



Curriculum Committee Meeting Roll Call

Date: 3/24/2025

Time: 2:00 p.m. to 4:00 p.m.

Location: Zoom

Call to Order: 2:00 p.m.

Adjournment: 3:26 p.m.

Quorum: 13

<input type="checkbox"/> Anthony Ababat	<input type="checkbox"/> Samuel Addington	<input type="checkbox"/> John Banola	<input type="checkbox"/> Elizabeth Banuelos	<input checked="" type="checkbox"/> Thomas Berry (Faculty Chair)
<input type="checkbox"/> Melita Caldwell-Betties	<input type="checkbox"/> Mary Copeland	<input checked="" type="checkbox"/> Todd Heibel	<input checked="" type="checkbox"/> Leticia Hector (Chair)	<input type="checkbox"/> Kristina Heilgeist*
<input type="checkbox"/> Denise Knight	<input type="checkbox"/> Keith Lee	<input type="checkbox"/> Steven C. Lee	<input type="checkbox"/> Jessy Lemieux	<input type="checkbox"/> Breanna Lopez
<input type="checkbox"/> Kevin Lyons	<input type="checkbox"/> Micah Martin	<input type="checkbox"/> David Martin	<input type="checkbox"/> Jesus Navarro	<input type="checkbox"/> Maria Notarangelo
<input type="checkbox"/> Matthew Robles	<input type="checkbox"/> Jamie (Herrera) Saylor	<input type="checkbox"/> Rutina Taylor	<input checked="" type="checkbox"/> Janice Wilkins	<input type="checkbox"/> Vinnie Wu*
<input type="checkbox"/> Kay Dee Yarbrough	<input type="checkbox"/> Student Reps. (2)			
Guests:	Nori Sogomonian (DE)	Carol Jones (CHEM)		

Co-chair - In the event of a tie vote, discussion will be re-opened, followed by a second vote. If the tie still persists, the Curriculum Chair shall cast the deciding vote.

**non-voting members*

Agenda Items

Approval of Minutes	
VPI Report	
New Business	<p>The meeting was called to order by Thomas Berry, who welcomed everyone and thanked attendees for joining and it was noted that the meeting was noted to be informational in nature, covering a few key updates.</p> <p>A. Information Items</p> <p>a. Common Course Numbering (CCN) Workshop Update</p> <p>i. Thomas Berry shared updates on Phase 2 of the CCN implementation. CCN Phase 2 is split into two parts: 2A and 2B. Templates for Phase 2A were shown and discussed. Affected faculty chairs were already contacted via email. T. Berry had previously presented this information at the Faculty Chair meeting.</p> <p>b. Brown Act Refresher</p> <p>i. The committee received a presentation on the Brown Act and its direct application to the Curriculum Committee. Key points included:</p> <p>1. Legal Standing: Curriculum Committees are considered “legislative bodies” under the Brown Act, particularly because they are standing committees with ongoing</p>

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.



Curriculum Committee Agenda

jurisdiction and often have a fixed meeting schedule. This classification obligates them to comply with all provisions of the Act.

2. **Open Meetings Requirement:** All meetings must be open and accessible to the public. This includes regular, special, and emergency meetings. Deliberations and actions may only occur during properly agendized and publicized meetings.
3. **Definition of a Meeting:** A “meeting” includes any gathering—physical or virtual—of a majority of committee members to discuss or deliberate on curriculum matters. Importantly, no action or substantial discussion is allowed outside of official meetings.
4. **Serial Meetings Prohibited:** Communication chains or "hub-and-spoke" discussions involving a majority of members, even through intermediaries (like email), are considered violations if they pertain to agenda topics or other committee business.
5. **Posting Requirements:** Agendas must be publicly posted **at least 72 hours in advance** of a regular meeting. The agenda must include:
 - a. Date, time, and location.
 - b. A brief (20-word max) description of each item.
 - c. All supporting documents and materials made available to the public.
6. **Minutes and Documentation:** Any action taken by the committee must be documented, including votes and abstentions. These records become part of the public record. Draft minutes, if up for approval, must be available for public inspection prior to the meeting.
7. **Public Participation and Recording:** Members of the public have the right to attend and record meetings. The committee must also inform attendees if the session is being recorded. Recordings may be destroyed after 30 days unless otherwise mandated.
8. **Relationship with Parliamentary Procedure:** While Robert’s Rules of Order or other parliamentary guides may be used, the Brown Act takes legal precedence. For example, only agendized items may be discussed, and roll-call votes are required when meeting virtually.
9. **Final Reflection:** The presentation closed with a reminder that committee members are public servants. The Act aims to uphold public trust by ensuring transparency in how public education business is conducted. Leticia Hector asked the committee if

