



COMMITTEE MEETING
Wednesday, September 21, 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 Svcs
David Brown, Library

Frank Guthrie, Fine Arts
Gary Graves, Business/CIS
Cindy Zarske, Math/CSCI
Sean Sheil, PE
Jay Seidel, Tech. & Eng.

Resource Members Present:

Jennifer Combs, Curriculum Chair
Mark Greenhalgh, Dean Math/CSCI
Nicol Tushla, Admission & Records
Laurie Triefenbach, Catlg/Sched Coord

Rachel Roschel, Curriculum
Scott Lee, Articulation
Jose Ramon/VPI

Members Absent: Stewart Kimura/Matriculation, Doug Benoit/Dean Bus/CIS

I. Approval of Minutes:

- a. *August 31, 2016
 - o Discussion Minutes
 - MSU Approved
- b. *September 7, 2016
 - o Discussion Minutes
 - MSU Approved
 - o Proposal Minutes
 - MSU Approved

II. Approval of Agenda:

- MSU Approved

III. Curriculum Correction/Fast-Track Approvals:

- a. PE 181 F, PE 189 F- Add FSA M35 Coaching to courses for assistant coaches to teach activity courses.
 - MSU Approved
- b. *PHIL 225 F- Course at level 10 FY 2017. Division would like to add MULTI CULT to proposal to review details see cnet for Technical Review Comments only on MULTI CULT information by Monday, September 19th for cnet. Email Originator, Cindy, Jen and Rachel feedback or update. **handout**
 - MSU Approved
- c. JOUR 110HF- Course approval (at level 2.80). JOUR 110 F currently on the proposal agenda for approval for Six Year Review for FY 2017 deadlines.
 - Course will be on next meeting agenda for review and approval.
- d. CIS 111 F and CIS 111HF- Course at level 10. In cnet as major revision and needs CID approval with updated information to the following areas.
 - o Objectives:
 - 1. Describe existing and emerging technologies and their impact on organizations and society.

- 2. Demonstrate an understanding of the development and use of information systems in business.
- 3. Solve common business problems using appropriate Information Technology applications and systems.
 - MSU Approved
- SLOA's
 - 1. Outcome: Identify basic computer concepts, terms and functions.
Assessment: Common questions or problems.
 - 2. Outcome: Create a spreadsheet that includes requested data, basic formulas and graphs.
Assessment: Skills demonstration or performance assessed against a department standard
 - 3. Outcome: Create a simple database using one of the modern DMS programs.
Assessment: Skills demonstration or performance assessed against a department standard
 - MSU Approved
- e. *Fast Track Request Forms Approval
 - SPCH to COMM. Proposals are all at level 6 for CC approval-**handout**
 - Tabled - All proposals should be at level 6 by next meeting for approval.
- f. FASH Titles- FASH program updates needed for FASH 201, 202, 206, 242, 297
 - Tabled - All proposals should be at level 6 by next meeting for approval.
 - PE Titles- Kinesiology AA-T updates needed for PE 117, 181
 - Tabled - All proposals should be at level 6 by next meeting for approval.
- g. *SLOA's Approval
 - HORT
 - PE
 - MSU Approved for HORT and PE SLOA's

IV. Proposal Approvals:

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

V. Announcements/Informational Items From Chair:

- a. Updates, Status Reports, etc.
 - Chair reported on the status of the 2017 approval process and the timeline for approvals to make the DCCC and BOT deadlines.
- b. Accreditation Support:
 - i. Evidence Extravaganza Shopping List – **handout**
 - Chair presented the handout and explained the need for documentation of evidence for Accreditation.
 - ii. Specific Requests for Curriculum Committee documentation
 - Chair asked for committee input to identify examples and other evidence.
 - iii. Curriculum Handbook updates
 - Chair is in the process of updating the handbook and will disseminate the revised version for committee input when revisions are drafted.
 - iv. Submission of Agendas, Minutes, and supporting documentation to OIRP
 - Chair explained that the Office of Institutional Research plans to warehouse committee agendas and minutes in a searchable database. More details will be provided after Faculty Senate takes action.

VI. Technical Review Chair- Term length and election:

- Committee elected Cindy Zarske to serve as Technical Review Chair for this academic year (2016-2017).
- Committee will discuss term lengths for this and other committee positions at the 10/5 and/or 10/19 meeting(s).

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

- a. Program Description unit's sentence(s) - suggestion for abbreviated version for example, standard format for CIS AS Degree:
"This degree requires the completion of a total of 38-42 units, 11 of which are in required courses. The remaining 27-31 units must be selected from the categories as indicated below."
 Suggested abbreviated format:
"This degree requires 38-42 units."
 - MSU Approved
 - Faculty will no longer need to include the REQUIRED or RESTRICTED ELECTIVE language in the catalog description for programs.
 - Catalog description will only require total number of units, or range of total units. For example: **"This degree requires 38-42 units."**
 - However, elaboration is permitted if the department wishes.
- b. Program Description sentence *"A minimum grade of C is required in each course taken"*
 Used for certificates but not most AA/AS degrees? Should the sentence be required for certificate descriptions, or can it be optional?
 - Tabled- for further discussion after it is determined whether this is a Title 5 or PCAH requirement.
- c. Discussion about technical review/curriculum committee Cnet comments:
 - i. What is the purview of the CC in giving opinions/suggestions beyond our required checks?
 e.g. *"Please consider adding another textbook."* *"Please consider rephrasing xx in Course Content as xx may be considered offensive."*
 - ii. Phrasing for opinions/suggestions - possibility: *"Although not required for approval, please consider these suggestions:"*
 - Committee discussed feedback provided in CNET and agreed to differentiate between changes needed for committee approval and opinion-based recommendations.

VIII. C- Grading Criteria:

- Title 5 indicates a C- cannot be used by California Community Colleges. It was noted that CSUs are not bound by Title 5.

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

- Tabled- Due to time constraints

X. Curriculum Policies and Procedures

- a. New policy for catalog descriptions for programs only:
 - Total units or range of total units is all that is required for catalog descriptions for programs. For example: "This degree requires 38-42 units
 - No additional details regarding "Required Courses" or "Restricted Electives" is needed in the catalog description.

Details may be included when originators believe it is important for clarification.

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. Online Catalog formatting proposal
- d. LAOCRC and/or State Forms need to be attached in CNET Approval Process- Rachel

Next Curriculum Committee meeting Wednesday, October 5, 2016 at 1:30 p.m. in room 1246 Faculty Lounge.