Curriculum Committee Minutes - DRAFT

VIA ZOOM
Tuesday, April 21, 2020 at 3:00pm

ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2021 UNLESS OTHERWISE NOTED.

Called to order: 3:03 p.m.

I.   ROLL CALL (Quorum is 9 out of 17 voting members)

VOTING MEMBERS		
Faculty co-chair	☒Michael Bowen	
Articulation Officer	☒Thao Brabander	
Technical Review Chair	☒Michael Callahan	
Academic Senate President	☒Dan Clark	
AFT Rep.	Vacant	
Career Education I Division	☒Kelly Wellman	☒Nicole Falco
Career Education II Division	☒Dorothy Farias	☐John Clark
College Outcome Group Representative	☐Asher Sund/Aurora Meadows	
English & Math Division	☐Peter Yi	(Vacant)
Health, KIN, ICA, Performing & Visual Arts Division	☒Jeff Fischer	☐Maline Werness-Rude
Library, Languages, Behavioral & Social Sciences Division	(Vacant)	(Vacant)
Librarian	☒Peter Sezzi	
Sciences Division	☒Chloe Branciforte	☐Jennifer Garner
Student Services Division	☒Mario Rivera	☒Gema Espinoza Sanchez
NON-VOTING MEMBERS		
CIO co-chair (Interim)	☒Jennifer Kalfsbeek-Goetz	
ASVC Rep. (ASVC President)	☐Michael Shouten	
Dean	☐Tim Harrison	☐Dan Kumpf
Dean	☐Lisa Putnam	☒Felicia Dueñas
Dean	☐Lynn Wright	☐Marcelo Vazquez
Dean	☒Debbie Newcomb	☐Phil Briggs
Academic Data Specialist	☒Olivia Long	
Academic Data Specialist	☒Kelly Denton	
Recorder/Curriculum Technician	☒Sarah Ayala	
Distance Education Liaison	☒Sharon Oxford	
Registrar	☐Gaby Asamsama-Acuna	

Guests: None

II. ADOPTION OF THE PROPOSED AGENDA (Discussion/Action)

M. Bowen called for a motion to approve the agenda.
Motion by:	N. Falco
Seconded by:	D. Clark
Discussion:	None
Final resolution:	Agenda approved as presented
Yes: ALL 7	M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, M. Rivera, P. Sezzi, K. Wellman
No:	None

Voting Tally:

MB	TB	MC	DC	KW	DF	AS	PY	JF	PS	CB	MR	NF	JC	MWR	JG	GES
aye	aye	n/a	aye	n/a	aye	n/a	n/a	aye	aye	aye	aye	aye	n/a	n/a	n/a	aye

Recorder's Note: M. Callahan and K. Wellman arrived after the agenda vote

III. INTRODUCTIONS, AND PUBLIC COMMENTS (Information)[1]
A. None

IV. APPROVAL OF MINUTES: (Discussion/Action)

M. Bowen called for a motion to approve the minutes from the 03/31/20 meeting.
Motion by:	K. Wellman
Seconded by:	N. Falco
Discussion:	None
Final resolution:	Minutes from the 3/31/20 Curriculum Committee meeting approved
Yes:	M. Bowen, C. Branciforte, M. Callahan, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, M. Rivera, P. Sezzi, K. Wellman
No:	None
Abstain:	T. Brabander

Voting Tally:

MB	TB	MC	DC	KW	DF	AS	PY	JF	PS	CB	MR	NF	JC	MWR	JG	GES
aye	abst	aye	aye	aye	aye	n/a	n/a	aye	aye	aye	aye	aye	n/a	n/a	n/a	aye

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[1] Five minutes is allotted to any member of the public who wishes to address the curriculum committee, with a maximum of twenty minutes per topic aggregated for all speakers, unless extended by vote of the committee. At the request of any speaker proposing to address a specific agenda item, the committee may also vote to permit that speaker's comments to be deferred until the meeting progresses to that topic.

V. POLICY AND PROCESS (Information or Discussion/Action)

A. AY 20/21 Curriculum Submission Deadlines – M. Bowen

B. AY 20/21 Curriculum Committee Meeting Dates – M. Bowen

C. Course Deletions from Catalog/ GS Pattern Programs – M. Bowen

D. Blanket Distance Education Authorization – M. Bowen, J. Kalfsbeek-Goetz

Item A: Proposed curriculum submission deadlines and proposed curriculum meeting dates. The Tech Review group came up with deadlines based on Banner rolls, catalog deadlines, etc.