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Curriculum Committee Agenda

	they had any corrections to the minutes to send them directly to Kay Dee Yarbrough, and the Curriculum Co-Chairs (Thomas Berry and the VPI).
Announcements and Public Comments	

DRAFT

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.

THE BROWN ACT AND THE CURRICULUM COMMITTEE



DESCRIPTION

- CURRICULUM COMMITTEES, WHICH ARE OFTEN ESTABLISHED AS SUB-COMMITTEES OF LOCAL ACADEMIC SENATES, HAVE THE OPPORTUNITY TO PROMOTE TRANSPARENCY AND INCLUSION BY COMPLYING WITH THE BROWN OPEN MEETING ACT, AS WELL AS A LEGAL OBLIGATION TO DO SO.
- THE BROWN ACT APPLIES TO LEGISLATIVE BODIES OF LOCAL AGENCIES AND REQUIRES BUSINESS TO BE CONDUCTED DURING OPEN AND PUBLIC MEETINGS, WITH FEW EXCEPTIONS. AT A FOUNDATIONAL LEVEL, THE BROWN ACT ALLOWS THE PUBLIC TO BE INFORMED WHEN A LEGISLATIVE BODY ACTS ON THEIR BEHALF.
- WE WILL REVIEW THE LEGAL REQUIREMENTS OF THE BROWN ACT, ITS APPLICATION TO CURRICULUM COMMITTEES, AND WAYS THAT YOU CAN NOT ONLY ENSURE COMPLIANCE BUT MAXIMIZE MEETINGS TO PROMOTE TRANSPARENCY AND INCLUSION.

BROWN ACT OVERVIEW

- “IN ENACTING THIS CHAPTER, THE LEGISLATURE FINDS AND DECLARES THAT THE PUBLIC COMMISSIONS, BOARDS AND COUNCILS AND THE OTHER PUBLIC AGENCIES IN THIS STATE EXIST TO AID IN THE CONDUCT OF THE PEOPLE’S BUSINESS. IT IS THE INTENT OF THE LAW THAT THEIR ACTIONS BE TAKEN OPENLY AND THAT THEIR DELIBERATIONS BE CONDUCTED OPENLY.”
- COURTS AND THE CA ATTORNEY GENERAL HAVE SIDED IN FAVOR OF GREATER PUBLIC ACCESS AND NARROWLY VIEW EXCEPTIONS.

LEGISLATIVE BODIES

- “ALL MEETINGS OF THE LEGISLATIVE BODY OF A LOCAL AGENCY SHALL BE OPEN AND PUBLIC, AND ALL PERSONS SHALL BE PERMITTED TO ATTEND ANY MEETING OF THE LEGISLATIVE BODY OF A LOCAL AGENCY, EXCEPT AS OTHERWISE PROVIDED IN THIS CHAPTER.”

-GC SECTION 54953(A)

IS YOUR SENATE A LEGISLATIVE BODY?

- THE BROWN ACT APPLIES TO ALL “LEGISLATIVE BODIES”

“LEGISLATIVE BODIES” INCLUDE:

- “GOVERNING BODIES”
- “APPOINTED BODIES”
- CERTAIN PRIVATE ENTITIES
- THIS INCLUDES THE ACADEMIC SENATE AND THE CURRICULUM COMMITTEE



APPOINTED BODIES- STANDING COMMITTEES

- STANDING COMMITTEES OF A LEGISLATIVE BODY ARE **ALWAYS** SUBJECT TO THE BROWN ACT.
- STANDING COMMITTEES, IRRESPECTIVE OF COMPOSITION, WHICH HAVE EITHER: (1) A CONTINUING SUBJECT MATTER JURISDICTION, OR (2) A MEETING SCHEDULE FIXED BY RESOLUTION OR FORMAL ACTION OF THE LEGISLATIVE BODY.
- **EXAMPLES:** LONG-TERM COMMITTEES ON BUDGETS, PROFESSIONAL DEVELOPMENT, OR **CURRICULUM**
- TITLE 5 §55002 EXPLICITLY AUTHORIZES **CURRICULUM COMMITTEES** TO MAKE RECOMMENDATIONS DIRECTLY TO LOCAL BOARDS.

