



COMMITTEE MEETING
Wednesday, October 19, 2016
1:30-4:30 p.m.
Faculty Lounge Room 1246

DISCUSSION MINUTES

Voting Members Present:

Guy Dadson, Natural Science
John Ison, Humanities
Kelly Nelson-Wright, Social Science
Nahrin Hinaro, Counseling/Std Srvs
David Brown, Library

Frank Guthrie, Fine Arts
Gary Graves, Business/CIS
Cindy Zarske, Math/CSCI
Sean Sheil, PE

Resource Members Present:

Jennifer Combs, Curriculum Chair
Scott Lee, Articulation
Laurie Triefenbach, Catlg/Sched Coord
Jose Ramon, VPI

Rachel Roschel, Curriculum
Nicol Tushla, Admission & Records
Mark Greenhalgh, Dean Math/CSCI
Franklin Buena, AS Student

Members Absent: Stewart Kimura/Matriculation, Doug Benoit, Dean Bus/CIS, Jay Seidel, Tech. & Eng.

I. Approval of Minutes:

- a. *October 5, 2016
 - i. Discussion Minutes
 - MSU Approved
 - ii. Proposal Minutes
 - MSU Approved

II. Approval of Agenda:

- MSU Approved with adjustments

III. Curriculum Correction/Fast-Track Approvals FY 2017:

- a. FastTrack Approval
 - i. *Approval of deletions- See FT Form
 - 1. ARAB 101 F and ARAB 102 F
 - MSU Approved
 - 2. Global Studies
 - MSU Approved- to change proposal from “program major revision” to “program deletion” in CNET.
 - Division Rep will create a copy of a “program deletion” to fast track for 2017.
 - ii. MUS 116 F
 - MSU Approved- Course is on today’s proposal agenda for approval for 2017.
 - iii. MUS 119 F
 - iv. MSU Approved- Course is on today’s proposal agenda for approval for 2017.
 - v. FOOD 130 F and Nutrition and Foods AA- level 6 proposal agenda
 - MSU Approved- Course is on today’s proposal agenda for approval for 2017.
 - vi. PE 245 F: 2 units (no change); no title change, hours from 2 lecture and 1 lab to 1.5 lecture 1.5 lab; add hybrid; update textbook.
 - MSU Approved- Course is on today’s proposal agenda for approval for 2017.
 - vii. Add FSA Codes A60 Counseling and A62 Counseling, EOPS to the following COUN courses.
 - 1. COUN 100 F
 - 2. COUN 101 F
 - 3. COUN 110 F

4. COUN 135 F
5. COUN 136 F
6. COUN 140 F
7. COUN 143 F
8. COUN 144 F
9. COUN 148 F
10. COUN 151 F
11. COUN 152 F
12. COUN 160 F
13. COUN 161 F
14. COUN 163 F
15. COUN 193 F

➤ Tabled- Per Chair pending Dept Chair approval.

- b. Courses on hold at DCCC 10-14-16 Meeting for hours proposed outside state limits.
 - i. READ 099 F
 - Chair explained that the hours proposed are outside of the state's formula for 3 units so the proposal was questioned at DCCC.
 - Division Rep is working with the Reading department to reconsider hours and units.
 - If a decision cannot be reached in time for approval at the next Curriculum Committee meeting on 11/2/16, the effective date for the course will need to be changed to Fall 2018.
 - ii. CIS 227 F
 - MSU Approved revision of course: removed 2 lab hours, still 3 units. Course will be resubmitted for the next DCCC meeting (11/18/16).
 - iii. CIS 255 F
 - MSU Approved revision of course: removed 2 lab hours, still 3 units. Course will be resubmitted for the next DCCC meeting (11/18/16).

IV. SLO Approvals

- a. CIS 298 F- Outcome
 - i. Use a working vocabulary of topic-related computer information systems terminology.
 - ii. Apply computer information systems principles to formulate a strategy for success in the topic-related area.
 - iii. Recognize topic-related issues that must be resolved and/or implemented.
- b. CIS 150 F
 - i. Identify prominent Internet security threats and explain methods of protection.
 - ii. Identify and evaluate Web based search sites, reference tools, and file-sharing websites.
 - iii. Compare various e-commerce software and examine the use of merchant accounts.
- c. CIS 152 F
 - i. Create and edit HTML pages that include links, graphics, tables and forms and demonstrate ability to transfer HTML pages to a web server.
 - ii. Integrate CSS properties into HTML pages using embedded styles and external stylesheets.
 - iii. Demonstrate the ability to utilize responsive design principles.
 - MSU Approved- All above SLO's
 - d. Other . . .

