



**COMMITTEE MEETING**  
Wednesday, September 7, 2016  
1:30-4:30 p.m.  
**Faculty Lounge Room 1246**

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**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  
Jose Ramon/VPI

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

**Members Absent:** Stewart Kimura/Matriculation

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**I. Approval of Minutes:**

- a. \*May 4, 2016
  - i. Discussion Minutes
    - MSU Approved
  - ii. Proposal Minutes
    - MSU Approved
- b. \*May 18, 2016
  - i. Discussion Minutes
    - MSU Approved
  - ii. Proposal Minutes
    - MSU Approved
- c. \*August 31, 2016
  - i. Discussion Minutes
    - Tabled to next meeting

**II. Approval of Agenda:**

- MSU Approved

**III. Curriculum Correction/Fast-Track Approvals:**

- a. Temporary Approval for Characters in Title at State level- new system launch (Jan 2017) revert back to original character.
  - i. ART 124 F Museum Studies: Exhibition Production **to** Museum Studies- Exhibition Production
  - ii. ART 125 F Museum Studies: Exhibition Design and Careers **to** Museum Studies- Exhibition Design and Careers
    - MSU Approved all above
- b. HIST 170 F and HIST 171 F- Approval for CSU GE Area C2 and AA GE Area C2
  - MSU Approved
- c. Approval of Catalog description correction from "lab" to "arranged lab" for following courses.
  - i. ESL 076 F – "Pass/No Pass. Prerequisite: ESL skills evaluation. 90 hours lecture and 18 **arranged** hours lab per term."

- ii. ESL 078 F – “Pass/No Pass only. Prerequisite: ESL skills evaluation. 90 hours lecture plus 18 **arranged** hours lab per term.”
- iii. READ 142 F-“54 hours lecture and 18 **arranged** hours lab per term.”
  - MSU Approved all above-
  - Rachel will update CNET and send updated course outlines of record to state for approval.
  - Laurie will update Catalog for Fall 2016 with the correct language.
- d. Updated list of MATH fast-track changes – **handout**
  - MSU Approved
  - Natural Science Div Rep will update Biology AS degree section headers to reflect correct total minimum units required as 18.
- e. MATH 151HF and MATH 152HF- approval of honors courses class size from 20 (cc app 5-4-16) TO 25. Campus policy for honor courses.
  - MSU Approved
- f. \*Fast track for Speech and Communication Courses and programs- all courses and programs at level 6 for approval.-**handout**
  - Tabled to next meeting so all proposals are at level 6 for CC approval.
- g. Fast Track Deletions Approval
  - i. PRNT 963 F
  - ii. STSV 135 F
  - iii. STSV 136 F
    - MSU Approved

#### IV. Proposal Approvals:

- a. \*Curriculum Proposal Agenda-**handout**
  - Please refer to document titled “**Curriculum Proposal Minutes**” for details on approvals
  - PE 227 F- Originator needs to prelaunch course for course deletion in CNET FY 2017 for consideration for fast tracking
  - 4 Programs have been manually moved to level 2.80 to meet Fall 2017 catalog deadline and complete Six-Year Review.
    - Accounting AS
    - Accounting Certificate
    - Real Estate Management AS
    - Real Estate Management Certificate

#### 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
  - Chair announced Accreditation Team members have requested documentation from the Curriculum Committee. Details will be provided at the net CC meeting and committee discussion and assistance will be needed to identify and locate the evidence requested.
- c. Faculty Senate approved GE Policy Proposals...language added to the catalog-**handouts**
  - Chair informed the committee Faculty Senate approved the GE proposals recommended by the GE Committee and the Curriculum Committee in May 2016.
  - Chair shared that the GE Committee will be working on the FC AA GE Pattern and “Pass Along Part A” next.
- d. Status of New State CIV2 (Curriculum Inventory System) Prelaunch January 2017
  - i. New system affecting the characters in titles (not accepting them in state submissions)
    - Chair informed the committee the state reported that transition to their new system, which will accept punctuation and other characters, has been postponed to January 2017. We will need to make temporary changes to replace characters in titles for state approval now and then these will be changed back when the new system is operational.
- e. \*Financial Aid and Program Approval: List of Programs 16-17 Units- **handout**

- i. Financial Aid Workshop September 22<sup>nd</sup> – Curriculum Team, Financial Director, and Admissions & Records attending.

**Objective of workshop:** Compliance status on curriculum design and process.

Determine the ability to identify common problems and requirements for programs to acquire state authorization. The focus will be on curriculum/program approval and Financial Aid eligibility for students. This training will facilitate a higher degree of communication and collaboration between the financial aid and the instruction side of the college and present a process of best practices to ensure continued financial aid eligibility for college/district curriculum program/courses.

- Curriculum Specialist reported that she will be attending this workshop with our Financial Aid Director, and representative(s) from A& R. Rachel will report back on Financial Aide requirements that need to be considered in curriculum development.
- f. LAOCRC and/or State Forms need to be attached in CNET Approval Process
  - Rachel will draft a list of required forms and a description of the submission process to inform the committee about required forms for LAOCRC and state submission.
- g. Other....

#### VI. Issues Raised By SLOA Committee

- a. Status of Approved SLOs not entered in CurricUNET/ Missing SLOs – **handouts**
  - i. Approval of entering approved Course SLOs into Cnet active files
    - MSU for Cindy to enter into files for Cnet
  - ii. Discussion of how to handle:
    1. Course SLOs in Cnet pending files
      - Send lists to division reps for confirmation, bring back on 9/21 for CC approval of SLOs and their entry in to active files of Cnet
    2. Course SLOs missing from eLumen and Cnet
      - Ask SLOA committee to follow up with faculty to write missing SLOs
    3. Program SLOs missing from catalog
      - Laurie will send to typesetter for 2016-17 catalog

#### 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."*
- 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?
- 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:"*
    - Tabled due to time constraints

#### VIII. \*UC TCA Approvals- Scott Lee, Articulation Officer

- Scott handed out the list of courses that were approved and disapproved.
- He explained reasons for the disapprovals and offered to work with the div reps to re-submit for approval.
- Rachel will update CNET and remove references to "pending approval"

**IX. \*MLA new 8<sup>th</sup> edition guide info/correction- Dave Brown/handout**

- Handout shows the new MLA formatting requirements.

**X. C- Grading Criteria:**

- Tabled due to time constraints

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

- Tabled due to time constraints

**XII. Curriculum Policies and Procedures**

a. Adding roman numerals in course titles

- Chair briefly reiterated that the state allows courses with the same title to be differentiated by Roman numerals.

**XIII. 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

***Next Curriculum Committee meeting Wednesday, September 21, 2016 at 1:30 p.m. in room 1246 Faculty Lounge.***