MEETINGS

- “ALL MEETINGS OF THE LEGISLATIVE BODY OF A LOCAL AGENCY SHALL BE OPEN AND PUBLIC, AND ALL PERSONS SHALL BE PERMITTED TO ATTEND ANY MEETING OF THE LEGISLATIVE BODY OF A LOCAL AGENCY, EXCEPT AS OTHERWISE PROVIDED IN THIS CHAPTER.” -GC SECTION 54953(A)

WHAT IS A “MEETING”?

- “ANY CONGREGATION OF A MAJORITY OF THE MEMBERS OF A LEGISLATIVE BODY AT THE SAME TIME AND LOCATION TO HEAR, DISCUSS, DELIBERATE, OR TAKE ACTION UPON ANY ITEM THAT IS WITHIN THE SUBJECT MATTER JURISDICTION OF THE LEGISLATIVE BODY.” - GC SECTION 54952.2(A)
- THE BROWN ACT IS NOT LIMITED TO “MEETINGS” WHERE A FINAL DECISION IS MADE!
 - “HEAR”
 - “DISCUSS”
 - “DELIBERATE”

PUBLIC DELIBERATIONS

- **A MAJORITY OF MEMBERS OF THE LEGISLATIVE BODY MAY NOT “DISCUSS, DELIBERATE, OR TAKE ACTION”, OUTSIDE OF AN AGENDIZED MEETING, “ANY ITEM OF BUSINESS THAT IS WITHIN THE SUBJECT MATTER JURISDICTION OF THE LEGISLATIVE BODY.”**
- **GOVERNMENT CODE §54954.2**

SERIAL MEETINGS

- “A MAJORITY OF THE MEMBERS OF A LEGISLATIVE BODY SHALL NOT...USE A SERIES OF COMMUNICATIONS OF ANY KIND, DIRECTLY OR THROUGH INTERMEDIARIES, TO DISCUSS, DELIBERATE, OR TAKE ACTION ON ANY ITEM OF BUSINESS THAT IS WITHIN THE SUBJECT MATTER JURISDICTION OF THE LEGISLATIVE BODY.” - GC SECTION 54952.2(B)(1)
- COMMON TYPES OF SERIAL MEETINGS:
 - ”TELEPHONE GAME” OR TRANSMISSION CHAIN
 - HUB AND SPOKE
 - EMAIL (OTHER TECHNOLOGY COMMUNICATION)

BASICS FOR REGULAR MEETINGS

NOTICE AND AGENDA

- [GOVERNMENT CODE §54954.2](#)

- **KEY POINTS**

- REGULAR MEETING AGENDAS MUST BE POSTED 72 HOURS
- MUST STATE MEETING LOCATION AND TIME
- MUST BE “FREELY ACCESSIBLE TO THE PUBLIC”
- AGENDA MUST CONTAIN SHORT DESCRIPTION OF EVERY ITEM FOR ACTION OR DISCUSSION
- THE NOTICE, AGENDA AND **SUPPORTING DOCUMENTS** ARE PUBLIC RECORDS AND MUST BE MADE AVAILABLE TO PUBLIC
- WRITINGS, WHEN DISTRIBUTED TO A MAJORITY OF THE BODY BY ANY PERSON IN CONNECTION WITH A MATTER SUBJECT TO CONSIDERATION AT A PUBLIC MEETING, ARE PUBLIC RECORDS THAT MUST BE MADE AVAILABLE TO THE PUBLIC “UPON REQUEST WITHOUT DELAY.” -GC SECTION 54957.5

AGENDAS

- THE AGENDA MUST CONTAIN A BRIEF DESCRIPTION OF THE ITEMS OF BUSINESS TO BE TRANSACTED OR DISCUSSED IN EITHER OPEN OR CLOSED SESSION.
 - IN GENERAL, AGENDA DESCRIPTIONS NEED NOT EXCEED 20 WORDS PER ITEM.
 - AGENDA DESCRIPTIONS SHOULD PROVIDE SUFFICIENT INFORMATION TO ALLOW MEMBERS OF THE PUBLIC TO DECIDE WHETHER OR NOT TO ATTEND THE MEETING OR PARTICIPATE IN THE AGENDA ITEM.
 - CLOSED SESSION ITEMS MUST INCLUDE REFERENCE TO SPECIFIC STATUTORY AUTHORITY FOR THE CLOSED SESSION.

