Welcome to the Meeting

Zoom Information and Meeting Etiquette:

- All attendees are muted when joining the meeting.

- Please unmute when you wish to speak, and mute again when you have finished.

- Take turns speaking and be patient! You can also use chat to ask questions, or raise your hand (click "reactions" to access this feature).

- Those using phone audio will be unmuted during voting and discussion. If your phone has the manual option to mute, please use that feature when you are not speaking.

- If discussion moderation becomes necessary, the chair will mute all participants and call on speakers in turn, using the raise hand feature.

- The meeting will be recorded, beginning with the call to order.

- Sign-in for FLEX is available via a link to a shared document posted in chat.

Curriculum Committee

May 5, 2021

Zoom

Link:https://cccconfer.zoom.us/j/94055590970

Action Items

- ## Minutes from April 7, 2021

- ## CPL Appeal Form

Information Items

- Currency Report

Courses (45): 9 courses = 20%

Department	Division	Course			Date of Last Approval	Last Content Review	Next Review Date	Progress	Notes	22-23 Catalog Removal		KEY	
BUS	Business	Entrepreneurship			6/15/15	6/8/15	6/8/20			YES			In Process in Courseleaf CIM
BUS	Business	Finance			6/15/15	6/8/15	6/8/20			YES			Review Cycle this year & Not in Process
BUS	Business	BUS 100 Career Strategies			9/27/16	9/12/16	9/12/21			NO			
BUS	Business	Communications			9/27/16	9/12/16	9/12/21			NO			Past Due & Not in Process
COMP	Business	Application Software			6/15/15	6/8/15	6/8/20	BUS Rep		YES			Curriculum Process Complete
COMP	Business	COMP 006 Programming Fundamentals			6/15/15	6/8/15	6/8/20	Senate		YES		Red Date	Approaching catalog removal
COMP	Business	Concepts			11/10/15	11/9/15	11/9/20	Initiator		YES		9/1/18	CATALOG START
COMP	Business	Personal Computers			6/21/16	6/13/16	6/13/21	Initiator		NO		5/15/21	CATALOG END
COMP	Business	Processing			6/25/16	6/13/16	6/13/21	Initiator		NO		5/16/21	OVERDUE START
COMP	Business	for Business			6/25/16	6/13/16	6/13/21	Initiator		NO		8/13/21	OVERDUE END
COMP	Business	Fabrication			12/1/15	7/11/16	7/11/21		Rollback - assignme	NO		8/14/21	UPCOMING START
COMP	Business	Programming Concepts			10/3/16	9/12/16	9/12/21			NO		8/1/22	UPCOMING END
COMP	Business	Design & Development			5/25/17	5/15/17	5/15/22			NO			
PARA	Business	Paralegalism			9/27/16	9/12/16	9/12/21	Initiator		NO			

Programs

DIVISION	DEPARTMENT	CIM LINK	PROGRAM TITLE	CC APPROVAL DATE	SENATE APPROVAL DATE	BOT APPROVAL DATE	NEXT REVIEW DATE	PROGRESS	NOTES	22-23 CATALOG REMOVAL	PROG GOAL		
BUS	ACCT	Certificate of Achievement in Accounting	Certificate of Achievement in Accounting	10/2/18	10/10/18	11/5/18	11/5/20	BOT		YES	CTE		
BUS	ACCT	Associate of Science in Accounting (AS)	Associate of Science in Accounting (AS)	11/24/18	1/23/19	2/11/19	2/11/21	BOT		YES	CTE		
BUS	BUS	Associate of Science in Business (AS)	Associate of Science in Business (AS)	10/2/18	10/10/18	11/5/18	11/5/20	BOT		YES	CTE		

Information Items

- ## Articulation Report

Subject: (none)
Date: Monday, April 26, 2021 at 2:07:12 PM Pacific Daylight Time
From: Greg Keen
To: Curriculum Committee, counselors, Division Chairs, Octavio Barajas, Manlia Xiong, Emily Campbell, Milena Seyed, Annette Klein, Marla Prochnow
CC: Greg Keen, Linda Flora

Good morning folks,

Our CSU/UC GE review has been completed and the results are documented below. I will edit the catalog and GE advising/certification forms ASAP.