One thing we are having an issue with is Thanksgiving holiday and December 15 – not many appropriate dates. December 15th is in Finals week.

M. Bowen called for a motion to adopt/approve both the curriculum dates and the deadlines	
Motion by:	*D. Clark*
Seconded by:	*K. Wellman*
Discussion:	*D. Clark – Does this take into account the blanket addendum plan? Is that what the "DE Only" deadline means?*
	M. Bowen – Yes to the best of our ability at this point. DE needs to be approved by December, so we wanted to have a meeting in December.
	C. Branciforte – With the deadlines, do you think we will run into the same problem that we had this year with people submitting by the deadline and not having courses and programs approved in time?
	M. Bowen – That is a possibility and if we start getting behind, MB will put a "call out to the community" for help.
	JKG: DE addendum may affect the timelines, but we haven't finished coming up with a solution to the original issue of the backlog.
	C. Branciforte – At our last on campus meeting, we discussed utilizing our members, and there is no normalcy when it comes to our curriculum process. If we continue to use the same deadlines that aren't working, this seems like it will cause issues again.
	JKG: If a course is 50% or over for DE we are good. Less than 50% courses need to be addressed.
	P. Sezzi - Would it be easier to ask Dept Chairs to create a list of courses that would NOT make sense to have as DE?
	JKG: Let's discuss that when we get to the item – may be a good option.
Final resolution:	*Deadlines and Curriculum Committee meeting dates approved*
Yes:	*M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, M. Rivera, P. Sezzi, K. Wellman*
No:	*None*

Voting Tally:

MB	TB	MC	DC	KW	DF	AS	PY	JF	PS	CB	MR	NF	JC	MWR	JG	GES
aye	aye	aye	aye	aye	aye	n/a	n/a	aye	aye	aye	aye	aye	n/a	n/a	n/a	aye

M. Bowen called for a motion to move to temporarily skip Item C and move directly to Item D on agenda (go out of order)

Motion by:	*P. Sezzi*
Seconded by:	*C. Branciforte*
Discussion:	*None*
Final resolution:	*Moving to D approved*
Yes:	*No vote – motion approved by acclimation*
No:	*None*

Item D. Discussion

JKG: Previously, we had to do a DE addendum to waive Title 5 requirements for Spring semester courses, and the process was quick and easy then. Now, have to do one for Summer and Fall and the governing bodies are not making it so easy as the last time. They need a bit more from us. The requested process makes sense, but it is a bit more complicated.

Deadlines:

May 20 – VC must submit a PLAN for Summer DE addendum for courses that are not currently approved to be 50% or more online. Plan includes stating we want them to be online and our plan to get them offered online by our processes by December. The courses don't have to be though the approval process by May.

July 1: Another request like the May 20th plan but for Fall courses.

December 30 – Deadline for all of the courses to be through the process of the DE approvals and approved for instruction.

MB idea: Ask Courseleaf vendor to add a checkbox into the existing Distance Ed form to indicate the course is a temporary approval, with a text box for an expiration date or "when the COVID-19 emergency is over". Some sort of description box is another option if we don't want a specific end date.

JKG: Great idea, but let's use this box for any state-wide declared emergency.

N. Falco: As an example: If she has a course that is for 50% online, but not for 100% online? How does that work?

Now you can put it on the schedule just in case we are back in person, but it can easily switch. If it's not a course that already has the over 50% modality, then it should be included in the blanket addendum and then you can decide whether or not you want this approved for 100% for this emergency situation or always.

C. Branciforte: This is a good opportunity to ask those revising their courses that select only 1 modality of DE – to ask them whether they really want all modalities, in light of this issue.

If the course is over 50% approved already, the rules are ok with them moving forward. We are concerned with courses approved for under 50% DE modality ONLY.

K. Denton – In Banner, right now, all we can see is if a course has been approved for over 50% DE.

JGK – We need to pull a report of all courses that have 0% DE and those under 50% DE.

C. Branciforte – If we are doing all this for Fall, and if the curriculum deadline is in October, how are we going to do this in a manageable way with all of the other things on our plate? We are already so behind on this year's submissions – program submissions, then adding 5 year review.

D. Farias: We can't put this off, - we have to decide now. Today. We have volunteered a long time ago to help.

P. Sezzi – All the courses on the Fall schedule – what if we just reapprove everything? If it's in the schedule for Fall, we should assume that it's approved for DE IF the need arises. If course was approved 2 years ago, then we haven't harmed the course. If it hasn't been approved, then we caught it.

