AGENDA
Wednesday, September 4, 2013
3:10-5:00 p.m. – Hospital Rock, Room 133

1. Call to Order

2. Approval of Minutes
   A. Review/approval of minutes for May 1, 2013

3. Announcements
   A. Annual Training

4. Guidelines per new governance plan (see attached)

5. Curriculum--Information Items
   A. Presentation by Social Science on Pre-req Project (Amy Pritchett)

6. Curriculum - Action Items
   A. Courses:
      JOUR 001—pre-requisite affirmation (Stephanie Collier)
   B. Programs:
      Deletions: AS-Food Service Manager program, Vet Tech Certificate, AS-Vet Tech
   C. Other:

7. Curriculum – Issues
   A. Course Currency
   B. AD-T degrees update
   C. Outcomes/Curriculum clarification
   D. Program Requirements--PCAH

8. Standing Reports
   A. Discussion as needed

9. Pending Business
   A. Unit changes for courses: (see attached for discussion)

10. New Business

11. Reports from Curriculum Reps
    Curricu-news or issues from divisions

12. Adjournment
College-wide Curriculum Committee  
Joni Jordan, Co-Chair  
Jennifer La Serna, Ph.D., Co-Chair  
Fall 2013

Committee Members
Present:  
Co-Chairs: Joni Jordan and Jennifer La Serna  
Faculty Representatives: Michael Chicconi, Liana Craven, Gina Haycock, Andy Hinojosa, Beckee Hobson, Terri Padon, John Boragno, Kim Pitigliano, Amy Pritchett, Marla Prochnow, Allyson Sullivan  
Academic Deans and Directors: Stephanie Collier, Cindy DeLain, Larry Dutto, Kevin Mizner, Mary-Catherine Oxford, Robert Urtecho  
Articulation Officer: Greg Keen  
Financial Aid Representative: Lois Norman

Absent:  
Faculty Representatives: Valerie Ehrlich, Lisa Loewen

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Curriculum Committee Summary  
Wednesday, September 4, 2013  
3:10-5:00 pm, Hospital Rock, Room 133

1. **Call to Order**  
The meeting was called to order at 3:10 p.m.  
Joni Jordan introduced the newest member – Terri Padon, Nursing. Also noted that the CC is now co-chaired by Joni Jordan and Dr. La Serna.  
She also invited everyone to enjoy snacks, courtesy of Dr. La Serna.  
Agenda format has been changed: new pieces; some items removed.

2. **Minutes:**  
Minutes of the May 1, 2013, meeting were approved. MSC Haycock/Boragno

3. **Announcements**  
The co-chairs have decided to cancel Friday’s once-a-year curriculum training in favor of adding a training component into each meeting – the agenda item will be titled “Curriculum Workshop.” That item will include new ideas and initiatives, updates/information from the Chancellor’s Office, and put into practice old things as they become relevant again. Stand Alone training is still required – for members new to the committee: Andy Hinojosa, Marla Prochnow and Terri Padon. Joni will meet with them soon, since the training needs to be documented and submitted to the Chancellor’s Office by September 30.

4. **Guidelines per new governance plan**  
Based on the new governance plan, every major committee on campus has to have a defined purpose and defined roles for members. Minutes and agendas have to be posted; meeting dates have to be reviewed (first Wednesday of each month); membership is proscribed (Joni reviewed that list). She asked members to read the governance plan as we will be utilizing it frequently during this academic year. Next, she reviewed purposes 1-8; 1-4 are standard, the last one is new: the curriculum committee has to conduct an annual assessment of itself, set goals, and submit progress reports to Academic Senate mid-year and at year-end: What have we accomplished? What are our goals? How do we connect to the institution? (There is a format for that.)  
We have to address how we report out: Joni reports to Senate after every meeting; Gina helps
with that since Joni is not a senator and can’t make motions. We have to talk about how we connect to the institution.

