
Curriculum Committee Minutes

Sub-Committee of the Academic Senate

Fall 2021 Semester

Meeting Thursday, March 09, 2023, 2:15 pm

Emergency Zoom link: <https://marin-edu.zoom.us/j/96427950157>

Present: Gina Cullen, Luna Finlayson, Scott Serafin, Bob McCoy, Sara McKinnon, Beth Sheofsky; Sara Malmquist-West, Cari Torres, Luna Finlayson, Kathleen Smyth, Sheldon Carroll, Alex Jones, Mengqi Yuan, Maria Coulson, Ron Palmer, Colleen Mihal.

Standing Items

1. Call to Order at 2:18 pm in AC 303
2. Approval of the agenda
 - Motion to approve the amended agenda: Kevin Muller
 - Second the motion: Bob McCoy
 - Vote: approved
3. Approval of the minutes
 - Motion to approve: Bob McCoy
 - Second the motion: Sara Malmquist-West
 - Vote: approved.
4. Chair Announcements: None

Discussion:

- **New Certificate of Achievement in BOAP – Ron Palmer**
 - First semester: Students progress through the first 5 courses, BOAP 101-105, in five weeks. They will be able to drive their own routes independently.
 - BOAP 106 is the capstone course.
 - Finish BOAP 101-106 in the first semester.
 - Instructors teach 3 cohorts – fall, spring and fall, 75 students total, following the grant details.
 - Second semester: take both WE 298B (2 units) and WE 298D (4 units) together.
 - Certificate submissions timeline: courses are created; DAS approval letter is required for submitting the apprenticeship certificate.

Q&A:

- Sara asked about whether students would finish both WE courses in one semester.
- Alex said it is recommended to do max of 4 units of Work Experience in one semester. It is best practice and also a rule at other CCCs. Ron responded that the total on-the-job hours were

decided by the employer/apprenticeship sponsor. The apprentices are contracted to finish a total number of training hours, a part of which will be counted under the Work Experience hours.

- There was a question to ask whether the grant would cover all the cost when the certificate goes into a third semester. There was a discussion about the length that students could be allowed to stay in the apprenticeship program. Would students be allowed to take a gap semester and come back in the program? Ron will relay those questions back to the apprenticeship coordinator.
- Gina said all were good questions, and suggested the Curriculum Committee consider the curriculum aspect of the proposed certificate and whether the certificate concept could be approved.

Action:

- Bob moved to approve the certificate of BOAP pending the DAS approval letter. Sara McKinnon seconded the motion.

2. Mandatory Revision

- Gina shared the most updated revision list. The majority of courses were “in workflow”, meaning someone started working on them.
- There was a discussion about strategies, timelines, workload relating to mandatory revisions.
 - Gina asked members to reach out to departments about the revision progress.
 - Kathleen suggested to get faculty together in the computer lab to do mandatory revisions.
 - Based on ART’s experience, Kevin suggested a word doc for boiler plate answers for certain part of the COR.
- Bob talked about sending a “Deactivation Warning” email to departments regarding the overdue courses.

Consent Agenda:

1. Change ETST 111 to HIST 152, effective Fall 2024.
Bob McCoy moved to approved the consent agenda item. Sara Malmquist-West seconded the motion.
Vote: all approved.

Meeting was adjourned at 2:45 pm.