



## Curriculum Committee and Curriculum Technical Review Agenda and Minutes

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

| CURRICULUM TECHNICAL REVIEW MEETING                     |  |   |   |   |
|---|--|---|---|---|
| <b>Date: Monday, April 6, 2020</b>                      |  | <b>Time: 1:00 p.m. – 4:00 p.m.</b>                          |   | <b>Location: VIA ZOOM</b>                             |
| <input checked="" type="checkbox"/> Dina Humble (Chair) | <input checked="" type="checkbox"/> Mary Copeland (Co-Chair) | <input checked="" type="checkbox"/> Melita Caldwell-Betties | <input type="checkbox"/> Breanna Curry                | <input checked="" type="checkbox"/> Ginny Evans-Perry |
| <input checked="" type="checkbox"/> Stephanie Lewis     | <input checked="" type="checkbox"/> Bethany Tasaka           | <input checked="" type="checkbox"/> Janice Wilkins          | <input checked="" type="checkbox"/> Kay Dee Yarbrough |   |
| <b>Guests:</b>  | Michael Assumma (BUSAD)                                      | Richard Jaramillo (AUTO)                                    | Kenny Melancon (AUTO)                                 | Alex Cruz (AUTO)                                      |
|   | Johnny Roberts (HVAC/R)                                      | Maggie Worsley (DE)   | Davena Burns-Peters (DE)                              |   |

*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 Distributed Education.*

| DISCUSSION ITEMS/PUBLIC COMMENT   |  |
|-----------------------------------|--|
| <b>REVIEW/APPROVAL OF MINUTES</b> |  |
| <b>DISCUSSION ITEMS</b>           |  |
| <b>PUBLIC COMMENT</b>             |  |
| <b>DE Addendum Discussion</b>     | <p>Mary Copeland invited Davena Burns-Peters and Maggie Worsley to attend Tech Review to discuss the process for updating a course with DE. A discussion ensued on the best practice for quickly approving DE with minimal disruption in CurricUNET. According to Dina Humble, the California State Chancellor’s Office and ACCJC have asked us to have our courses receive DE approval in the event they need to be taught online for the Summer and Fall semesters. The blanket emergency addendum is only effective through June 30<sup>th</sup>, so the Curriculum Committee will need to review and formally approve of the DE course proposals. The deadline to send memos to the State and ACCJC is May 20<sup>th</sup> for the Summer semester and July for the Fall. If the courses do not receive approval, or cannot be taught online, there is a chance that it will not be offered for those terms.</p> |

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A DE Addendum form in Word was sent out to full-time faculty and faculty chairs, along with a list of courses being taught for the upcoming terms with DE approval dates. Mary is proposing having the Curriculum Committee vote on this new process for approving DE via email. Though this is outside of the regular process, the completed DE Addendums will be placed as an attachment for each course. Once these courses receive DE approval, they will be able to be taught from here on out in an online format. There was some suggestion on adding wording about approving the DE Addendum for emergency purposes only, but it is impossible for the Committee to know what emergencies will lie in the future. Janice Wilkins, Articulation Officer, stated that the four-year institutions did not look into the modality of the courses, but rather the content and objectives that are taught. Maggie Worsley had some issues with approving DE Addendums for lab courses that are impossible to teach online. It should be up to the department to decide whether a course can pedagogically be taught that way.

A Distance Education Addendum shared drive has been created for Maggie, Davena, Janice, Kay Dee, and Mary to review proposals by the May 11<sup>th</sup> Curriculum Committee meeting. The Curriculum Committee will then review and vote on the proposals and they will be sent to the June 2020 board.

It was stressed that we do not want to pressure faculty into completing the DE Addendum if they do not believe their class can be taught online, but they do need to understand that we may be in a position where their courses may not be able to be taught in the event that this state of emergency continues.

### NEW COURSES

| Course ID: | Originator: | Notes:   | Result:   |
|------------|-------------|--|-----------|
| AUTO 011   | Cruz        | Course will be added to the Clean Vehicle certificate. | Forwarded |

### COURSE MODIFICATIONS

| Course ID: | Originator: | Notes:   | Result:   |
|------------|-------------|--|-----------|
| AUTO 010   | Jaramillo   |  | Forwarded |
| AUTO 056   | Cruz        |  | Forwarded |
| AUTO 064   | Jaramillo   | AUTO 064 and HMDT 064 will no longer equate and will no longer cross-list. | Forwarded |
| AUTO 065   | Jaramillo   |  | Forwarded |
| AUTO 084   | Jaramillo   |  | Forwarded |
| AUTO 090   | Jaramillo   |  | Forwarded |

| COURSE MODIFICATIONS |                   |  |           |
|----------------------|-------------------|--|-----------|
| Course ID:           | Originator:       | Notes:   | Result:   |
| BUSAD 050            | Underwood         | Department has determined that MATH 962 is the appropriate advisory for this course. Department has updated SLOs.  | Forwarded |
| BUSAD 108            | Assumma/Underwood | This course can no longer be offered in Area E in the GE pattern. Can be added to the B4, quantitative reasoning area. Would need to add MATH 095 and MATH 096 and update course content. Course would need to be modified and approved by Curriculum by September 2020 to be effective Fall 2021. | HOLD      |
| HVAC 057C            | Roberts           | Textbooks have been reviewed and are okay as is.   | Forwarded |
| HVAC 060C            | Roberts           | Textbooks have been reviewed and are okay as is.   | Forwarded |
| HVAC 061C            | Roberts           | Textbooks have been reviewed and are okay as is.   | Forwarded |
| HVAC 062C            | Roberts           | Textbooks have been reviewed and are okay as is. Separated into lecture and lab.   | Forwarded |
| HVAC 065C            | Roberts           | Textbooks have been reviewed and are okay as is.   | Forwarded |
| HVAC 066C            | Roberts           | Textbooks have been reviewed and are okay as is.   | Forwarded |
| HVAC 067C            | Roberts           | Textbooks have been reviewed and are okay as is.   | Forwarded |
| HVAC 068C            | Roberts           | Textbooks have been reviewed and are okay as is.   | Forwarded |

