

Curriculum

Curriculum Committee **MINUTES**

Wednesday, September 4, 2024 1:30 - 4:30pm

Building 200: Room 224

I. **Call to Order:**

Voting Members:	Present	Role:
John Ison	Y	Curriculum Committee Chair
William Cowieson	Y	MATH Division Rep
Allen Menton	Y	Fine Arts Division Rep
Gary Graves	Y	BUS Division Rep
George Bonnand	Y	Technology and Engineering Division Rep
Guy Dadson	Y	Tech Review Chair, Natural Sciences Div. Rep
Thydan Huynh	Y	COUN Division Rep
Kelly Nelson-Wright	Y	Social Sciences Division Rep
Yolanda Duron	Y	PE Division Rep
Lugene Rosen	Y	LIB Division Rep
Geoff Smith	Y	Humanities Division Rep
Resource Members:	Present	Role:
Carlos Ayon	Y	Dean, Business & CIS
Kevin Tran	N	Articulation, Counseling
José Ramón Núñez	Y	Vice President of Instruction
Kenneth Starkman	Y	Dean, Technology & Engineering
Nicol Tushla	Y	Admissions & Records
Scott Lee	Y	Articulation Officer
David Soto	Y	Education Services & Technology Coordinator
Pending Associated Students appointment	N	Student Rep
Naveen Kanal	N	Guest, PE Faculty
Marcia Foster	N	Guest, PE Faculty

II. **Roll Call:** 1:30pm

III. **Public Comments:** *Maximum 10 minutes, 3 minutes per person or group*

PE faculty members Tim Byrnes, Naveen Kanal and Marcia Foster spoke about the importance of physical education for students and the importance of keeping PE as an Associate Degree requirement.

IV. **Approval of Agenda** MSU

- A. September 4, 2024, Discussion Agenda
- B. September 4, 2024, Proposal Agenda

V. **Approval of Minutes** MSU

- A. May 15, 2024, Discussion Minutes
- B. May 15, 2024, Proposal Minutes

VI. Curriculum Corrections / Fast-Track Approvals

- A. PSLO approvals:
- B. DE Addenda approvals:
- C. FSA approvals: MSU and done in Banner MSU
 - i. Add FSA: B50 (History) to CISG 103 F History of Video Games
 - ii. Add FSA: B75 (Law) to PLEG 223 F Advanced Legal Research and Writing
- D. Curriculum Corrections
 - i. In May 2024, in CurricUNET and Banner, we corrected the titles of PHIL 201HF History of Philosophy: Ancient and Medieval (and its Honors counterpart) and PHIL 201 F and PHIL 201HF, History of Philosophy: Modern and Contemporary (and its Honors counterpart), before UC TCA submission. All three course proposals have a Fall 2025 catalog date.
 - ii. In the 2024 catalog description of PHOT 223 F, "This course..." was omitted. Since it is standard language for catalog and schedule descriptions, it was added to the catalog and should be added to the active course in CurricUNET, and in Banner.

VII. Proposal Agenda (attachment) MSU

VIII. Announcements/Informational Items: *(John Ison, Chair)*

- A. Welcome to the new reps!
- B. Division reps should let me and Heather know of personnel changes: faculty updates, new department chairs, new deans. We need to enter their names into CurricUNET, and assign the right people to their approval duties.
- C. Fall 2026 deadlines/target dates
 - i. October 1, 2024: Prelaunch courses requiring UC TCA and Cal-GETC approval
 - ii. February 1, 2025: Prelaunch other courses and programs for Fall 2026
 - iii. Late March 2025: Step 6 approval of courses requiring UC TCA and Cal-GETC approval
 - iv. April 15, 2025: All other Fall 2026 courses and programs should reach step 4 by this date
 - v. May 2025: Deadline for Board of Trustees (BOT) approval of courses requiring UC TCA and Cal-GETC approval
 - vi. August-October 2025: CC, DCCC, BOT approvals for Fall 2026 proposals
- D. Ongoing curriculum trainings: Wednesdays at 1:30pm on Zoom, weeks 2 and 4, during the Fall 2024 semester
- E. Curriculum Institute Report from July 2024
- F. Parliamentary Procedure and the Brown Act

[During the summer, Faculty Senate Executive Committee met with a parliamentarian who suggested ways of running shared governance meetings in accordance with Robert's Rules of Order. Senate Exec shared their findings, and their plans, at the Curriculum Forum, held on August 30 on Zoom. John reminded the committee that following parliamentary procedure was a way of maintaining integrity and order in meetings. If the curriculum committee would like to set up parliamentary training, John would work with Senate to set that up in the future.](#)
- G. Work Experience Courses (fast-track for Fall 2024 based on Chancellor's Office mandate)

[Over the summer, John processed Title 5-mandated revisions to work experience courses that were approved by the curriculum committee in March 2024. In August, the revisions were approved by DCCC and the Board of Trustees.](#)

- H. Reps should consider creating Canvas course shells for their own divisions' curriculum matters. They could use the "Copy To" function to place "Curriculum 2021" documents and modules into their division course shells, making them accessible to all faculty.
- I. Other announcements

IX. Tech Review Clarification/Updates: (Guy Dadson, Technical Review Chair)

Guy will send the new division reps the updated list of technical review responsibilities. The technical review process for curriculum changes was discussed, and Guy offered to assist new members in understanding their responsibilities. Lugene suggested creating a technical manual with step-by-step instructions and screenshots to guide new committee members, and John volunteered to help, even suggesting forming a workgroup. Guy emphasized the need for collaboration and the limitations of one person handling everything.