MINUTES

IF A PREVIOUS MEETING'S MINUTES ARE TO BE VOTED ON FOR APPROVAL IN THE NEXT MEETING AGENDA, THEN THE MINUTES TO BE APPROVED MUST BE POSTED LESS THEN 72 HOURS BEFORE THE MEETING FOR PUBLIC INSPECTION.

BROWN ACT 54957.5

- **(B)(1)** IF A WRITING IS A PUBLIC RECORD RELATED TO AN AGENDA ITEM FOR AN OPEN SESSION OF A REGULAR MEETING OF THE LEGISLATIVE BODY OF A LOCAL AGENCY AND IS DISTRIBUTED TO ALL, OR A MAJORITY OF ALL, OF THE MEMBERS OF A LEGISLATIVE BODY OF A LOCAL AGENCY BY A PERSON IN CONNECTION WITH A MATTER SUBJECT TO DISCUSSION OR CONSIDERATION AT AN OPEN MEETING OF THE BODY LESS THAN 72 HOURS BEFORE THAT MEETING, THE WRITING SHALL BE MADE AVAILABLE FOR PUBLIC INSPECTION PURSUANT TO PARAGRAPH (2) AT THE TIME THE WRITING IS DISTRIBUTED TO ALL, OR A MAJORITY OF ALL, OF THE MEMBERS OF THE BODY.

MINUTES

WHAT IS TO BE REPORTED IN THE MINUTES – ACTIONS, VOTES, AND ABSTENTIONS

BROWN ACT 54953

(C)(2) THE LEGISLATIVE BODY OF A LOCAL AGENCY SHALL PUBLICLY REPORT ANY ACTION TAKEN AND THE VOTE OR ABSTENTION ON THAT ACTION OF EACH MEMBER PRESENT FOR THE ACTION.

- **(C)(3) ... THIS PARAGRAPH SHALL NOT AFFECT THE PUBLIC'S RIGHT UNDER THE CALIFORNIA PUBLIC RECORDS ACT (DIVISION 10 (COMMENCING WITH SECTION 7920.000) OF TITLE 1) TO INSPECT OR COPY RECORDS CREATED OR RECEIVED IN THE PROCESS OF DEVELOPING THE RECOMMENDATION.**

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MINUTES

CALIFORNIA PUBLIC RECORDS ACT

- THE **DELIBERATIVE PROCESS PRIVILEGE** THE DELIBERATIVE PROCESS PRIVILEGE IS INTENDED TO AFFORD A MEASURE OF PRIVACY TO DECISION MAKERS. THIS DOCTRINE PERMITS DECISION MAKERS TO RECEIVE RECOMMENDATORY INFORMATION FROM AND ENGAGE IN GENERAL DISCUSSIONS WITH THEIR ADVISORS WITHOUT THE FEAR OF PUBLICITY. AS A GENERAL RULE, **THE DELIBERATIVE PROCESS PRIVILEGE DOES NOT PROTECT FACTS FROM DISCLOSURE BUT RATHER PROTECTS THE PROCESS BY WHICH POLICY DECISIONS ARE MADE.**⁷⁷ RECORDS WHICH REFLECT A FINAL DECISION AND THE REASONING WHICH SUPPORTS THAT DECISION ARE NOT COVERED BY THE DELIBERATIVE PROCESS PRIVILEGE. **IF A RECORD CONTAINS BOTH FACTUAL AND DELIBERATIVE MATERIALS, THE DELIBERATIVE MATERIALS MAY BE REDACTED AND THE REMAINDER OF THE RECORD MUST BE DISCLOSED,** UNLESS THE FACTUAL MATERIAL IS INEXTRICABLY INTERTWINED WITH THE DELIBERATIVE MATERIAL. UNDER SECTION 6255, A BALANCING TEST IS APPLIED IN EACH INSTANCE TO DETERMINE WHETHER THE PUBLIC INTEREST IN MAINTAINING THE DELIBERATIVE PROCESS PRIVILEGE OUTWEIGHS THE PUBLIC INTEREST IN DISCLOSURE OF THE PARTICULAR INFORMATION IN QUESTION.⁷⁸

