

Curriculum Advisory Committee Minutes

March 4, 2019 Meeting begins 3:00 p.m. – Room A -218C

Attendance: Kathy O'Connor (Vice Chair- PE/ Athletics), Julie Brown (Business), Dolores Howard (ESL/ Modern Languages), Armando Ramos (Fine Arts/ School of Media Arts), Cathy Schermer (Health and Human Services), Ignacio Alarcon (Mathematics), Ruth Morales (Social sciences), Laura Castro (Education Support, Articulation), Sally Chuah (non-voting member/resource), Lisa Schwarberg (articulation liaison), Kaylene Thomas (Curriculum Coordinator/non voting member)

Substitutions: Alan Price (Admin Rep)

Absent: Randy Bublitz (Chair-CTE), Sandy Starkey (English), Matthew Kay (Sciences), Kenley Neufeld (Admin Rep), Laurie Vasquez (non-voting member/resource),

1.0 CALL TO ORDER

1.1 Public Comment

Comments are limited to three minutes per person and are not open for discussion by the committee

1.2 Review of January 14, 2019 and Dec 3, 2018 Class Size Discussion minutes and February 4th, 2019 minutes

M/S/C to approve Dec 3, 2018 Class Size Discussion minutes (Brown/Ramos)

2.0 INFORMATION/DISCUSSION

- Changes to course numbers: MATH 10C and 37C and SS 10C support courses have been recently approved by CAC. Since these courses cover material at the intermediate algebra level, they should be labeled as degree-applicable and, therefore, renumbered MATH 110C and 137C and SS 110C respectively.

M/S/C to rename MATH and SS courses (Brown/Howard)

M/S/C approve renaming of MATH and SS courses (Alarcon/Castro)

All present approve.

- Math and English Advisories to be take off for all courses that have below college level Advisories Discussion (attachment 2.0a and 2.0b)

This was an introductory discussion to determine the direction the CAC should/might go in cleaning up Requisites and courses that were affected by AB705. The report pulled from curriqunet appears to be missing courses. A list from Banner will be required. Kaylene will work with IT to create a list.

A question was posed as to why the removal of Requisites wouldn't be completed in a courses modification and why they would be done on the back-end where it would be

harder to trace. It was stated that there was not much trust in the instructors to bring the course modifications forward in a timely manner and it seems to be an urgent matter because of AB705.

Another point was brought up, if we do not teach courses, then they should not be listed in the Catalog. In reference to AB705 it will be necessary to have the Math and English Departments deactivate courses they are no longer allowed to offer. It was also brought up that all Department Chairs should be informed/asked what they would/need to do once the Requisites courses were deactivated. ECON 101 was used as an example: Prerequisite: MATH 95 or Qualifying score on SBCC placement exam. What should the Requisite now read?

In conclusion, it was apparent that this is a much larger discussion that will take place over several meetings. Math and English will be invited to CAC as soon as it can be scheduled

On a side note, Kaylene asked if there was a way to restructure the CAC. She feels that the Arts Division requires more Reps. The Arts Division currently has 2 ½ to 3 times the amount of courses other Divisions have. Kaylene suggested the Committee think about an entire restructuring of the committee set up. The current system is arduous and if there were a few more Reps to assist, they CAC system could be streamlined, function quicker and instructors might be more willing to update courses.

- Should/could the deadline be extended this semester

The deadline for submitting proposals to the CAC is March 19, 2019. It was questions whether such an early deadline is still necessary. It was suggested and agreed upon, that the deadline should be moved back this semester. The new date will be two weeks after finals, June 3rd. Randy will send out an announcement along with the most current list of courses that require an update.

2.1 CAC Calendar

CAC Calendar Fall 2018

CAC meetings; 3-5pm in A-218C

January 14

February 4

March 4

March 18

April 1

April 15

April 29 (end of the school year summary)

Tech Reviews:3-5pm in A-218C - (15-20 min instruction)

January 28

February 11- Distance Ed training
February 25
March 11
April 8
April 22

2.2 Adjustments to the Agenda

- Discussion on CAC deadline added to 2.0 INFORMATION/DISCUSSION

2.3 Proposals on Hold

- A. COMM 122 Mediated Interpersonal Communication (held for Dist Ed)
 - COMP 107 Microsoft Word (held for Dist Ed)
 - JOUR 215B - The Channels: Publication Editor (revision or removal of Objective #1)
 - JOUR 215C - The Channels: Publication Manager (revision of Objective #1)
 - STEM 102 - Principles and Practice of STEM Research (held to rework course)

COMM 122 moved to Hearing

2.4 Course Deactivations

2.5 Program Deactivations

3.0 HEARING

CREDIT

3.1 New Course Proposals

- A. PSY 111 - Introduction to Psychopharmacology
 - Pre-req: new advisories
 - SLO: New (approved)
 - Dist Ed: new online and hybrid (approved)

Add ENG 110 and ENG 110H to the Requisite and Content Review Tab, delete check mark from the Skills Advisories Tab, fix required assignments to be more generic, check the textbook edition and year. When edits are completed move to Action

3.2 Modified Course Proposals

- A. COMM 122 - Mediated Interpersonal Communication
 - Pre-req: new (ENG110 and ENG 110H)
 - SLO: no changes
 - Dist Ed: yes online and no hybrid (approved)

