is copied and the numbers are changed, there is no way trace the old course, it just disappears. Because it does not get deactivated, this also causes issues with assist. Old course needs to be deactivated and new number needs to be a new course.

**6.23 ENGD 130 Introduction to Solid Works**

It was MS (L. Huiner/S. Visser,) to approve course update: course number change, unit change, course content

It was MSU (S. Jones/P. Golder, 7-0) to oppose this course update because of the course number change

Discussion

When a course is copied and the numbers are changed, there is no way trace the old course, it just disappears. Because it does not get deactivated, this also causes issues with assist. Old course needs to be deactivated and new number needs to be a new course. Committee also noted that this course is going from non-transferrable to a transferrable number.

**6.24 ESL 26A Listening & Speaking Level 2.5**

It was MSU (P. Golder/P. James, 7-0) to approve new course

Discussion

The ESL department is currently revamping their courses to be more in line with AB 705 requirements. Currently all the ESL classes in the catalog are 3 units the new courses that are being proposed are 4 units, these courses are being integrated into two separate courses, speaking and listening in one course and grammar, writing and reading into a separate course.

**6.25 ESL 36B Grammar, Writing and Reading Level 3**

It was MSU (P. James/P. Golder, 7-0) to approve new course

Discussion

The ESL department is making all the courses lecture only to have more one on one contact. The committee sees these courses as having a lab component but they are being presented as all lecture courses. The ESL department looked at other colleges to see how they offer their courses, and most of the other colleges offer these courses as lecture. It was also discussed that some community colleges offer their ESL courses as non-credit and maybe the ESL department might want to look at this option.

**6.26 ESL 38A Level 4 Listening and Speaking Skills**

It was MSU (P. Golder/S. Visser, 7-0) to approve new course as corrected move Level 4 to the end of the title

Discussion

The titles of the courses need to be more consistent throughout all the ESL courses.

**6.27 ESL 38B Grammar, Writing and Reading Level 4**

It was MSU (P. Golder/P. James, 7-0) to approve new course as corrected, put in an "and" in title after writing, added contact hours

**6.28 ESL 49A Listening and Speaking and Pronunciation Level 5**

It was MSU (P. Golder/P. James, 7-0) to approve course update: title change, catalog and schedule description change, instructional objectives, course content, assignments, methods of evaluation, textbook update

**6.29 ESL 49B Level 5 Grammar, Writing, Reading**

It was MSU (P. Golder/N. Franklin, 7-0) to approve as corrected, putting Level 5 at the end of the title, put an and after writing, remove comma after writing, course update: title change, catalog and schedule description change, SLO's, course content, methods of instruction, textbook update

**6.30 ESL 50A Advanced Academic Communication Skills Level 6**

It was MSU (P. Golder/N. Franklin, 7-0) to approve new course

Discussion

This advanced level ESL course is a bridge course that will teach oral skills that will be useful in academic classes and it is really speaking, listening and pronunciation course. This course is one level below transfer course which at this time we don't offer any.

**6.31 ESL 50B Advanced Writing, Grammar, and Reading Level 6**

It was MSC (P. Golder/S. Visser, 6-1 apposed Pam James) to approve new course as corrected remove comma after grammar

Discussion

This course is a bridge course for reading, which is the last skill that students develop and they need more help. This course has one unit of lab and the other courses do not, the reason for the lab is the lab portion will help the students practice.

6.32 to 6.53 moved to next meeting agenda

**6.32 FIRE 59B Cal Fire Basic Wildland Academy**

FIRE 59 – validation date 03.01.19

**6.33 HIST 157 Native American History**

catalog and schedule description, instructional objectives, SLO's, course content, assignments, methods of instruction, textbook update

**6.34 KIN 166 Beginning Volleyball**

instructional objectives, assignments, methods of instruction and evaluation, textbook update

**6.35 KIN 166B Beginning Intermediate/Volleyball**

entrance skills, instructional objectives, assignments, methods of instruction and textbook update

**6.36 KIN 166C Intermediate/Advanced Volleyball**

entrance skills, instructional objectives, assignments, methods of evaluation, textbook update

**6.37 KIND 169A Introduction to Yogalates**

instruction objectives, content review, assignments, methods of evaluation, textbook update

**6.38 KIND 169B Basic Yogalates**

instruction objectives, assignments, textbook update, content review

**6.39 PHOT 100 Beginning Photography**

content review, instruction objectives, SLO's, assignments, methods of evaluation, textbook update,

**6.40 PHOT 101 Intermediate Photography**

catalog and schedule description, entrance skills, SLO's, course content, assignments, methods of instruction and evaluation, textbook update

**6.41 PHOT 103 Alternative Imaging Process**

catalog and schedule description, entrance skills, SLO's, assignments, methods of evaluation, textbook update

**6.42 PHOT 105 Portraiture**

grading change, instructional objectives, SLO's, course content, assignments, methods of instruction and evaluation, textbook update

**6.43 PHOT 110 Intermediate Photoshop**

grading change, entrance skills, instructional objectives, SLO's, assignments, methods of evaluation, textbook update

**6.44 PHOT 111 Beginning Digital Photography**

grading change, instructional objectives, SLO's, assignments, methods of evaluation, textbook update

**6.45 PHOT 115 History of Still Photography**

instructional objectives, SLO's, assignments, methods of evaluation, textbook update

**6.46 PHOT 153 Photographic Lighting Techniques**

new course

- 6.47 **RMGT 2 Prep/Line Cook**  
grading change, instructional objectives, SLO's, assignments, methods of evaluation, textbook update
- 6.48 **RMGT 4 Busser Training**  
top code change, grading change, assignments, methods of evaluation, textbook update
- 6.49 **RMGT 6 Dishwasher**  
grading change, instructional objectives, assignments, methods of evaluation, textbook update
- 6.50 **RMGT 7 Bakery/Pastry Training**  
grading change, SLO's, assignments, methods of evaluation, textbook update
- 6.51 **RMGT 8 Catering Training**  
grading change, assignments, methods of evaluation, textbook update
- 6.52 **RMGT 80 Off Premise Catering**  
instructional objectives, assignments, textbook update, content review, methods of evaluation
- 6.53 **RMGT 120 Introduction to Nutrition**  
content review, methods of evaluation, textbook update

**TABLED COURSES**

**NONE**

**7. CURRICULUM TRAINING: None due to time**

**8. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS: None**

**9. ADJOURNMENT**

The meeting was adjourned at 5:03 p.m., Next meeting October 24, 2019, 2:45pm, CFIE classroom

This document has been edited according to Accessibility Best Practices.