| COURSE DELETIONS |             |        |           |
|------------------|-------------|--------|-----------|
| Course ID:       | Originator: | Notes: | Result:   |
| AUTO 076         | Jaramillo   |        | Forwarded |

| NEW CERTIFICATES AND DEGREES        |               |             |        |           |
|-------------------------------------|---------------|-------------|--------|-----------|
| Program Title:                      | Program Type: | Originator: | Notes: | Result:   |
| Automotive Clean Vehicle Technology | Certificate   | Cruz        |        | Forwarded |

| CERTIFICATE AND DEGREE MODIFICATIONS |               |             |        |           |
|--------------------------------------|---------------|-------------|--------|-----------|
| Program Title:                       | Program Type: | Originator: | Notes: | Result:   |
| Automatic and Manual Transmission    | Degree        | Jaramillo   |        | Forwarded |



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| CERTIFICATE AND DEGREE MODIFICATIONS |               |             |        |           |
|--------------------------------------|---------------|-------------|--------|-----------|
| Program Title:                       | Program Type: | Originator: | Notes: | Result:   |
| Automatic and Manual Transmission    | Certificate   | Jaramillo   |        | Forwarded |
| Automotive Technician                | Degree        | Jaramillo   |        | Forwarded |
| Automotive Technician                | Certificate   | Jaramillo   |        | Forwarded |
| Engine Performance                   | Certificate   | Jaramillo   |        | Forwarded |
| Engine Performance                   | Degree        | Jaramillo   |        | Forwarded |
| Preventative Maintenance             | Certificate   | Jaramillo   |        | Forwarded |
| Wheel Alignment and Brakes           | Certificate   | Jaramillo   |        | Forwarded |
| Wheel Alignment and Brakes           | Degree        | Jaramillo   |        | Forwarded |

| CERTIFICATE AND DEGREE DELETIONS |               |             |        |         |
|----------------------------------|---------------|-------------|--------|---------|
| Program Title:                   | Program Type: | Originator: | Notes: | Result: |
|                                  |               |             |        |         |
|                                  |               |             |        |         |
|                                  |               |             |        |         |

| VOTING (Curriculum Committee <i>ONLY</i> ) |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|
| Yea = X    Nay = N    Abstain = A          |  |  |  |  |  |  |  |  |  |  |
| Name                                       |  |  |  |  |  |  |  |  |  |  |
| Dina Humble                                |  |  |  |  |  |  |  |  |  |  |
| Mary Copeland                              |  |  |  |  |  |  |  |  |  |  |
| Anthony Ababat                             |  |  |  |  |  |  |  |  |  |  |
| Kathryn Adams                              |  |  |  |  |  |  |  |  |  |  |
| Vicente Alvarez                            |  |  |  |  |  |  |  |  |  |  |
| Michael Assumma                            |  |  |  |  |  |  |  |  |  |  |
| Yecica Bernardo                            |  |  |  |  |  |  |  |  |  |  |
| Davena Burns-Peters                        |  |  |  |  |  |  |  |  |  |  |
| Melita Caldwell-Betties                    |  |  |  |  |  |  |  |  |  |  |



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| <b>VOTING (Curriculum Committee ONLY)</b> |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|
| <b>Yea = X    Nay = N    Abstain = A</b>  |  |  |  |  |  |  |  |  |  |  |
| <b>Name</b>                               |  |  |  |  |  |  |  |  |  |  |
| Breanna Curry                             |  |  |  |  |  |  |  |  |  |  |
| Glenn Drewes                              |  |  |  |  |  |  |  |  |  |  |
| Ginny Evans-Perry                         |  |  |  |  |  |  |  |  |  |  |
| Magdalena Jacobo                          |  |  |  |  |  |  |  |  |  |  |
| Stephanie Lewis                           |  |  |  |  |  |  |  |  |  |  |
| Sheri Lillard                             |  |  |  |  |  |  |  |  |  |  |
| Craig Luke                                |  |  |  |  |  |  |  |  |  |  |
| Yolanda Simental                          |  |  |  |  |  |  |  |  |  |  |
| Nori Sogomonian                           |  |  |  |  |  |  |  |  |  |  |
| Maria Valdez                              |  |  |  |  |  |  |  |  |  |  |
| Janice Wilkins                            |  |  |  |  |  |  |  |  |  |  |
| Margaret Worsley                          |  |  |  |  |  |  |  |  |  |  |
| Kay Dee Yarbrough                         |  |  |  |  |  |  |  |  |  |  |
| Student Representative                    |  |  |  |  |  |  |  |  |  |  |
| <b>Total Counts</b>                       |  |  |  |  |  |  |  |  |  |  |