Meeting Minutes from October 11, 2018

Curriculum Committee

Voting Members: Fernando Agudelo-Silva, Maula Allen, Maria Coulson, Gina Cullen, David King, Karen Koenig, Jeannie Langinger, Bob McCoy, Lisa Morse, Joanna Pinckney, A Joe Ritchie, Karen Robinson, Nancy Willet

Nonvoting Members: Cari Torres-Benavides

Guests: Ingrid Kelly

Chair: A Joe Ritchie

Agenda for October 11, 2018

- Motioned to approve: Lisa Morse
- Second the motion: Fernando Agudelo-Silva
- Approval status: Approved

Minutes from October 4, 2018

- Motioned to approve: Bob McCoy
- Second the motion: Karen Robinson
- Approval status: Approved
- Members voting no: none
- Members abstaining: Lisa Morse, David King, Gina Cullen

Discussion:

1. A Joe shared with the CC the results of the Community Education new courses review.

   a. Beginning Fashion Design will not go forward due to concerns raised.

   b. Civics and Citizenship will not go forward due to concerns raised.

   c. The Doors: The Greatest Psychedelic Rock Group had concerns raised but they were worked out between CE and Music. This is a go.

2. A Joe discussed the process for adding members to the CC:

   Membership: Membership of the College Curriculum Committee are for two-year terms and consist of the following: a. Voting Members: One faculty member elected from each Department and Community Education; one classified member who is directly related to Student Learning selected by the official classified staff appointing body, and one student selected by the Student Senate. b. Non-voting Staff Resource: The Evaluation Analyst from Enrollment Services. c. Department Chairs serve as ex-officio members of the Committee and all Department Chairs are

welcome to attend at all times. Particular Department Chairs will be invited to attend Curriculum Committee meetings when there are proposals originating from their department; further, Department Chairs shall be invited when proposals are presented from other departments that will affect their courses and/or programs. 3. Operating Guidelines: a. According to the UPM/MCCD Collective Bargaining Agreement Article 8.12.2, Department Chair Responsibilities, Department Chairs shall: in conjunction with the department's faculty, develop and/or modify curriculum, subject to departmental and District approval as recommended by the College Curriculum Committee; and assist faculty in up-dating course outlines, degrees and certificates and communicate these updates in writing within the department and to the appropriate instructional office(s) through recommendations of the College Curriculum Committee. b. The Curriculum Committee Chair is elected by voting members of the Committee. c. Additional support is provided by the Office of Instructional Management. d. Curriculum Committee agendas, approved minutes and updated Curriculum Committee approval schedules are posted on the Curriculum Committee website.

   a. The CC discussed how to approach the Chairs and faculty regarding CC membership and responsibilities. A Joe will add this to next week's Agenda for further discussion.

3. A Joe shared with the CC a document (Workflow Steps) both in electronic and hard copy form which was developed during a review of COMP 130. The document includes:

   a. A snip of each tab and the data elements. The snips are what the screen will look like when a CC member is reviewing (Stage 3 level) a course.

   b. Blue stars were added next to the data elements identifying those data elements that need to be reviewed. There may be more stars to add and CC members can let A Joe know and he will update the document

4. A Joe went over what he found during this process and met with Mia Chia to go over what was found in the review. COMP 130 and COMP 135 were then sent back to the faculty (Stage 1) for updates using the "Request Change" option during the review.

5. The CC membership is encouraged to use the document to perform a review of a course in Stage 3 and it would be useful if the faculty member was involved as well.

6. The first few official reviews by a CC member will be the toughest but as one becomes experienced in this it will become more efficient.

7. David King and Ingrid Kelly presented the ENGL plan for AB 705 compliance via a co-requisite for ENGL 150. A summary of the ensuing discussion:

   a. Research was conducted on what other Community Colleges are doing to meet the AB 705 requirements

      i. Some Community Colleges have already been doing this prior to AB 705 and as a result they have data positively supporting their efforts.

     ii. ENGL 150C (2 unit co-requisite to ENGL 150) and ENGL 150C NC (0 unit non credit option) were discussed. These courses would be connected to specific ENGL 150 class offerings and would include an extra 2 hours per week for students to work on activities to be successful. For example: ENGL 150 (M-W) 9:10-11:00am and ENGL 150C continuing from 11:10-12:00pm.

    iii. Questions were raised regarding the 2 unit versus 0 unit (NC version) and how would it work if it were a lab instead.

  b. A continuation of this discussion will be added to next week's CC Agenda as the CC meeting adjourned at 4pm with more to discuss.

Interesting Facts

1. Coffee has reappeared at the CC meeting!