V. Proposal Approvals:

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

VI. Announcements/Informational Items From Chair:

- a. Accreditation Support:
 - i. Evidence Extravaganza Shopping List – *handout 9-21-16 meeting*
 - ii. Specific Requests for Curriculum Committee documentation
 - iii. Curriculum Handbook updates
 - iv. Submission of Agendas, Minutes, and supporting documentation to OIRP

- v. ACCJC Questions regarding DE
 - Chair explained there was nothing new to report on items i-iv.
- vi. *Distance Education Strategic Plan – **handout attachment for committee review**
 - Chair reported that DEAC is finalizing this plan with input from PAC. It will then go back to the Faculty Senate for approval.
 - Chair asked committee to review the plan and share feedback and/or concerns.

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

- a. Technical Review Chair- Term length
 - Tabled- There was discussion on term length options and alignment with term for Curriculum Chair, which was also discussed. Further discussion is needed, to be continued at future meeting(s).
- b. Impacts on INDS degrees (deletions, title/unit revisions) – note INDS impact in Justification for Proposal
 - Articulation office will review and check for course impact on any of the INDS programs at level 2.75. If proposal does impact INDS programs, Articulation Officer will not take the action “Recommended Changes” but will include a comment about the impact needed with his approval. Technical Review Chair will review at level 2.9 to ensure comment is addressed.
Articulation will add comment “Please include in Justification for Proposal: Title (and/or unit) revision impacts INDS AA: Emphasis in ***”
- c. Narratives and Templates for Fast-Track Proposals – with whom should Rachel coordinate?
 - For 2017 Fast Track proposals only, Technical Review Chair will send email with list of programs to each Division Rep and include the sample state narrative form for their fast track proposals.
 - Deadline to send to Rachel to add to CNET set for Friday, October 28, 2016.
- d. Other

VIII. **Online Catalog formatting proposal**

- a. Curriculum Committee motion approved 4-20-16 curriculum meeting:
 - Format of Official Online Catalogs:
Motion-Request that for 2016-2017 on the webpage www.fullcoll.edu/catalog, the main "College Catalog 2016-2017" link at the top of the page connect to a clean version of the most recent catalog with no changes marked (all black font, no cross-outs) and at the bottom of the webpage, add an additional link that would connect to either a version with changes marked in red, or an addendum page...with last revision date posted by both links to show when the last update was made.
- b. VPI perspective
 - Catalog rights require that changes to the catalog be noted, implementing the curriculum committee request would require creating an addendum section to the clean copy in addition to the changes marked version. Also, 2016-17 is the last year the online catalog format will be PDF rather than HTML. Committee recognized the difficulty of accurately maintaining both an addendum and a “changes marked” version, and agreed to let the issue go.

IX. ***Proposal to Add Study Abroad Program participation as alternative method of satisfying Multicultural Graduation Requirement-handout**

- Discussed by committee. Concerns were expressed regarding how courses offered would be evaluated to ensure multicultural criteria are met.
- Rep will take issues raised into consideration and bring back a revised proposal.

X. **Curriculum Policies and Procedures**

- New FC curriculum process. Articulation office will review and check for course impact on any of the INDS programs at level 2.75. If proposal does impact INDS programs, Articulation Officer will not take the action “Recommended Changes” but will include a comment about the impact needed with his approval: “Please include in Justification for Proposal: Title (and/or unit) revision (or

deletion) impacts INDS AA: Emphasis in **** “ Technical Review Chair will review at level 2.9 to ensure comment is addressed.

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

- a. Internship Hours: “Cooperative Work Experience”= 60 unpaid or 75 paid hours per unit- on MDB
- b. Online Instruction: Regular and Effective Contact: Department/Division Practices, DEAC updates
- c. LAOCRC and/or State Forms need to be attached in CNET Approval Process- Rachel

Next Curriculum Committee meeting Wednesday, November 2, 2016 at 1:30 p.m. in room 1246 Faculty Lounge.