
Curriculum Committee Minutes

Sub-Committee of the Academic Senate

Spring 2026 Semester

Meeting Thursday, Feb 26th 2:15 pm

AC 303

Present Voting Membership: Patty France, Luna Finlayson, Shaylah Anderson, Wende Bohlke, Jeff Yates, Sara Malmquist-West, Rebecca Beal.

Present Non-Voting Membership: Maria Coulson, Cari Torres, Grace Yuan

Standing Items

1. Call to Order at 2:17 pm via zoom
 - Approval of the agenda
 - Motion: Lisa Morse
 - Second: Luna Finlayson
 - Vote: Approved

2. Approval of the minutes
 - Motion: Jeff Yates
 - Second: Luna Finlayson
 - Abstained: Lisa Morse, Rebecca Beal
 - Vote: Approved

3. Public requests:
 - None

4. Chair Announcement:
 - In Gina's absence, Sara MW was leading the meeting.
 - Program Review Updates – Sara MW
The program review task group discussed the need for increased transparency regarding PRAC. There is interest in bringing program review matters back to the Academic Senate and incorporating the budget component into the program review process.
 - Mandatory Review Updates – Grace Yuan
Notifications have been sent to department chairs regarding pending or incomplete mandatory course revisions that are due by the end of March.

Action Items

- Motion to approve: Patty France moved to approve the consent agenda item.
- Second: Luna Finlayson seconded the motion.
- Vote: approved with consensus.

Discussion Items

1. ESLV New Proposals – Beth Patel

- ESLN currently offers three vocational English learning courses (ESLV 001, 003, 004).
- The new courses will utilize the kitchen and farm facilities at IVC.
- A PT faculty member is highly passionate about teaching in this area.
- Adding two new courses:
 - ESLV 006 – ESL for Cooking
 - ESLV 007 – ESL for Baking
- These courses emphasize hands-on learning and contextualized language instruction for students preparing for culinary careers.
- Existing VOCH (Vocational Hospitality) courses (VOCH 086 and 087) are related but currently delivered in Spanish. The goal of ESLV is to provide English-language skill development that supports student success and advancement in the restaurant industry.
- Future plan may involve combining ESLV and VOCH courses into a single program. Potential program title: ESL for Culinary Careers.

Discussion & Questions

- ESL Level: Target level is ESL Level 40 and above.
- Class Size: 35. Questions raised regarding appropriate class size, particularly for kitchen demonstration activities and safety.
- Start-Up Costs: Inquiry about material costs associated with using the kitchen.
- Hours: Clarification requested regarding lecture vs. lab hours. Beth answered that courses are lecture only.
- Noncredit Structure: Courses are noncredit. Repeatability was discussed. Courses are repeatable but won't be open-entry-open-exit as the ESLN courses.
- Program: Beth inquired about how to develop a certificate program. Grace explained that a Certificate of Completion would be the appropriate option. She noted that the minimum requirement for a Certificate of Completion is at least two noncredit courses offered in sequence, designed with the purpose of workforce development. Additionally, Labor Market Information (LMI) data will be required to support program development.

Meeting adjourned at 2:45 pm.