



Curriculum Committee and Curriculum Technical Review Agenda and Minutes

| CURRICULUM COMMITTEE MEETING | | | | |
|---|--|---|---|---|
| Date: Monday, February 3, 2020 | | Time: 2:00 p.m. – 4:00 p.m. | | Location: HLS-231 |
| Call to Order: | | Adjournment: 4:00p.m. | | |
| <input checked="" type="checkbox"/> Dina Humble (Chair) | <input checked="" type="checkbox"/> Mary Copeland (Co-Chair) | <input type="checkbox"/> Anthony Ababat | <input type="checkbox"/> Kathryn Adams | <input checked="" type="checkbox"/> Vicente Alvarez |
| <input type="checkbox"/> Michael Assumma | <input type="checkbox"/> Davena Burns-Peters | <input checked="" type="checkbox"/> Melita Caldwell-Betties | <input type="checkbox"/> Breanna Curry | <input checked="" type="checkbox"/> Glenn Drewes |
| <input checked="" type="checkbox"/> Ginny Evans-Perry | <input type="checkbox"/> Leticia Hector | <input checked="" type="checkbox"/> Magdalena Jacobo | <input type="checkbox"/> Stephanie Lewis | <input checked="" type="checkbox"/> Sheri Lillard |
| <input checked="" type="checkbox"/> Craig Luke | <input type="checkbox"/> Yolanda Simental | <input checked="" type="checkbox"/> Tahirah Simpson | <input checked="" type="checkbox"/> Nori Sogomonian | <input checked="" type="checkbox"/> Maria Valdez |
| <input checked="" type="checkbox"/> Janice Wilkins | <input checked="" type="checkbox"/> Margaret Worsley | <input checked="" type="checkbox"/> Kay Dee Yarbrough | Bethany Tasaka (Outcomes) | |
| Guests: | <input type="checkbox"/> Student | John Banola (KINF/S) | Mary Lawler (KINA) | Maggie Worsley for Melinda Fogle (THART) |
| | | | | |

The Curriculum Committee recommends that the pre-requisites and co-requisites approved be re-evaluated in the next 2-3 years by the appropriate departments/programs to ensure student success. Note: Committee members are voting on all Proposals, Requisites, Advisories, and Distance Education.

| DISCUSSION ITEMS/PUBLIC COMMENT | |
|-----------------------------------|---|
| REVIEW/APPROVAL OF MINUTES | December 9, 2019 minutes will be posted online 02/05/2020. |
| VPI Update: | <p>Dr. Humble provided an update of the projects taking place in the Office of Instruction.</p> <p>CIM: December marked the beginning of the next phase of CourseLeaf, which will be focusing on curriculum management (CIM). It is estimated that it will take anywhere from 9-12 months to complete this transition to CIM, but there will be extensive faculty trainings to ensure everyone is prepared for the software change.</p> <p>New Scheduling Tool: The Office of Instruction is currently working on completing the Summer 2020 schedule. Faculty Chairs have been asked to use the new scheduling tool to assist with building this schedule, but a 2.0 version will soon be available that will have the option to calculate load.</p> <p>Guided Pathways Website: The Guided Pathways Committee has been working diligently to complete a new website that will link directly to the new catalog. Counselors are also working on completing the maps.</p> <p>CourseLeaf Catalog: Kay Dee Yarbrough provided an update on the new online, interactive catalog published using CourseLeaf. All updates have been made and the catalog has been sent to Faculty Chairs and the Deans to review. The campus will have an opportunity to review this catalog starting on February 10th and will have until the 21st to provide feedback. Since this is a mirror of our 2019/2020 published PDF catalog, curriculum changes approved after Spring</p> |

