Curriculum Committee and
Curriculum Technical Review Agenda and Minutes

<table>
<tr><td colspan="5" align="center">**CURRICULUM COMMITTEE MEETING**</td></tr>
<tr><td colspan="2">**Date: Monday, April 27**</td><td align="center">**Time: 2:00 p.m. – 4:00 p.m.**</td><td colspan="2">**Location: Online Via Zoom**</td></tr>
<tr><td colspan="2">**Call to Order: 2:03 p.m.**</td><td></td><td colspan="2">**Adjournment: 2:53 p.m.**</td></tr>
<tr><td>☒ Dina Humble (Chair)</td><td>☒ Mary Copeland (Co-Chair)</td><td>☒ Anthony Ababat</td><td>☒ Kathryn Adams</td><td>☒ Vicente Alvarez</td></tr>
<tr><td>☐ Michael Assumma</td><td>☒ Davena Burns-Peters</td><td>☒ Melita Caldwell-Betties</td><td>☒ Breanna Curry</td><td>☐ Glenn Drewes</td></tr>
<tr><td>☒ Ginny Evans-Perry</td><td>☒ Magdalena Jacobo</td><td>☒ Mary Lawler</td><td>☒ Stephanie Lewis</td><td>☒ Sheri Lillard</td></tr>
<tr><td>☒ Craig Luke</td><td>☐ Yolanda Simental</td><td>☒ Tahirah Simpson</td><td>☒ Nori Sogomonian</td><td>☒ Bethany Tasaka</td></tr>
<tr><td>☐ Maria Valdez</td><td>☒ Janice Wilkins</td><td>☒ Margaret Worsley</td><td>☒ Kay Dee Yarbrough</td><td></td></tr>
<tr><td rowspan="2">**Guests:**</td><td>☐ Student</td><td>Patty Quach</td><td></td><td></td></tr>
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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	
REVIEW/APPROVAL OF MINUTES	Minutes will be posted online 04/28/2020
VPI UPDATES	Vice President Humble commented that there has been a lot of discussion about the various aspects of instruction and scheduling, but nothing is concrete at this time.
DE ADDENDUMS/SUMMER PROPOSALS	The DE Addendum was update and sent to faculty last week to complete. These addendums now closely follow what is expected by the Chancellor's Office and the ACCJC. Any faculty who are teaching a face to face class that has never received DE approval during the Summer or Fall terms need to have the addendums completed and approved to teach the course online. Faculty have until May 1st to submit their DE Addendums for the Summer and the Committee will be reviewing these proposals during the last Curriculum Committee Meeting of the semester. The memo to the Chancellor's Office is due on May 22nd for the Summer. Mary Copeland asked if the Committee was willing to work additional hours (with compensation) over the Summer in order to assist with reviewing DE Addendums for the Fall. Many agreed, and additional information will be sent out soon. Mary also provided an overview of the PowerPoint presentation (attached) shared during the DE Addendum Workshop held on April 23, 2020. It is important for the Committee members to take the time to review the DE Addendums and compare to the Course Outline of Record.
PUBLIC COMMENT	No public comments.

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NEW COURSES					
Course ID:	**Originator:**	**Notes:**			**Result:**
CD 109	Adams	1st: Ty Simpson	2nd: Bethany Tasaka	Motion Approved	Approved

COURSE DELETIONS					
Course ID:	**Originator:**	**Notes:**			**Result:**
ENGL 222	Copeland	1st: Nori Sogomonian	2nd: Kathy Adams	Motion Approved	Approved
ENGL 223	Copeland	1st: Nori Sogomonian	2nd: Kathy Adams	Motion Approved	Approved

CERTIFICATE AND DEGREE MODIFICATIONS						
Program Title:	**Program Type:**	**Originator:**	**Notes:**			**Result:**
Child Development	Degree	Adams	1st: Ty Simpson	2nd: Bethany Tasaka	Motion Approved	Approved
Child Development-Early Intervention and Inclusion	Certificate	Adams	1st: Ty Simpson	2nd: Bethany Tasaka	Motion Approved	Approved
Child Development-Early Intervention and Inclusion	Degree	Adams	1st: Ty Simpson	2nd: Bethany Tasaka	Motion Approved	Approved
Child Development-Master Teacher	Certificate	Adams	1st: Ty Simpson	2nd: Bethany Tasaka	Motion Approved	Approved
Child Development-Site Supervisor	Certificate	Adams	1st: Ty Simpson	2nd: Bethany Tasaka	Motion Approved	Approved
Child Development-Teacher	Certificate	Adams	1st: Ty Simpson	2nd: Bethany Tasaka	Motion Approved	Approved