Joni reviewed the eight objectives and committee members decided which are impacted by Curriculum Committee:

#6 – we do nominally impact this, as we approve courses.
#8 – assess effectiveness of pilot program – that could be Curriculum since that came out of our committee initially (Social Science project).

5. **Curriculum – Information Items**

Amy Pritchett reported that the Social Science Division proposed to do research a year or so ago regarding an English 251 prerequisite for virtually all Social Science courses. That pilot program has been in place for a year; unfortunately, Christian Anderson has been unable to put the data into a report since he’s preoccupied with the accreditation Response Task Force at this point. Amy will bring a report to the November meeting; it will include a summary of success and retention rates as well as a disproportionate impact (negative effect on certain populations).

Greg asked whether our prerequisite policy had gone to the board – Dr. La Serna will check with Elaine Webb.

6. **Curriculum – Action Items**

A. **Courses**

JOUR 001 – In spring, this course went through CurricUNET approval process – with an advisory of ENGL 251. Previously, the course had ENGL 251 as a prerequisite, and per Greg Keen, that’s what is needed to keep it UC transferable. Judy had changed the prerequisite to an advisory based on C-ID articulation (Greg reminded everyone to contact him if there are questions regarding prereqs vs. advisories in courses). After emails between Judy, Greg, Language Arts, Academic Services, etc., Judy concurred that ENGL 251 should remain as a prerequisite. Greg will make the change – if approved – and the course will go to the Board as a correction. Stephanie Collier moved that the change be made; motion carried. MSC Pritchett/Prochnow

B. **Programs**

1. **AS-Food Services Manager**

The degree hasn’t been included in the COS catalog since 2003, and it is not considered viable, but a student was able to choose it as a major. (It had not been deleted in financial aid section of Banner.) Motion to delete the program from Banner. MSC Pitigliano/Pritchett

2. **Vet Tech Certificate and AS-Vet Tech**

Both programs were suspended for a variety of reasons. They need to be completely inactivated and removed from the catalog. The new Vet Assistant Certificate of Achievement will realign courses with the plan that it will meet the first year requirements for the degree – whenever it’s reactivated. Motion to inactivate the two vet tech programs: MSC Pitigliano/Pritchett.

7. **Curriculum Workshop**

A. **Course Currency**

Course currency was a bright beacon upon first review. The report Joni brought up reflects what was last modified in 2008. Additionally, many of these courses are already in the CNET hopper/have been launched. The courses on this report have to be updated in order to remain in the catalog.

COS’s Course Currency Policy is the District’s way of adhering to Title 5 - which requires a regular review of curriculum. Courses that transfer need to be approved every five years; our certificate programs have to be reviewed every two years.

We have the means, as does the Chancellor’s Office, to implement the two-year review policy. The Chancellor’s Office system is similar to CurricUNET, and the two systems will
soon be “talking” to each other. Therefore, it’s incumbent upon us to keep our programs
and courses updated.

Dr. La Serna reminded members that our currency policy is to review twenty percent of
courses per year. But with everything we did last year, she suggested looking at currency list
and updating those courses plus 40% this year – so that not all courses come due at the end
of a five-year period.

Joni noted that any CurricUNET user can access CurricUNET reports, including the Course
Currency report and filter for respective divisions.

She added that all honors courses need to be inactivated since we no longer have an honors
program.

B. **Associate Degrees for Transfer (AD-T) Update**

Vetting is closed on a number of the AD-Ts (the Chancellor’s Office now refers to former
TMCs (Transfer Model Curriculum) as AD-Ts).

COS has five ADTs: the original COMM Studies, PSYCH and SOC; English and Spanish were
approved this summer. AJ, POLI-SCI and Art History are at the Chancellor’s Office for review
and approval.

The legislature has stated that, if we have curriculum in a discipline which could lead to a
transfer degree, then we should have that particular ADT/TMC.

Dr. La Serna reported that there is a lot of pressure to get as many ADTs approved as
possible; Greg believes that pressure from our students will have the same impact.