CSU GE: Courses approved:

ANTH 013 -- Magic, Witchcraft, and Religion	Area D
ASL 005 ---- Deaf Culture	Area C2
ETHN 001 -- Black American Studies	Area F
ETHN 002 – American Indian Studies	Area F
ETHN 003 – Mexican American Studies	Area F
ETHN 004 – Asian American Studies	Area F

CSU GE: Courses proposed and denied:

ETHN 010 – Intro Social Justice Studies   Area F

Reviewer Feedback: "Deny Area F - This course is taught primarily from a social justice perspective instead of a focus on the Ethnic Studies discipline. This course has SJ in the title, making it challenging to include significant CSU GE Area F content. Consider changing course name, for example, Introduction to Ethnic Studies and Social Justice or Ethnic Studies and Social Justice. If you plan to revise this course, please refer to the required CSU Area F Core Competencies and ensure that they are clearly evident in the revised COR. Thank you."

LIBR 150 --- Research Skills Lifelong Learning   Area E

Reviewer Feedback: "Course does not sufficiently incorporate psychological, sociological, and especially physiological perspectives, which is necessary for Area E approval. Area E – This CSU GE Breadth requirement is designed to equip learners for lifelong understanding and development of themselves as integrated physiological, social, and psychological beings."

CSU GE: Courses resubmitted due to content changes and re-approved:

ETHN 001 -- Black American Studies	Area C2 & D
ETHN 002 – American Indian Studies	Area C2 & D
ETHN 003 – Mexican American Studies	Area C2 & D

Information Items

- DE/Course Update Report
- Since March 15, 2020:
  - 551 Courses Approved
  - 181 Courses in workflow (90 at BOT or Banner Sync step)
  - Total **732** courses approved or in-progress
  - Over last two years, ~310 courses due for currency annually
  - 136% increase over average course volume

New Business/Discussion

- ## ETHN 010

  - ### Course updates in-process in response to CSU reviewer feedback

  - ### June 1 deadline for re-submission

ETHN 010: INTRO SOCIAL JUSTICE STUDIES

Proposer:

Name:	**Email:**
Octavio Barajas	octaviob@cos.edu

Effective Term:
Fall 2021

Credit Status:
Credit - Degree Applicable

Subject:
ETHN - Ethnic Studies

Course Number:
010

Catalog Title
Introduction to Ethnic Studies and Social Justice Studies

Catalog Description
Inter-disciplinary study to race, and ethnicity, in the United States. Examines fundamental ethnic studies concepts and social justice movements in relation to ethnic and racial groups in the United States to provide a basis for a better understanding of the socio-economic, cultural and political conditions among key social groups.

Advisory on Recommended Preparation:
ENGL 251 or ENGL 261 or equivalent college course with a minimum grade of C or eligibility for ENGL 001 determined by COS Placement Procedures

Method of Instruction:
Distance Education
Lecture and/or Discussion

Course Units/Hours:

Course Units Minimum:
3

Lecture Hours Minimum (week)
3

Total Contact Hours Minimum (semester)
52.5

Total Outside Hours Minimum (semester)
105

Total Student Learning Minimum Hours (semester)
157.5

Repeatability:
No

Open Entry/Exit:
No

Field Trips:
Not Required

New Business

- 2021-2022 Subgroup Assignments
  - Survey sent to all division representatives
  - Please complete survey by this **Friday, May 7**
  - Results and updated subgroups will be shared with committee members at first meeting in Fall
- Fall Convocation
  - Convocation week August 9 – 13
  - Ideas for Curriculum Training Event/s
  - Feedback on training format (virtual, hybrid, in-person)

New Business

- Fall Meeting Format
  - Governor's Brown Act waiver will expire when local/state health guidelines no longer require or recommend social distancing
  - If flexible options are available, what meeting formats would committee members prefer (online, hybrid, in-person)

- Division Share/ Celebrate
  - We have accomplished so much this year!
  - This committee reviewed more than twice its average number of courses, including approval of an emergency DE addendum plan and updating CORs for DE offerings
  - In addition we completed new CPL policy documents, developed a draft curriculum handbook, supported culturally responsive curriculum training, updated our catalog tables with new exams, and many other tasks

  - What's one thing your division accomplished this year you want to share/ celebrate?

