
Curriculum Committee Minutes

Sub-Committee of the Academic Senate

Fall 2024 Semester

Meeting Thursday, August 29th, 2024, 2:15 pm

Emergency Zoom link: <https://marin-edu.zoom.us/j/84840451119>

Present in Zoom:

Jason Dunn – offsite office

Patricia France – offsite office

Luna Finlayson – offsite office

Alex Jones – offsite office

Sheldon Carroll – KTD office

Present in AC 303: Kevin Muller, Maria Coulson, Cari Torres, Sara Malmquist-West, Gina Cullen, Jeff Yates, Grace Yuan

Standing Items

1. Call to Order at 2:17 pm
2. Approval of the agenda
 - Motion to approve the agenda: Sara Malmquist-West
 - Second the motion: Jeff Yates
 - Approved
3. Approval of the minutes
 - Motion to approve: Sara Malmquist-West
 - Second the motion: Alex Jones
 - Vote: approved.
 - Abstained: Jeff Yates, Patricia France
4. Public Announcement
 - None
5. Chair's Announcements:
 - New members:
 - Jeff Yates -voting member for Math and Sciences
 - Patricia France – voting member for English and Humanities
 - Round-the-table introductions

Training and Discussion

1. Legislative Updates 2024 – Sara Malmquist-West

- a. Current GE patterns
 - IGETC for UC and CSU
 - CSU Breadth for CSU
 - Local GE pattern for local AA/AS degrees

Title 5 Changes

 - Local GE pattern must align with Cal-GETC - Areas not courses
 - Students can meet GE for AA/AS degree
 - Local GE
 - Cal-GETC (CSU or IGETC pattern per Catalog Rights)
 - Completion of a BA/BS from an accredited institution
- b. Catalog Rights
 - Students can follow the old GE pattern if they have Catalog Rights.
 - It can be very confusing. Refer students to see a counselor.
- c. Side-by-side comparison of the current local GE pattern and Cal-GETC aligned GE pattern
 - Current local GE pattern – 19 units
 - New Cal-GETC aligned pattern – 22 units minimum* (not finalized, pending work for the GE committee)

Discussion:

- Jeff asked what "Catalog Rights" were. Sara explained that students are held to the requirements listed in the catalog at the time they began their studies at COM, or they may choose to follow any subsequent catalog, provided they maintain their Catalog Rights. Gina added that two consecutive semesters of nonattendance will terminate Catalog Rights, but students can re-establish them based on the catalog in effect when they re-enroll.
- Patricia asked whether adjusting a literature course to emphasize Critical Thinking would help when ENGL 151 is eliminated. Gina and Sara clarified that ENGL 151 is approved for Cal-GETC and will not be eliminated unless, in the unlikely event, the GE committee recommends it.
- Kathleen raised concerns about the removal of Area H Physical Education. She inquired about what could be added to the remaining 22-unit GE pattern to include a Physical Education requirement. Gina mentioned that counseling courses, along with the other Area E courses, are also being phased out.
- There was a discussion about adding areas and units, with a focus on being mindful of high-unit majors and ensuring students do not accumulate too many units beyond the 60-unit requirement.

2. Curriculum Training Fall 2024 – Gina Cullen

- Membership composition follows AP 4020
- PCAH: Curriculum handbook for course and program approval processes
- The Curriculum Committee follows the Brown Act
- Established Ad Hoc Committees: DART, GE Committee, Tech Review

- Credit/Noncredit Academic Programs vs. Community Education
 - There was a discussion regarding how Community Education courses are scheduled and their overlap in the use of facilities and resources. Gina suggested inviting representatives from Community Education to a Curriculum Committee meeting this semester for further discussion.
- Members shared the following questions when asked what relevant questions for new course presentations were
 - Has the faculty surveyed students to determine the need for the course?
 - Is the course taught at an appropriate level (i.e., lower-division undergraduate level)?
 - How will the new course connect with the rest of the curriculum? Degree applicable or stand-alone?
 - Will the proposed course meet Cal-GETC requirement?
 - Does it align with our institutional mission?
 - Will there be qualified faculty available to teach the course?
 - Will the area dean have the resources to schedule it?
 - What are the required facilities and equipment to offer the course? It is recommended to add this element to the New Course Presentation template.
 - Is there a similar course in the current curriculum? If so, ensure it avoids duplication and complements existing offerings.
 - Consider how courses can serve students, such as bridging CTE and non-CTE courses.
- Proposed Curriculum Committee Master Calendar 2024-2025 academic year:
 - New certificate and program proposals by December 5 (request a date for presentation as soon as possible!)
 - New course proposals: request presentation date by January 23. No presentations scheduled after March 15
 - Substantive changes to your COR: request presentation date by January 23. No presentations scheduled after March 15
 - Non-substantive changes to your COR: March 31st
 - Requests for changes to GE attributes for current courses by December 5

Gina thanked all members who volunteered their time to serve on the most important committee. Meeting adjourned at 3:25 pm.