C. **Outcomes/Curriculum Clarification**

Joni related that she’s getting inquiries about the purposes of TracDat vs. CurricUNET and
reported that outcomes have to be input to TracDat, but everything else still goes into
CurricUNET, per our current practices.

Each of those systems has its own system for cataloguing and working through; one does
not replace the other.

Joni will put a new header on the Outcomes page in CurricUNET and faculty will have to
attach TracDat files (with outcomes) to the courses in CNET. She added that we don’t want
them listed in CNET because that creates problems for articulation. Currently, TracDat is
having trouble getting their link in place/creating a pdf that says this is the course, this is the
outcome, and making a pdf that can be imported. It might take extra money to do that. Dr.
La Serna reminded members to double check their program outcomes for accuracy: what’s
contained in Program Review might not be the same as what’s listed in CNET – they need to
read the same in Program Review, in the catalog and in CurricUNET. Program Outcome
assessments need to be input to TracDat. The Accreditation Visiting Team will start looking
at that in November.

D. **Program Requirements – PCAH**

A couple years ago, the Chancellor’s Office revised CCC-501 and 510 forms. They were the
genesis of our state requirements page in programs in CNET. But now, they no longer want
forms; they want a narrative. So Joni has emailed all committee members a copy of the
Program and Course Approval Handbook (PCAH), and asked them to read, beginning at page
167, all the requirements that need to be provided in order for programs to be submitted to
the Chancellor’s Office. Joni reviewed the required information, including documentation of
Advisory Committee meetings – for everything CTE! (which most certificates are, since their
goals are generally to help students get a job in specific areas) as well as Regional
Consortium approval.

There is not a big push to modify all our programs now; but as they are updated and/or new
ones are written, it’s necessary to have a narrative: Occupations, competencies, how the
program fits in with our master plan, how it fills the College’s mission, etc.

Joni will reprogram CurricUNET with narrative text blocks, but in the meantime the required
information can be found in the PCAH (Joni had emailed a copy to all committee members
in preparation for the meeting). One other required document is a table with the list of courses, and their desired sequence in the program.
Joni completed this segment by stating that this is a good year to clean your program house! If you don’t really need the program, and you don’t want to deal with this, or with assessments...delete.

8. **Standing Reports**
For this component of Curriculum meetings, Joni requested that members who normally provide reports send her a blurb before the meeting. She will attach it to the agenda and other meeting attachments.
Robert Urtecho did report briefly on the catalog: a supplement is scheduled to be available in December 2013.
Dr. La Serna added, regarding the Outcomes & Assessment Committee report, that October 25 is being dedicated to Campus Dialog Day: all faculty will be able to redirect their students for that day, in order to attend this special event. It will be held from 8:00am-5:00pm. If faculty do not attend, they will need to meet their classes as usual. Flex hours will be available for the hours you attend, that you would not have been teaching. Deborah Nolan has the Flex forms.

9. **Pending Business – Unit changes for courses**
The Curriculum Committee has had ongoing discussion about how units get determined for a course.
For example, 9 units: what does that mean?
Or: Course has been changed from 4 units to 1. What does that mean?
The attachment that Joni included with the meeting information is an attempt to answer some of those questions. Joni hopes members will take this document to their divisions for discussion.
Discussion during the meeting included how lab and homework hours can be calculated to equal one unit.
If units change, but topics and objectives remain the same, that raises questions! If you change units but don’t mark it and don’t include justification....then reviewers don’t know units have changed. Maybe there should be a way in CNET that something lights up indicating an hour change! Greg thinks justification should be the focus of this document. Possible justifications for unit changes include the following: C-ID alignment; technology requirements; outside accreditation requirements.
The next question, raised by Dr. La Serna, was how we determine whether unit-change should prompt a new course? And how do we determine an appropriate number of hours?
The consensus was that the final document (UNITS/HOURS DETERMINATION: Guidelines for Changing the Unit Designation of a Class/Course) needs to reflect adopted Board policy - using the exact language of the policy.

10. **Adjournment**
Meeting adjourned at 5:00 pm. Thanks to Dr. La Serna for the snacks!