Ongoing Business

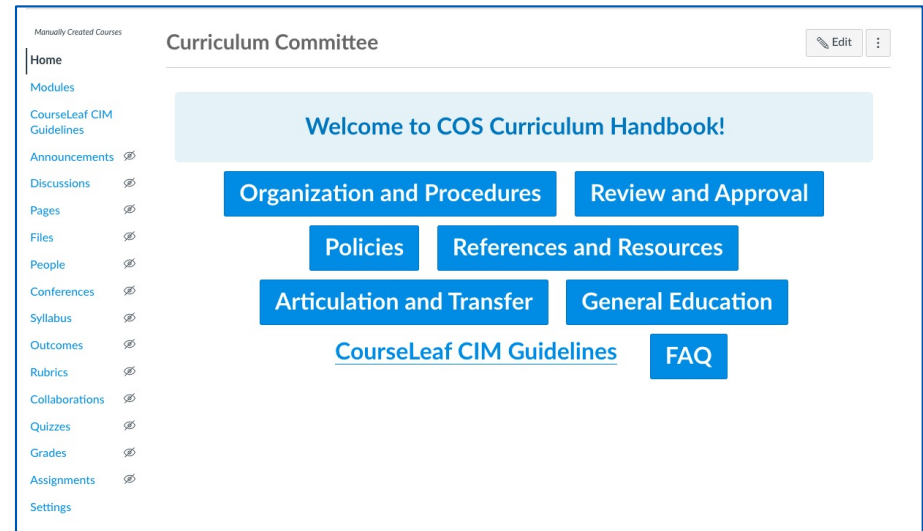- ## CPL Division Processes

Current Division CPL Processes

Prior to launch for committee review, all courses and programs should be developed according to each division's established curriculum review and development process. Division processes may include, but are not limited to: needs assessment; department and/or division discussion; identification of existing resources; alignment with the college mission and strategic plan; and labor market, transfer, and/ or distance education analysis. Once the course or program has been discussed, drafted, and reviewed according to the division process, a faculty author composes and launches the course or program in the district's curriculum management system for review. Processes for each division are described below.

Division	Process
AG, BUS, CFS, I&T, NURS, SOCS, SPEC	**Curriculum Development:** *STEP ONE*: • Faculty develops an idea driven by student, industry, CID/Transfer, or community needs. • Faculty develop the idea in consultation with colleagues, curriculum representative, division chair, and other stakeholders as appropriate. *STEP TWO*: • Faculty conduct a needs assessment, potentially including consideration of distance ed, labor market data, transferability, integration with existing curriculum, faculty workload, necessary resources, the District's mission and Strategic Plan. • Faculty develop a proposal, to include necessary elements of a Course Outline or Record or New Program Proposals, as appropriate. *STEP THREE*: • Faculty present the proposed curriculum to the department for approval. • Faculty consult with area Dean and curriculum representative. • Faculty enter the proposal into the curriculum management system to begin the formal review process. **Curriculum Review:** The curriculum committee representative and/or Division Chair monitor currency based on the reports provided by the Curriculum Coordinator. Faculty responsible for particular courses or programs update curriculum as assigned. The Rep and/or Division Chair are available to assist with this process by request.
ENGL	**Curriculum Development:** • Faculty develop curriculum • Faculty work closely with the Curriculum Rep, Division Chair, and Dean to draft and revise as appropriate • Faculty bring draft to department or division for approval; see Language Arts Division Bylaws for approval requirements and procedures • Submit to Campus Curriculum Committee process **Curriculum Review:** The curriculum committee representative and/or Division Chair monitor currency based on the reports provided by the Curriculum Coordinator. Faculty responsible for particular courses or programs update curriculum as requested. The Rep regularly assists with this process for all departments. The Division Chair is also available to assist with this process by request.
FINA	**Curriculum Development:**

1

Ongoing Business

- CC Handbook Subgroup Update
  - Initial Canvas draft complete, to be updated and finalized for Fall 2022
  - Please visit the site and share feedback: https://cos.instructure.com/courses/24277

Have a Great Break!

- Don't forget to check your COS mailbox for a small thank you – in appreciation of all your hard work this year