Curriculum Committee and Curriculum Technical Review Agenda and Minutes

| DISCUSSION ITEMS/PUBLIC COMMENT | |
|---|---|
| | 2019 are not reflected in this version of the catalog. If all goes as planned, the new catalog will be published online by March 6, 2020. |
| Special Topics Procedures: | Mary Copeland provided a handout of how other colleges have established procedures for Special Topics or Experimental courses. According to the PCAH, it is the local decision on how to offer these classes and Mary would like to add this topic and establishing a guideline to the Curriculum Handbook. Many colleges have it documented that if a special topics class is taught more than two semesters it will need to go through the curriculum process to become an established class. Sherri Lillard questioned why these classes are approved if they are stand-alone, but since they are experimental, it is allowed. According to Janice Wilkins, Articulation Officer, these courses would only be transferable to Cal State for elective units and the UC's have a strict policy on these courses. Special topics courses are only for selective disciplines and are not allowed for the following: Journalism, Photography, Health, Business Administration, Architecture, Administration of Justice / Criminology, or Library Departments. Mary will bring a draft of what should be included in the handbook to the next meeting for the Committee to review. |
| Courses Not Offered in 2+ Years: | <p>Mary provided a handout for course suspensions and reinstatements. Some schools have a process for courses suspension if it has not been offered in over two years. This topic has been discussed for a few years and Mary asked the Committee their opinion on establishing this guideline. It is up to the Committee to review six areas, one of which is adequate resources, which includes course offerings. By not reviewing this, there may be a compliance issue.</p> <p>Glenn Drewes suggested launching courses for deletion, so they can go through the standard curriculum process and it would be up to the department to provide justification as to why the course is needed. Ty Simpson recently attended a meeting with the State Chancellor's Office and it was discussed that a course must be offered every 2.5 years or it will need to be cleaned up. Courses should be offered in this amount of time to align with the amount of time it takes a student to complete a program. The committee has additional concerns about creating a process to suspend courses:</p> <ul style="list-style-type: none"> • Removing courses that are grant funded. • What happens to courses that are attached to programs? • Removing courses can be seen as an extreme decision. • Will there be a timeline for when a course will be removed? <p>Mary will take this to the Academic Senate for additional input and will report back to the Committee on her findings.</p> |
| Information Items: | Glenn Drewes has announced that he will be retiring after this semester, though he will still be with us for the rest of the semester. Glenn has been such a staple of this committee and we appreciate all of his work and we wish him the best for his future endeavors. |

Curriculum Committee and Curriculum Technical Review Agenda and Minutes

| DISCUSSION ITEMS/PUBLIC COMMENT | |
|---------------------------------|---|
| | <p>Bethany Tasaka is the new SLO Coordinator and will now be attending Curriculum Committee meetings. She has been diligently been reviewing SLOs for each proposal and has been instrumental in providing feedback to faculty.</p> <p>Accreditation Report – Mary has been working with Celia on the first draft of the curriculum portion of the ICER report and will email the committee a copy of the draft of the report sometime around spring break.</p> |
| PUBLIC COMMENT | No public comments at this time. |

| NEW COURSES | | | | | | |
|-------------|-------------|-------|-----|-------------|---|---------|
| Course ID: | Originator: | C-ID: | DE: | Advisories: | Notes: | Result: |
| KINA 187A | Lawler | N/A | No | None | HOLD – Pending changes to Course Content to differentiate between A, B, and C courses. Effective Fall 2021. | HOLD |
| KINA 187B | Lawler | N/A | No | None | HOLD – Pending changes to Course Content to differentiate between A, B, and C courses. Effective Fall 2021. | HOLD |
| KINA 187C | Lawler | N/A | No | DA: 187B | HOLD – Pending changes to Course Content to differentiate between A, B, and C courses. Effective Fall 2021. | HOLD |

| COURSE MODIFICATIONS | | | | | | |
|----------------------|-------------|-------|-----|-------------|--|----------|
| Course ID: | Originator: | C-ID: | DE: | Advisories: | Notes: | Result: |
| KINA 186A | Lawler | | No | None | 1 st : Glenn Drewes 2 nd : Ginny Evans-Perry Motion Approved | Approved |
| KINA 186B | Lawler | | No | DA: 186A | | Approved |
| KINA 186C | Lawler | | No | DA: 186B | | Approved |
| KINA 188A | Lawler | | No | None | | Approved |
| KINA 188B | Lawler | | No | DA: 188A | | Approved |
| KINA 188C | Lawler | | No | DA: 188B | | Approved |
| KINA 189A | Lawler | | No | None | | Approved |
| KINA 189B | Lawler | | No | DA: 189A | | Approved |
| KINA 189C | Lawler | | No | DA: 189B | | Approved |
| KINF 105A | Banola | | No | None | 1 st : Glenn Drewes | Approved |



**Curriculum Committee and
Curriculum Technical Review Agenda and Minutes**

| COURSE MODIFICATIONS | | | | | | |
|----------------------|-------------|-------|-----|-------------|--|----------|
| Course ID: | Originator: | C-ID: | DE: | Advisories: | Notes: | Result: |
| KINF 105B | Banola | | No | KINF 105A | 2 nd : Ginny Evans-Perry Motion Approved | Approved |
| KINF 105C | Banola | | No | KINF 105B | | Approved |
| KINF 108A | Banola | | No | None | | Approved |
| KINF 108B | Banola | | No | KINF 108A | | Approved |
| KINF 108C | Banola | | No | KINF 108B | | Approved |
| KINF 112A | Banola | | No | None | | Approved |
| KINF 112B | Banola | | No | KINF 112A | | Approved |
| KINF 112C | Banola | | No | KINF 112B | | Approved |
| KINF 127A | Banola | | No | None | | Approved |
| KINF 127B | Banola | | No | KINF 127A | | Approved |
| KINF 127C | Banola | | No | KINF 127B | | Approved |
| KINF 132A | Banola | | No | None | | Approved |
| KINF 132B | Banola | | No | KINF 132A | | Approved |
| KINF 132C | Banola | | No | KINF 132B | | Approved |
| KINF 138A | Banola | | No | None | | Approved |
| KINF 138B | Banola | | No | KINF 138A | | Approved |
| KINF 138C | Banola | | No | KINF 138B | | Approved |
| KINF 142A | Banola | | No | None | | Approved |
| KINF 142B | Banola | | No | KINF 142A | | Approved |
| KINF 142C | Banola | | No | KINF 142B | | Approved |
| KINF 168A | Banola | | No | None | Approved | |
| KINF 168B | Banola | | No | KINF 168A | Approved | |
| KINF 168C | Banola | | No | KINF 168B | Approved | |
| KINF 190A | Banola | | No | None | Approved | |
| KINF 190B | Banola | | No | KINF 190A | Approved | |
| KINF 190C | Banola | | No | KINF 190B | Approved | |
| KINS 100A | Banola | | No | None | Approved | |
| KINS 100B | Banola | | No | KINS 100A | Approved | |
| KINS 100C | Banola | | No | KINS 100B | Approved | |
| KINS 103A | Banola | | No | None | Approved | |
| KINS 103B | Banola | | No | KINS 103A | Approved | |