P. Sezzi moved that at the next Curriculum Committee meeting we will have a blanket DE addendum for all Summer and Fall course offerings, and that if a course is in the SUMMER and FALL schedule, we will assume faculty is ok with moving to 51%+ DE modality due to any current or future local or state emergency.

Motion by:	*P. Sezzi*
Seconded by:	*C. Branciforte*
Discussion:	*JKG requested an amendment to add Summer courses to the motion.*
	M. Callahan has had a course come up where a faculty member doesn't want a course offered in DE in the Fall that is already on the schedule.
	JKG: Chairs and faculty are adjusting the schedule as we speak – it will take the ADS time to revise the schedule. Faculty will need to take a look at everything closely.
	Anything that isn't approved for 50% and over DE will be removed from the schedule if we are forced to go online in Fall.
	JKG: How will this actually happen in real life? What are we going to do to actually achieve it? What are the steps?
	M. Bowen: Depends on if it is faculty driven or curriculum leadership driven. If faculty driven, faculty would have to submit a DE form for their course to be included in the blanket addendum. If it is curriculum leadership driven, deans and chairs would submit a list of courses they'd like to offer in Summer and Fall and curriculum leadership could do an administrative change to the courses on the list.
	C. Branciforte: What if course content is missing from the COR due to the CourseLeaf switch?
	S. Ayala: It needs to be fixed for submission to the State – which can become a much bigger project than anticipated.
	C. Branciforte: If you need help during the summer, the work must be compensated.
	P. Sezzi: Can we just do a list of all the courses and then do our homework to see what the workload will be?
	JKG: Feels this should be Faculty driven as curriculum is their purview.
Final resolution:	*Motion approved*
Yes:	*M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, M. Rivera, P. Sezzi, K. Wellman*
No:	*None*

Voting Tally:

MB	TB	MC	DC	KW	DF	AS	PY	JF	PS	CB	MR	NF	JC	MWR	JG	GES
aye	aye	aye	aye	aye	aye	n/a	n/a	aye	aye	aye	aye	aye	n/a	n/a	n/a	aye

Item C. Discussion

Courses that have been deleted from the area of emphasis degrees (General Studies degree) – can they be removed from the catalog without a formal review of the program by the Curriculum Committee and changed in the catalog, or should we wait for formal program revisions?

T. Brabander moved that the curriculum committee approve the removal of deleted courses from the 7 AOE degrees and updating the catalog accordingly.

Motion by:	*T. Brabander*
Seconded by:	*D. Clark*
Discussion:	*Thao wants Dept Chair to be responsible for these changes, or advise her explicitly to do it*
	G. Espinoza-Sanchez gave the ok as Counseling Chair to take ownership of the programs.
	S. Ayala – We shouldn't have the catalog say one thing and the information at COCI be different. These programs should be updated every year based on the deleted courses and submitted through the same process as the other programs.
Final resolution:	*Due to this issue getting more complicated than anticipated, both T. Brabander and D. Clark withdrew their motion/second. NO VOTE TAKEN*

VI. REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)

A. Revised: MT V07, MT V18

M. Bowen called for a motion to approve the Requisite proposals

Motion by:	*K. Wellman*
Seconded by:	*P. Sezzi*
Discussion:	*None*
Final resolution:	*Requisite proposals approved*
Yes:	*M. Bowen, C. Branciforte, M. Callahan, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, M. Rivera, P. Sezzi, K. Wellman*
No:	*None*
Abstain:	*T. Brabander*

Voting Tally:

MB	TB	MC	DC	KW	DF	AS	PY	JF	PS	CB	MR	NF	JC	MWR	JG	GES
aye	abst	aye	aye	aye	aye	n/a	n/a	aye	aye	aye	aye	aye	n/a	n/a	n/a	aye

VII. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)

A. New proposals: CDL N103, DRFT V04 (same as MT V04), MT V04 (same as DRFT V04), MT V07, MT V15, MT V18
B. New/Review: EAC N132

M. Bowen called for a motion to approve the Distance Education proposals - both

Motion by:	*K. Wellman*
Seconded by:	*M. Rivera*
Discussion:	*None*
Final resolution:	*Distance Education proposals approved*
Yes:	*M. Bowen, C. Branciforte, M. Callahan, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, M. Rivera, P. Sezzi, K. Wellman*
No:	*None*
Abstain:	*T. Brabander*

Voting Tally:

MB	TB	MC	DC	KW	DF	AS	PY	JF	PS	CB	MR	NF	JC	MWR	JG	GES
aye	abst	aye	aye	aye	aye	n/a	n/a	aye	aye	aye	aye	aye	n/a	n/a	n/a	aye

VIII. MINIMUM QUALIFICATIONS
A. Revised: DRFT V04 (same as MT V04), MT V04 (same as DRFT V04)

M. Bowen: These minimum qualifications not changing, they are just being re-ordered on which is primary and which is secondary. It is just the order is changing, not changing the scope of the MQs.

