
Curriculum Committee

Sub-Committee of the Academic Senate

Fall 2019 Semester

Meeting Minutes Thursday, November 7th, 2019 in AC 229, 2:15 pm, KTD Campus

Present: Maula Allen, Sheldon Carroll, Maria Coulson, Gina Cullen, Rachel Klein, Rebecca Lipson, Bob McCoy, Sara McKinnon, Kevin Muller, Steve Newton, Heather Rahman, Becky Reetz, Cari Torres, Stephanie Wells, Derek Wilson, Nancy Willet, Grace Mengqi Yuan

Absent: Jeannie Langinger, Lisa Morse, Paul Cheney, Luna Finlayson, Kathleen Smyth

Standing Items

1. Call to Order at 2:20 pm in AC 229
2. Approval and adoption of the Agenda
 - Steve Newton motioned to add "vote on Math 103C substantive change" to the agenda
 - Second the motion: Bob McCoy
 - Vote: all in favor
3. Approve minutes
 - Motion to Approve: Rachel Klein
 - Second the motion: Bob McCoy
 - Vote: all in favor
4. Chair Announcements
 - eLumen public link will go on the schedule search web-page around Nov. 15
 - eLumen catalog comes next. Gina will solicit CC members' input on what content to show on the catalog's course page.
 - Regarding the email from Karen Koenig that was sent to every CC member, Gina will put it on the agenda for the next meeting.
 - Kinesiology has one new proposal coming up, Kathleen Smyth will present to CC.

Discussion Items

1. Pre-requisites, co-requisites and advisories (AP 4260)
 - Gina passed around Policy AP 4260 – Prerequisites, Co-requisites, and Advisories. Sara gave some background about AP 4260: it replaced the mandatory statistical analysis with a choice of content analysis or statistical analysis when establishing prerequisites to make sure that they are reasonable.
 - Maula asked what the guideline is to define "reasonable".

- Gina commented (1) prerequisites are reviewed every six years, (2) there should be a balance between academic standards and not creating hardships on students.
- Sara, Kevin, and Nancy spoke about the prerequisite section in eLumen, where faculty can select the objectives of the prerequisite for entrance to the target course, and detail the skills required. Gina commented that BIOL faculty need to work on that part of the COR.
- Steve commented that BIOL faculty gave a very compelling presentation, which he thought it demonstrated convincing statistical analysis for requiring the prerequisites.
- Grace commented that the presentation showed there was correlation between prerequisites and passing rate, but the causation relationship was unclear.
- Gina clarified one place in the minutes where it said ENGL 98 was no longer offer, it was not factual. ENGL 98 is still being offered. Students can not be placed in it but can select to take 98 if they want. Gina went on - although math readiness was discussed in the presentation, no Math course was requested as prerequisites. Moreover, two of the four BIOL courses, Anatomy and Physiology still have BIOL and CHEM prerequisites.
- Becky spoke from the equity angle: she was concerned that the prerequisites may pose barriers to a certain group, like the ESL students. She shared an anecdote about how an ESL student studied twice hard to pass a BIOL class. The student would not be able to take the BIOL course if the prerequisite were in place.
- Steve said that the language and Math filters will boost BIOL's passing rate. He asked what was negative about letting the BIOL department have those prerequisites?
- Nancy and Derek spoke from their experience that prerequisites hurt the enrollment. But Derek also said he saw more underprepared students without prerequisites. He then tried advisory courses but sometimes students ignored them.
- Steve seconded what Derek said. Advisories will be ignored. Prerequisites downsize the class, otherwise, students flunk.
- Stephanie suggested requiring students take ENGL 150 in their freshmen year, as it is not only an English course, it is more about college-level writing.
- Gina said that we are an open access community college. Additionally, most students who take BIOL are pre-Nursing or transfer students, they will have to complete ENGL 150 somewhere. Counselors are strongly pushing them to complete ENGL 150 in their 1st or 2nd semester.
- CHEM faculty face the same or more challenges than BIOL face. Gina commented that Holley in the previous meeting said she could get more data for information.
- Becky suggested that writing to be integrated in the class, there is room in there for faculty to reflect their teaching, too. Several CC members commented that a companion course option or workshop model could be explored.

- Sara recalled that ENGL department did a matrix about the different level of ENGL courses and the different exit skills students would possess after passing the course.
 - Nancy suggested that a new course numbering system to differentiate levels of courses, like freshman level versus sophomore level. Many CC members nodded to it.
2. Technical Review checklist
- Gina passed around the updated Tech Review Checklist. CC members will review and make editing suggestions if necessary, to finalize the Checklist soon.
 - Gina passed around the updated Tech Review assignment sheet. To add a comment after reviewing in eLumen, please click on the "Request Change" button first, and the comment box will appear. A comprehensive eLumen guide is available on CC' website.
 - Gina is actively working on recruiting more reviewers.

Action Item:

1. The discussion of BIOL prerequisites led to the conclusion that Gina would give three recommendations to the BIOL Department on behalf of the Curriculum Committee:
 - 1) Assess need for Math entrance skills,
 - 2) Complete the prerequisite matrix, and
 - 3) Match exit skills of the ENGL courses to the entrance skill of the BIOL courses.
2. Vote on Math 103C substantive change
Rachel motioned to approve Math 103C substantive change. Sarah seconded.
CC members proceeded to vote:
Yes: 10
No: 0
Abstain: 2
The motion passed.