| COURSE MODIFICATIONS | | | | | | |
|----------------------|-------------|-------|-----|---------------|--------|--|
| Course ID: | Originator: | C-ID: | DE: | Advisories: | Notes: | Result: |
| KINS 103C | Banola | | No | KINS 103B | | Approved |
| KINS 104A | Banola | | No | None | | Approved |
| KINS 104B | Banola | | No | KINS 104A | | Approved |
| KINS 104C | Banola | | No | KINS 104B | | Approved |
| KINS 108A | Banola | | No | None | | Approved |
| KINS 108B | Banola | | No | KINS 108A | | Approved |
| KINS 108C | Banola | | No | KINS 108B | | Approved |
| KINS 112A | Banola | | No | None | | Approved |
| KINS 112B | Banola | | No | KINS 112A | | Approved |
| KINS 112C | Banola | | No | KINS 112B | | Approved |
| KINS 116A | Banola | | No | None | | Approved |
| KINS 116B | Banola | | No | KINS 116A | | Approved |
| KINS 116C | Banola | | No | KINS 116B | | Approved |
| KINS 120A | Banola | | No | None | | Approved |
| KINS 120B | Banola | | No | KINS 120A | | Approved |
| KINS 120C | Banola | | No | KINS 120B | | Approved |
| KINS 124A | Banola | | No | None | | Approved |
| KINS 124B | Banola | | No | KINS 124A | | Approved |
| KINS 124C | Banola | | No | KINS 124B | | Approved |
| THART 135 | Fogle | | No | DA: THART 120 | | Effective Fall 2021 1 st : Glenn Drewes 2 nd : Craig Luke Motion Approved |

| NEW CERTIFICATES AND DEGREES | | | | |
|------------------------------|---------------|-------------|--|----------|
| Program Title: | Program Type: | Originator: | Notes: | Result: |
| Design and Technical Theater | Certificate | Fogle | Will be part of the Media Academy. Effective Fall 2021. 1 st : Glenn Drewes 2 nd : Craig Luke Motion Approved | Approved |

Curriculum Committee and Curriculum Technical Review Agenda and Minutes

| VOTING (Curriculum Committee <i>ONLY</i>) | | | | | | | | | | |
|--|--|-------------------------|-------------------------|-----------------------|--|--|--|--|--|--|
| Yea = X Nay = N Abstain = A | | | | | | | | | | |
| Name | KINF and KINS Course Mods. | KINA Course Mods. | THART Course Mod. | THART New Cert. | | | | | | |
| Dina Humble | | X | X | X | | | | | | |
| Mary Copeland | | | | | | | | | | |
| Anthony Ababat | | | | | | | | | | |
| Kathryn Adams | | | | | | | | | | |
| Vicente Alvarez | X | X | X | X | | | | | | |
| Michael Assumma | | | | | | | | | | |
| Davena Burns-Peters | | | | | | | | | | |
| Melita Caldwell-Betties | X | X | X | X | | | | | | |
| Breanna Curry | | | | | | | | | | |
| Glenn Drewes | X | X | X | X | | | | | | |
| Ginny Evans-Perry | X | X | X | X | | | | | | |
| Magdalena Jacobo | X | X | X | X | | | | | | |
| Stephanie Lewis | | | | | | | | | | |
| Sheri Lillard | X | X | X | X | | | | | | |
| Craig Luke | | X | X | X | | | | | | |
| Yolanda Simental | | | | | | | | | | |
| Nori Sogomonian | X | X | X | X | | | | | | |
| Maria Valdez | X | X | X | X | | | | | | |
| Janice Wilkins | X | X | X | X | | | | | | |
| Margaret Worsley | X | X | X | X | | | | | | |
| Kay Dee Yarbrough | X | X | X | X | | | | | | |
| Student Representative | | | | | | | | | | |
| Total Counts | | | | | | | | | | |