4/28/2020

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VOTING (Curriculum Committee *ONLY*)			
Yea = X Nay = N Abstain = A			
Name	CD 109 New Course	CD Program Modifications	ENGL Course Deletions
Dina Humble			
Mary Copeland			
Anthony Ababat	X	X	X
Kathryn Adams	X	X	X
Vicente Alvarez	X	X	X
Michael Assumma			
Davena Burns-Peters	X	X	X
Melita Caldwell-Betties			
Breanna Curry			
Glenn Drewes	X	X	X
Ginny Evans-Perry	X	X	X
Magdalena Jacobo			
Mary Lawler	X	X	X
Stephanie Lewis			
Sheri Lillard	X	X	X
Craig Luke	X	X	X
Yolanda Simental			
Ty Simpson	X	X	X
Nori Sogomonian	X	X	X
Bethany Tasaka	X	X	X
Maria Valdez			
Janice Wilkins	X	X	X
Margaret Worsley	X	X	X
Kay Dee Yarbrough	X	X	X
Student Representative			

4/28/2020

Distance Education Addendums

Why are we doing addendums this way?

✓ The State Chancellor's Office and ACCJC have made it clear that for summer and fall we do not have the same flexibility we had in the spring.

✓ We have been instructed to follow local processes and maintain quality of instruction.

✓ Thus, courses offered online should go through the approval process.

✓ In order to approve the number of addendums that are needed, we are expediting the process.

NEW ACRONYMS AND DEFINITIONS

Fully Online (FO) - 100% online. Instruction involving regular and effective online interaction that takes place synchronously or asynchronously and is supported by online materials and activities delivered through the college's learning management system, and through the use of other required materials. All approved instructional contact hours, including online proctored assessments, are delivered through these online interactions. No in-person assessments are required.

Partially Online (PO) (also known as Hybrid) - Instruction involving regular and effective online interaction for some portion of the approved contact hours that takes place synchronously or asynchronously and is supported by materials and activities delivered in person and online through the college's learning management system, and through the use of other required materials. This would include periodic synchronously scheduled meetings for lecture, lab or testing where the instructor and student are together. Any portion of a class that is delivered online must follow a separate approval process. The approved online portion must meet the regular and effective contact regulation. The class schedule indicates when and where the in-person meetings occur and how many hours are to be completed online. Any scheduled or synchronous online meetings should also be included in the schedule of courses.

- **Online with in-person Proctored Assessments (OPA)** - Instruction involving regular and effective online interaction in which all instruction takes place synchronously or asynchronously and is supported by online materials and activities delivered through the college's learning management system, with in-person proctored assessments. All assessments are offered at approved locations proximal to the student and over a designated range of dates and times. No activities or assessments may be scheduled at a designated time or location.

- **Fully Online with Mutual Agreement (FOMA)** - There is no official ASCCC definition of this yet; however, major science labs would be a good fit here. However, it is a local decision.

Deadlines

- **The deadline to submit addendums for summer course offerings is May 1.**

- **The deadline to submit addendums for fall course offerings is June 15.**

Emergency Addendum Clarification

✓The emergency addendum is not temporary. It can be used for any emergency purpose deemed necessary by administration where online delivery is mandated.

✓Emergency addendums must still meet state, local and accreditation standards.

Emergency Addendum, Con't

- Why fill out an emergency addendum if it has to meet the same standards?

- The emergency addendum recognizes that online delivery is not pedagogically ideal; however, the course can be taught according state, local and accreditation standards if absolutely necessary.

What is the Curriculum Committee Looking For?

✓ Adherence to the Course Outline of Record

✓ Has the addendum demonstrated the course objectives and SLOs can be met in online delivery?

✓ Had the addendum demonstrated that lab hours can be successfully accomplished in online delivery

What is the committee looking for, con't.

✓ Has the addendum demonstrated how the course will deliver regular, effective contact between instructor and student?

✓ Has the addendum demonstrated how the course will deliver regular, effective contact between students?

What is the committee looking for, con't. ?

- Has the DE Addendum demonstrated need?

- Has the DE addendum demonstrated appropriate student accessibility?

Important to know:

✓Submission of a DE addendum does not guarantee approval.

✓The addendum will be reviewed and voted on by the curriculum committee.

Important to know:

✓Prior to the committee vote, if reviewers feel the submitted Addendum does not meet compliance in some way, you will be contacted for further information.

✓Faculty are welcome to attend the meeting when the addendum for your discipline is being voted on.

Please consider

✓Please be thoughtful about which DE addendums your department submits for review.

✓Review the summer/fall schedule to determine which addendums are absolutely necessary

✓The department can submit course modifications for online delivery for additional courses in the fall.

Additional Questions/Need More Help?

- Mary Copeland: mcopelan@valleycollege.edu

- Davena Burns-Peters: dburns@sbccd.cc.ca.us

- Margaret Worsely: mworsley@sbccd.cc.ca.us

- Additional resources on the DE website:

- https://www.valleycollege.edu/online-classes/faculty-resources/index.php