Add Content Review for ENG110H course. When edits are completed move to Action

- B. COMM 142 - Leadership in a Global Society
 - Pre-req:
 - SLO: updated
 - Dist Ed: Yes (new) online and hybrid (approved)

Add Math and English to Requisites and Content Review Tab, remove checkmark from the Skills Advisories Tab, upload Distance Learning Summary with the correct title COMM 142

3.3 New Program Proposals

- A. Dance - Associate in Arts

Hold for next Agenda to allow time to review

3.4 Modified Program Proposals

NONCREDIT

3.5 New Noncredit Course Proposals

- A. ACTW NC214 - Exploring IRS Enrolled Agent Work {Barbara Aue}
Pre-req: none
SLO: new (approved)
Dist Ed: none
- B. ACTW NC215 - Fundamentals of Income Tax {Barbara Aue}
Pre-req: none
SLO: new (approved)
Dist Ed: none

During the meeting the SLOs for items A and B were formatted to current convention, the Skills Advisories were removed. Move items A and B to Action

- C. COMM NC001 - Building an Equity Mindset {Carrie Hutchinson}
Pre-req: none
SLO: new (approved)
Dist Ed: new online and hybrid (approved)
- D. COMM NC002 - Applying an Equity Mindset {Carrie Hutchinson}
Pre-req: none
SLO: new (approved)
Dist Ed: new online and hybrid (approved)

Fix required assignments, Methods of evaluation and upload new Noncredit Distance Learning Summary for Items C and D. Move to new noncredit subject COMW. When edits are completed move to Action

- E. PROW NC070 - Teaching with Humanizing Technology I {Elizabeth Imhof}
Pre-req: none
SLO: new (approved)
Dist Ed: yes online and no hybrid (approved)
- F. PROW NC071 - Teaching with Humanizing Technology II {Elizabeth Imhof}
Pre-req: none

SLO: new (waiting on approval)

Dist Ed: yes online and no hybrid (approved)

Removed Interdisciplinary Studies (Masters Required) from the Disciplines (Min Quals) for Items E and F. Waiting for the SLO for Item F to be approved. Then move to Action

3.6 Modified Noncredit Course Proposals

- G. CISW NC001 - Installing and Configuring Windows Desktop {Esther Frankel}
Pre-req: none
SLO: no changes
Dist Ed: yes online and no hybrid (approved)
- H. CISW NC002 - Configuring Windows Devices {Esther Frankel}
Pre-req: none
SLO: no changes
Dist Ed: yes online and no hybrid (approved)
- I. CISW NC003 - Installing and Configuring Windows Server {Esther Frankel}
Pre-req: none
SLO: no changes
Dist Ed: yes online and no hybrid (approved)
- J. CISW NC004 - Administering Windows Server {Esther Frankel}
Pre-req: none
SLO: no changes
Dist Ed: yes online and no hybrid (approved)
- K. CISW NC005 - VMware vSphere Install and Configure {Esther Frankel}
Pre-req: none
SLO: no changes
Dist Ed: yes online and no hybrid (approved)
- L. CISW NC006 - VMware vSphere Advanced Management {Esther Frankel}
Pre-req: none
SLO: no changes
Dist Ed: yes online and no hybrid (approved)

Items G-H move to Action

- M. CROA NC585 - Art Experiences and Conversations: For Older Adults
Correction: to modify hours

M/S/C to suspend rules and move to item 3.2 M to Action (Brown/Schermer)

- N. PDW NC001 - Personalized Career Planning {Chris Phillips}
Pre-req: none
SLO: updated (approved)
Dist Ed: yes online and no hybrid (approved)
Program: Career Strategist (Active)
- O. PDW NC002 - Strategic Job Search {Chris Phillips}

Pre-req: none
SLO: no changes
Dist Ed: yes online and no hybrid (approved)
Program: Career Strategist (Active)

Upload new Noncredit Distance Learning spreadsheet for Items N and O. Then move to Action

3.7 New Program Noncredit Proposal

3.8 Modified Program Noncredit Proposals

Guests

Block A:

3:30 PDW - Chris Phillips
3:40 ACTW - Barbara Aue
3:45 CISW - Esther Frankel

Block B:

4:00
4:10 PSY Joshua Ramirez
4:20 PROW - Elizabeth Imhof, Matt Mooney
4:40 COMM Carrie Hutchinson

4.0 ACTION

CREDIT

4.1 New Course Proposals

- A. SS 110C ~~SS 10G~~ - Pre-Statistics Support for the Social Sciences (Fall 2019) {edits completed: Content Review}

4.2 Modified Course Proposals

- A. PSY 170 - Abnormal Psychology (Fall 2019) {edits completed: Content Review}
- B. PSY 200 - Research Methods & Experimental Design in Psychology (Fall 2019) {edits completed: Dist Ed attachment}

4.3 New Program Proposals

4.4 Modified Program Proposals

NONCREDIT

4.5 New Noncredit Course Proposals

4.6 Modified Noncredit Course Proposals

- A. CRAO NC585 - Art Experiences and Conversations: For Older Adults (added from Hearing)

4.7 New Program Noncredit Proposals

4.8 Modified Program Noncredit Proposals

M/S/C approve items 4.1, 4.2 and moved to Action Item 4.6 (Howard/Morales)

All present approve.

M/S/C/ to approve any and all prerequisites, corequisites and advisories (Howard/Brown).

All present approve.

5.0 ADJOURN