

---

# **Curriculum Committee Minutes**

Sub-Committee of the Academic Senate

Fall 2025 Semester

**Meeting Thursday, November 20 2025 2:15 pm**

**AC 303**

Present Voting Membership: Gina Cullen, Wende Bohlke, Shaylah Anderson, Rebecca Beal, ~~Ingrid Kelly, Alex Jones~~, Sara Malmquist-West, Jeff Yates, ~~Lisa Morse~~, Patty France.

Present Non-Voting Membership: Maria Coulson, Cari Torres, Grace Mengqi Yuan, Sheldon Carroll, Ray Hernandez, Kim Jupe, Heather Rahman

## **Standing Items**

1. Call to Order at 2:19 pm via zoom
  - o Approval of the agenda
  - o Motion: Sara MW
  - o Second: Luna Finlayson
  - o Vote: Approved
2. Approval of the minutes
  - o Motion: Wende Bohlke
  - o Second: Patty France
  - o Vote: Approved
  - o Abstained: Gina Cullen, Luna Finlayson, Rebecca Beal
3. Public requests:
  - o None
4. Chair Announcement:
  - o None

## **Discussion Items**

### **1. CNA Noncredit Program Proposal – Kim Jupe**

NE faculty proposed to move CAN program from Community Education Programs to become a noncredit program. Acting Dean of Career Education and Program Coordinator for Career Education were present to support the effort.

Modeled after the State Required Curriculum:

- NE 105: 68 hours CNA lecture+ 22 hours HHA lecture = 90 hours (3.86 teaching units)
- NE 105L: 116 hours CNA clinical lecture + 22 HHA hours clinical = 138 hours (3.94 teaching units)

Questions and responses:

- Wende asked if make-up hours apply to both lectures and clinicals. Kim confirmed: Yes.
- The current cohort size is 15 students. State mandate: 1 clinical instructor per 15 students. Clinical sites limit: max 8 students per rotation. There have been two rotations.
- CNA license automatically includes HHA license.
- Gina asked who assigns students to clinical sites. Answer: Instructors decide placements. Expanding program requires more sites.
- Wende asked if students can work without HHA permit and retake exams later. Answer: Yes, for home health aide roles; No for long-term care facilities.
- Rebecca asked about undocumented students. Answer: They need a work permit. Heather added that applicants must be 18+ for grant funding.
- Ray asked about site requirements for CNA program. Kim responded that the program places students to long-term care facilities; more facilities are needed when the program expands. 20% do not complete certification. Language barrier seems to be the challenge: recommend ESL healthcare class. Canal Alliance offers resources. COM covers 2 exam attempts.
- Challenges: academic and language; skills are less problematic. Current support: ESL instructor assists with test-taking.
- Wende asked how to track pass/fail stats. Heather shared that she has access to students testing accounts (with student permission), manages bookings, uses vouchers, and tracks for 2 years.
- There were several comments about the high demand for the CNA program: CA has largest elderly population. Private CNA programs: \$3K–\$5K. Public CNA programs: Sonoma County & in San Francisco (requires travel for Marin students).
- CNA students: Many work part-time and pursue RN programs.
- Wende asked about 60 vs. 63 approved hours. 60 hours are the minimum requirement by the State and COM was approved for 63 hours.
- Sara asked about how enrollment worked. Answer: Not open enrollment; utilize batch enrollment via CE team & Enrollment Services. During the first enrollment, CE surveyed 300+ waitlisted students and interviewed candidates for realistic expectations. Kim added that the accelerated summer program used stricter parameters to applicants for their success.
- There was a discussion about application management. Recommended considering the Nursing point system or Dental's first-come-first-serve model. Wende shared Dental's approach: First-come-first-serve. Clear communication on position, required documents, commitment date.
- Projected Start: Fall 2026. Propose two new noncredit courses and a Certificate of Completion.
- Grace commented on NE course numbering and the committee recommended course number before NE 95.
- Ray asked about RN pathway for COM students.

## **2. New Transfer Pathways (ADT) – Sara MW**

Three new ADT – Journalism, Elementary Teacher, Child & Adolescent Development

Sara reiterated benefits of transfer degrees that include guaranteed to finish a bachelor's degree at a CSU with 60 upper-division units, GPA boost for admissions, and guaranteed lower-division fulfillment for the major.

**(1) ADT- Journalism**

- Available to submit with existing courses in COMM.
- Popular major at CSUs
- It will be an additional pathway in the COMM department offerings.

**(2) ADT – Elementary Teacher Education**

- Gina worked with K-12 partners, and this is the degree to help create a pipeline of teachers for Marin

County.

- Sara shared that the updated TMC now aligns with COM courses, and we can create this degree without creating new courses.
- Jeff suggested adding a basic programming course in the electives.

(3) ADT – Child & Adolescent Development

- Another pathway for liberal arts students interested in education. Example: Student aiming to be a child therapist.
- Difference with ECE: ADT in Early Childhood Education focuses on education for pre-school children.

**Action Items**

- Resubmit a revised AA-T in Global Studies due to HIST course units changes.
- Resubmit a revised AA-T in KIN as it includes more articulated courses for physical education.
  - Motion to approve: Rebecca moved to approve all items on the consent agenda.
  - Second: Jeff Yates seconded the motion.
  - Vote: approved with consensus.

Meeting adjourned at 3:20 pm.