



COMMITTEE MEETING
Wednesday, March 15, 2017
1:30-4:30 p.m.
Faculty Lounge

DISCUSSION MINUTES

Voting Members Present:

Guy Dadson, Natural Science
John Ison, Humanities
Cindy Zarske, Math/CSCI, Technical Review Chair
Jay Seidel, Tech. & Eng
Graves, Business/CIS

Frank Guthrie, Fine Arts
Kelly Nelson-Wright, Social Science
David Brown, Library
Nahrin Hinaro, Counseling/Std Srvs Gary
Sean Sheil, PE

Resource Members Present:

Jennifer Combs, Curriculum Chair
Nicol Tushla, Admission & Records
Mark Greenhalgh, Dean Math/CSCI
Jose Ramon VPI

Rachel Roschel, Curriculum
Laurie Triefenbach, Catlg/Sched Coord
Doug Benoit, Dean Bus/CIS

Members Absent: Stewart Kimura/Matriculation, AS Student, Scott Lee, Articulation

I. Approval of Minutes:

- a. *March 1, 2017
 - i. Discussion Minutes
 - ii. Proposal Minutes
- MSU approved

II. Approval of Agenda:

- Addition item 9 “Specialization programs” for new PLEG programs:
These new programs are designed for students who already have a PLEG Certificate or Associates Degree and want to take courses to develop knowledge and skills in a specialized area for career advancement. These are vocational programs under 18 units and do not include existing courses so they will be go through our local approval process to the BOT but do not require LAOCRC or State approval.
Rep explained that they want to make these available to students in fall 2017.
- Curriculum office will review to identify any potential issues with moving these forward as a fast track for 2017. Proposals are currently level 2.9.
- MSU to allow the title “Specialization Certificate” for the following list of paralegal certificates in process:
 1. Bankruptcy Specialization Certificate
 2. Corporate Law/Business Litigation/Workers' Comp Specialization Certificate
 3. Criminal Law Specialization Certificate
 4. Family Law/Estate Planning Specialization Certificate
 5. Independent/Freelance Paralegal Specialization Certificate
 6. Law School Track (1st year Prep) Specialization Certificate
 7. Personal Injury/Civil Litigation Specialization Certificate
 8. Real Estate Law Specialization Certificate
 9. Transactional Law Specialization Certificate
- Business Rep will work with Fine Arts Rep and bring proposal for definition of a new type of “specialization certificate” to be available as an option for other programs.

III. Curriculum Correction/Fast-Track Approvals:

- a. None at this time

IV. Proposal Approvals:

- a. *Curriculum Proposal Agenda-*handout*
 - Please refer to handout titled "*Curriculum Proposal Minutes*" for details on approvals.

V. Approval of SLOA's:

- a. **Courses:**
 - i. TECH 088 F: see handout for details
 - ii. TECH 082 F: see handout for details
 - iii. TECH 199 F: see handout for details
 - iv. TECH 299 F: see handout for details
 - MSU approved
- b. **Programs:**
 - i. Automotive Technology Associate in Science Degree
 - MSU approved

VI. Courses in Families in Banner:

- a. Remove from Families:
 - ART 115 F
 - ART 123 F
 - MSU approved to remove from family in Banner.
- b. Discuss Family Status:
 - ART 122 F
 - ART 124 F
 - ART 125 F
 - ART 296 F
 - MSU approved to remain as a family in Banner.

VII. PE Designation for PE Activity Courses: Scott Lee, Articulation Officer

- Tabled- Articulation Officer absent.

VIII. CSU GE Area D Subcategories Elimination: Scott Lee, Articulation Officer

- Tabled- Articulation Officer absent.

IX. Announcements/Informational Items From Chair:

- a. COCI (Chancellor's Office Curriculum Inventory) Phase (3 phases) Implementation Schedule change:
 - i. Phase 1 Beta testing colleges are starting their conversions in February, 2017.
 - ii. Phase 2 colleges will commence late March 2017.
 - iii. Phase 3 will begin April 2017.
 - iv. Colleges can expect to be fully integrated into the new COCI no later than June 2017.
 - v. State posted a list of all California Community Colleges and which phase they are assigned to by the state. Fullerton College is assigned to Phase 3 of the project.
 - Chair reported the planned timing of the transition to the new COCI system, phase 3 is planned for late April 2017 at this point.
 - Chair will keep committee informed as information comes in from the state.
- b. Updates
- c. Accreditation preparation update
 - Chair is working to finish the handbook for accreditation and campus publication.
- d. Other...

X. *Curriculum Committee Member List: *handout*

- Committee reviewed and confirmed terms with reps.

- Chair will review Faculty Senate minutes to verify approval of terms for certain members and update handout.
- Counseling/Student Services Rep term is ending this Spring 2017. Rep will announce at next Division/Department meetings and recruit a replacement.

XI. Technical Review Clarification/Updates: Cindy Zarske, Tech Review Chair

- a. Missing SLOs update – *missing Automotive Technology AS, Admin of Justice AA-T PSLOs*
 - Automotive Technology AS- MSU approved
 - Administrative of Justice AA – Department is still working on PSLO's and should have them completed for committee review and approval at next meeting.
- b. Follow-up on field trips in schedule description:
 "Field trips" is in Methods of Evaluation, not Methods of Instruction
 Should we ask that field trips be shown all three places? – Meth Eval, Ass, Sched Desc?
 Or only Assignments and Schedule Description?
 - Committee agreed that tech review check for field trips will only involve Assignments and Schedule Description. If field trips may be required, that should be indicated on the Assignments screen in Out-of-class Activities, and a sentence included in the Schedule Description: "Field trips may be required outside of regularly scheduled class time."
- c. *Level 6 double-checks – *handout*
 Rachel – can Level 6 drop-down be divided into "Reviewed" and "Recommend Changes"?
 If yes, can Governet email be triggered to TRC when "Rec Changes" is clicked?
 - Curriculum Specialist set up a "Recommended Changes" action in CNET at level 6 for the committee to use for pre-meeting review.
 - This action will trigger a notification to the TRC via email from systems@governet.com the following day to review proposal and address comments as appropriate.
- d. Where to access:
 - a. State narrative templates
 - Email request to Rachel Roschel for sample templates till the webpage is updated.
 - b. Current quick start guides
 - Email request to Rachel Roschel for guides till the webpage is updated.
 - c. Tech Review Teams instructions
 - Technical Review Chair needs to update the instructions and will send out to committee.
 - Also can email request to Rachel Roschel till the webpage is updated.
- e. Reminder – Tech Review weekly
 - Friendly reminder to committee to keep up with tech review weekly.
- f. Issues re: Tech Review for Programs
 - a. Required Courses/Restricted Electives – guidelines for AA/AS vs. Certificates
 - All proposals requiring state approval need to specify either "Required Courses" or "Restricted Electives" for each program block.
 - b. Headers for unusual course groupings (e.g. Automotive Tech AS, Television and Film Prod Cert)
 - Committee reviewed sample programs and suggested headings that include term "Required Courses" or "Restricted Electives," but still communicate the program requirements accurately.
 - c. List A/List B in ADT's vs. other programs
 - District liaison has expressed concern about using "List A/List B" for non-ADT programs. Chair will contact her for further explanation of her concerns.
 - d. Other

XII. Curriculum Policies and Procedures

- a. None at this time

XIII. Old Business: (includes return and/or ongoing curriculum issues):

- a. Online Instruction: Regular and Effective Contact: Department/Division Practices, DEAC updates

Next Curriculum Committee meeting Wednesday, March 29, 2017 at 1:30 p.m. in Faculty Lounge.