Final decision: The Curriculum Committee did not vote on this issue - didn't feel it was their scope if it was just a re-ordering issue.

IX. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)
   1. None

X. SECOND READING COURSES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)
   1. None

XI. SECOND READING PROGRAMS: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)
   1. None

XII. A. FIRST READING: CURRICULAR PROPOSALS REQUIRING SECOND READING (Discussion/Action; see attachment)
   1. Revised: EAC N132, MT V07

B. FIRST READING: CURRICULAR PROPOSALS NOT REQUIRING SECOND READING (Discussion/Action; see attachment)
   1. Revised: CDL N103, DRFT V04 (same as MT V04), MT V04 (same as DRFT V04), MT V15, MT V18

C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL
   1. None

M. Bowen called for a motion to approve all of the First Reading proposals
Motion by: *K. Wellman*
Seconded by: *N. Falco*
Discussion: *None*
Final resolution: *All First Reading proposals approved*
Yes: *M. Bowen, C. Branciforte, M. Callahan, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias,*
                       J. Fischer, M. Rivera, P. Sezzi, K. Wellman

No: *None*
Abstain: *T. Brabander*

XIII.   Voting Tally:

MB	TB	MC	DC	KW	DF	AS	PY	JF	PS	CB	MR	NF	JC	MWR	JG	GES
aye	abst	aye	aye	aye	aye	n/a	n/a	aye	aye	aye	aye	aye	n/a	n/a	n/a	aye

XIV. ADMINISTRATIVE CHANGES (Discussion/Action)

A. New ACE Courses – Request to Hold from Division – M. Bowen

Tech Review workgroup received a request from one of the CT divisions – We approved a number of courses in the ACE discipline that were supporting the stackable certificates. Certificates have been held up, and the courses were approved for Fall 2019. The Department would like to hold them back from the catalog for another year. Are we ok with this?

M. Bowen called for a motion to approve the Administrative Changes	
Motion by:	*N. Falco*
Seconded by:	*C. Branciforte*
Discussion:	*None*
	Question: Is the delay in the certificates due to our current program approval backlog? Answer: No – these are certificates that didn't make it into CourseLeaf in time from CurricUNET. The delay is due to the transition.
Final resolution:	*OK to hold courses another year*
Yes:	*M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, M. Rivera, P. Sezzi, K. Wellman*
No:	*None*

Voting Tally:

MB	TB	MC	DC	KW	DF	AS	PY	JF	PS	CB	MR	NF	JC	MWR	JG	GES
aye	aye	aye	aye	aye	aye	n/a	n/a	aye	aye	aye	aye	aye	n/a	n/a	n/a	aye

XV. PHILOSOPHY AND GENERAL EDUCATION CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action)

A. Fall 2020 P&GE Meeting scheduled for September 29, 2020 (Discussion; T. Brabander)

It is requested that one member from each division attend the meeting. Please save the date.

XVI. REPORTS (Information)

A. Co-Chairs

B. Articulation/C-ID

1. Report of Recent C-ID Approvals

C. Board of Trustees/ DTRW-I

1. DTRW-I

   a. Noncredit Basic Law Enforcement Academy COC recommended for Board of Trustees – M. Bowen

2. Board of Trustees

D. Subcommittees/Workgroups

E. New Curriculum Approvals at the State (CCCCO) – S. Ayala

1. None

XVII. **DISCUSSION/INFORMATION (Information or Discussion/Action)**

A. Results from Curriculum Committee Annual Evaluation Survey – M. Bowen

This agenda item was postponed until the next meeting due to time.

XVIII. **GENERAL ANNOUNCEMENTS**

C Branciforte: She will be going on sabbatical in the Fall semester, and another Science representative on the Curriculum Committee may be as well. Curriculum Committee will need to find another science representative – maybe two.

D. Farias: Request for next agenda - How will we address our current backlog? We need a solution.

T. Brabander: has not received GE reports yet, so she does not have an update on that.

Meeting adjourned: 4:35 p.m.

NEXT MEETING

May 5, 2020 - 3:00 PM

Location: TBD