AUDIO/VIDEO RECORDINGS

BROWN ACT 54953.5

(A) ANY PERSON ATTENDING AN OPEN AND PUBLIC MEETING OF A LEGISLATIVE BODY OF A LOCAL AGENCY SHALL HAVE THE RIGHT TO RECORD THE PROCEEDINGS WITH AN AUDIO OR VIDEO RECORDER OR A STILL OR MOTION PICTURE CAMERA IN THE ABSENCE OF A REASONABLE FINDING BY THE LEGISLATIVE BODY OF THE LOCAL AGENCY THAT **THE RECORDING CANNOT CONTINUE WITHOUT NOISE, ILLUMINATION, OR OBSTRUCTION OF VIEW THAT CONSTITUTES, OR WOULD CONSTITUTE, A PERSISTENT DISRUPTION OF THE PROCEEDINGS.**

AUDIO/VIDEO RECORDINGS

IN A LEGISLATIVE BODY OF THE LOCAL AGENCY, THE PEOPLE CONSIDERED PART OF IT ARE THE ELECTED REPRESENTATIVES, SUCH AS MEMBERS OF THE CURRICULUM COMMITTEE. THESE MEMBERS ARE RESPONSIBLE FOR VOTING ON ACTIONS. ATTENDEES SHOULD BE INFORMED THAT RECORDINGS ARE OCCURRING.

BROWN ACT 54953.5

(B) ANY AUDIO OR VIDEO RECORDING OF AN OPEN AND PUBLIC MEETING MADE FOR WHATEVER PURPOSE BY OR AT THE DIRECTION OF THE LOCAL AGENCY SHALL BE SUBJECT TO INSPECTION PURSUANT TO THE CALIFORNIA PUBLIC RECORDS ACT (DIVISION 10 (COMMENCING WITH SECTION 7920.000) OF TITLE 1), BUT, NOTWITHSTANDING SECTION 34090, MAY BE ERASED OR DESTROYED 30 DAYS AFTER THE RECORDING. ANY INSPECTION OF AN AUDIO OR VIDEO RECORDING SHALL BE PROVIDED WITHOUT CHARGE ON EQUIPMENT MADE AVAILABLE BY THE LOCAL AGENCY.

RELATIONSHIP BETWEEN PARLIAMENTARY PROCEDURE AND THE BROWN ACT

- BROWN ACT IS LAW
- PARLIAMENTARY PROCEDURES ARE GUIDELINES
- EXAMPLES OF OVERLAP:
 - CONSIDER ITEMS ON AGENDA ONLY
 - RECORDING OF VOTES
 - PUBLIC COMMENTS
 - MAY IMPOSE TIME CONSTRAINTS
 - CHAIR (AND OTHER MEMBERS) DO NOT RESPOND
 - TYPES OF VOTING: FOR EXAMPLE, ROLL CALL VOTE WHEN TELECONFERENCING

FINAL THOUGHT

- WE ARE PUBLIC SERVANTS WHO REPRESENT OUR COLLEGES, AND OUR COMMUNITIES.
- WE ARE CONDUCTING THE PUBLIC'S BUSINESS AND EXPENDING PUBLIC FUNDS.
- THE OPEN MEETING LAWS WERE ADOPTED WITH FULL KNOWLEDGE THAT MANY EFFICIENCIES WOULD BE LOST.
- THE COURT OF PUBLIC OPINION – THIS IS ABOUT THE PUBLIC'S PERCEPTION OF HOW ITS BUSINESS IS CONDUCTED.
- CONSIDER PROFESSIONAL DEVELOPMENT FOR YOUR LOCAL BROWN ACT COMMITTEES
- WORK WITH YOUR LOCAL DISTRICT LEGAL COUNSEL ON QUESTIONS ABOUT THE BROWN ACT.

RESOURCES

- BROWN ACT (FULL TEXT)
- OPEN AND PUBLIC
- CALIFORNIA PUBLIC RECORDS ACT