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## **Curriculum Committee Minutes**

Sub-Committee of the Academic Senate

Spring 2021 Semester

**Meeting Thursday, April 29, 2021 2:15 pm via Zoom**

**<https://cccconfer.zoom.us/j/98469399331>**

Present: Sheldon Carroll, Gina Cullen, Luna Finlayson, Rachel Klein, Bob McCoy, Sara McKinnon, Lori Michelangelo; Steve Newton, Heather Rahman, Cari Torres, Derek Wilson, Nancy Willet, Grace Mengqi Yuan, Holly Shafer, Logan Wood

Absent: George Golitzin, Ingrid Kelly, Lisa Morse, Becky Reetz, Kathleen Smyth, Kevin Muller

Guests: Stephanie Stubbs, Alina Varona, Ron Palmer

### **Standing Items**

1. Call to Order at 2:19 pm via zoom
2. Approval of the agenda  
Motion to approve: Derek Wilson  
Second the motion: Sara McKinnon  
Vote: approved
3. Approval of the minutes  
Motion to approve: Sara McKinnon  
Second the motion: Heather Rahman  
Vote: approved
4. Chair Announcements
  1. Cesar will redistribute units among lab and externship courses without changing overall program units. He will provide rationale to CC to put on our last consent agenda.
  2. Gina may propose a faculty activity flex session on mandatory revision in the Fall semester.

### **Discussion Items**

1. Presentation from Court Reporting  
Discussion:
  - Nancy asked how many students passed CSR over the past five years. Stephine knew about five students passed the board test over the past three years but she did not know the passing rate for the past five years.
  - Derek asked about speed building course delivery mode. Stephanie answered that those courses had been hybrid and would maintain that way.

- Gina asked about the changes in courses. Stephanie and Logan clarified that the new curriculum will drop 120, 140 and all the C sections, and add mirrored noncredit speed building courses.
- One asked is CSR certification state-wide or nationally? Stephanie said most employers use the national test. She was told that other states would take California CSR.
- Nancy asked about the revitalization. Alina talked about the revitalization process since last July. The revitalization work was out-sourced to a faculty outside of COM. Stephanie and Logan studied student outcomes and made substantive changes to the courses, focusing on how students can move up speed courses without a ton of units by leveraging noncredit courses; and creating certificates that are aligned with what is wanted in the field. She reiterated three changes:
  - (1) Eliminating extra units in speed building courses
  - (2) Scaffolding certificates, - credentials may help students find employment
  - (3) Re-exam how the program is marketed
- Nancy pointed out the load of coursework in the certificates.
- There was a discussion about revitalization, repeatability of speed skills courses, the structure of the program.
- Alina talked about three stages of work: R&D, implementation, and assess.

CE group left the meeting; CC continued discussing the proposal.

- Discussions continued about how the new design. Modeled after West Valley College, looked hopeful. Heather talked about the tight-network characteristics of the Court Reporters. Students would have job opportunities for each certificate.
- Tracking seems an issue as we do not know what happens after students left the program mid-way.
- Marketing is key.

Derek motioned to approve COUR revised curriculum with the request COUR faculty report back to CC a year after implementation. Sara McKinnon seconded. Logan abstained. Vote: approved.

## 2. Curriculum Chair elections

Gina talked about the term election and asked if anyone interested to run could let her know. CC will make it an action item in the next meeting.

## **Action Items**

Consent agenda:

1. Add noncredit mirrored version, PEN 071, to the existing PE 071
2. Short-term Skills Certificate, Data Specialist: trim down to two courses, CIS 137 and 237.

Sara McKinnon motioned to approved the consent agenda. Logan Wood seconded. Luna abstained. Vote: approved.

Meeting adjourned at :30 pm.