X. CNET Textbook Screen: Required vs Optional Fields: (John Ison, Chair)

Inspired by Lugene's observation during new rep training, John questioned the necessity of optional fields like "city" and "edition," which are no longer required in MLA format, on the CNET textbook screen. Guy argued for keeping those fields, to track changes in textbooks and ensure accuracy. Division reps are encouraged to talk to their faculty about this matter, and solicit their feedback.

XI. Extensive Laboratory Committee FC Rep: Curriculum Committee Endorsement: (John Ison, Chair)

- A. George Bonnand is interested in another term

This item was discussed as a "first read." Division reps are encouraged to ask other faculty if they are interested in serving on the Extensive Lab committee. At the next curriculum committee, there will be a vote for the FC rep. The issue of having a definitive list of approved courses for parity on the district's website remains currently unresolved. The need for a centralized list to avoid confusion and ensure accuracy in parity approvals was emphasized.

XII. Common Course Numbering (CCN) Timeline (John Ison, Chair)

- A. The first 6 CCN templates are already articulated/transfer approved. No need to submit to UC TCA or Cal-GETC.
 - i. Details about technology, curriculum approval process and funding
- B. Timeline:
 - i. 6 courses to be processed this fall for Fall 2025 implementation
 - ii. Approximately 20 courses to be processed in 2025 for Fall 2026 implementation
 - iii. Approximately 50 courses to be processed in 2026 for Fall 2027 implementation

C. Every Wednesday in September: Chancellor's Office Webinars from 12pm-1pm (details forthcoming)
 14 common course numbering templates, based on 6 courses, were released and published on the State Chancellor's website: <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/course-outline-of-records-submission>.

John outlined a fast-track process for getting the course revisions approved by the curriculum committee. These revisions must be state approved by December 2nd. John would clarify the deadlines at the next curriculum committee meeting.

XIII. Associate Degree GE revision (John Ison, Chair)

- A. Recap/update

- B. How More than 35 Other Community Colleges Revised and Implemented
- C. Curriculum Forum held by Faculty Senate on August 30 2024
- D. Next Steps
 - i. 9/5/24: Faculty Senate Discussion
 - ii. 9/18/24: Plan for a recommendation and vote
 - iii. Should we have an extra CC meeting on the last week of September for the “last chance to vote”?

As John reported to the committee at the end of the Spring 2024 semester, the Curriculum Committee and Faculty Senate-approved recommendation to implement the revision of the Associate Degree by Fall 2024 was not possible, since it was too late to agendaize the recommendation as an action item at DCCC’s final meeting of the school year in May 2024.

Faculty Senate Exec members announced, at the August 30 Curriculum Forum, that the Associate Degree discussion would be an action item at the first Faculty Senate meeting, held on September 5, as New Business. On September 5, Faculty Senate could vote to refer the Associate Degree topic back to the Curriculum Committee (which is a Senate sub-committee) for further discussion and action, or Senate could take other courses of action.

John advised the curriculum committee to wait until the September 5 Faculty Senate meeting before acting. Other members disagreed.

Kelly and Gary motioned to vote on the curriculum committee’s April 17 recommendation of “Title 5 Only,” but this time with a Fall 2025 implementation date. Discussion followed. It was mentioned that 3 of the 10 reps were new, and this was their first Curriculum Committee meeting. Discussion continued. John called the question “under protest” (his words). A roll-call vote was held. The vote was 6 in favor and 4 not in favor of the motion.

The motion: Curriculum Committee recommends “Title 5 Only, with a Fall 2025 implementation.”

Voting Members:	Vote:	Role:
William Cowieson	Yes	MATH Division Rep
Allen Menton	No	Fine Arts Division Rep
Gary Graves	Yes	BUS Division Rep
George Bonnard	Yes	Technology and Engineering Division Rep
Guy Dadson	Yes	Tech Review Chair, Natural Sciences Div. Rep
Thydan Huynh	No	COUN Division Rep
Kelly Nelson-Wright	Yes	Social Sciences Division Rep
Yolanda Duron	No	PE Division Rep
Lugene Rosen	No	LIB Division Rep
Geoff Smith	Yes	Humanities Division Rep

XIV. Drone Program: Updates (*John Ison, Chair*)

The state recently approved the drone program’s Associate Degree. The baccalaureate is making progress toward state approval, with an effective date of Fall 2026.

XV. Fall 2024 Curriculum Committee Meetings

- A. September 18th
- B. October 2nd, 16th & 30th

- C. November 6th & 20th
- D. December 4th

XVI. Ongoing Agenda Items:

- A. Catalog Revision
- B. Curriculum Management System Plans
- C. Banner, COCI and Catalog Issues

XVII. Future Agenda Items:

- A. To be determined

XVIII. Adjournment: 4:30pm

Next meeting: September 18, 2024 Building 200 Room 224