Curriculum Committee,

Pierce Curriculum Committee
Minutes
CSB Conference Room
10 am to 12 pm

2 October 2015

Attendees
Voting Members: Marisa Diehl, Jason Finley, Tom Fortune, Jenny Ghiglia, Anne Le Barbu, Tesi Low, Michelle Meyer, Shilo Nelson, Wayne Perkins, Margarita Pillado, David Schamus, Ben Smith, Adrian Youhanna, Constance Moffatt
Non-Voting Members: Giselle Calubayan, Teresa Frost, Donna-Mae Villanueva
Apprentices: Margarethe Cooper, Ken Windrum, Jill Lockard
Guests: Karmen Safar, Maria Perser, Denise Gibson, Savannah St. Clair, Adrian Soldatenko, Nathan Son

1. Call to order
   The meeting was called to order at 10:02 am

2. Public Commentary
   ASO senate representative, Nathan Son, introduced himself to the committee.

3. Approval of Agenda
   Agenda (draft 3) revised to add 7.b NMP F15-01-SLO-Rev 2.
   Approved as amended. The document had been sent along with the draft 2 via email to the CC.

4. Approval of minutes from 9/4/2015  Approved unanimously

5. Chair’s update:
   BR 6200 in effect (single 21-unit GE plan at LACCD). Voted by DAS.
   Each college must adjust their degree requirements to comply with BR 6200.
   The Articulation officer must update all degree changes in Degree audit.
   Each college must submit their degree requirements for each degree to be uploaded to the new CurricUNET CMS by January 2016.
   - Discussion from CTE faculty that students can petition to waive the additional 3 units from the GE for high-unit CTE programs.
   - Articulation office will update Degree Audit and CurricUNET.
   - This will not affect ADTs as those use CSUGE and IGETC plans.
   - Discussion of what the process will be to submit the degree requirements for CurricUNET. Committee agreed that Academic Affairs would take the lead.

The college President has agreed to a short path for SLO only updates. The new path will go from the initiator, to the Chair, Dean, Curriculum Chair, VP of Academic Affairs, Curriculum Chair and directly to District. The update therefore skips Tech Review (as usual) and the President.
6. Discussion Items
Update COR schedule inequalities.
   • Some departments get slammed with updates on certain semesters while other semesters are quiet with no updates. It was recommended to spread out the updates to a more manageable schedule.
   • A historical explanation of how the schedule was created was discussed.
   • Possibly over the Winter or Summer of this year the schedule can be reviewed. We need to keep the 6-year cycle and group courses so that programs can be reviewed as a whole as to how they should be updated and mapped.
   • It was suggested that departments can internally organize COR discussions at any time or prior to the update year, and then submit them when they are due.
   • COR schedules are available on the Curriculum website if you want to see what is due in future semesters.
   • If CORs are updated off cycle, that does not trigger a new 6-year cycle due date. The dates that are established on the schedule remain as they are.

7. Action Items

   a. Validation of Charter with amendments  Approved unanimously as amended. The chair opened the discussion by requesting general statements from the assembly. The following suggestions were incorporated to the draft:
      • Added to review and revise the charter as needed or every odd year.
      • Add to the charter more emphasis on updating programs and degrees (section III of COR). Many faculty forget that updating a COR for a course that is also part of a program must also submit a proposal in writing to the committee so it can go on the agenda. Updating a COR alone does not add/remove courses from degrees/certificates. Discussion continued on how this can be implemented as a process. The committee agreed that the departments should initiate this process, which should fall to the Department Chair. The Curriculum Chair can take responsibility to remind Department Chairs to seriously look at section III.
      • The Curriculum Chair requested the committee to look closely at GE plans and all the General Studies AAs in the Pierce Catalog by the 3rd meeting in November. Look at the 14-16 addendum which is more comprehensive than the original 14-16 catalog. There was a recommendation that the catalog addendum link on the website be placed above the link for the original catalog so it is obvious which version is the most recent.
      • Discussion of whether the VP designee should have a vote. The role that administrators play in curriculum is essential for complying with Title V and relationships with the community, but it should ultimately be an advisory role and not have a vote.
• Discussion of membership renewal and vacancies and the importance of consistently attending meetings. Priority is given to current members for renewal in order to ensure continuity.

b. NMP F15-01-SLO-Rev 2. Re-visit CurricuNet field for SLOs.
• After the September CC meeting, Pillado revised the original motion and incorporated language to reflect the discussion and sense of the CC. The motion thus revised was sent to the Senate for action on September 28. The Senate motion failed and was referred back to the CC for a consideration.
• Clarification from David Schamus on the difference between fields in a database as opposed to an addendum attachment.
• SLO addendum was made an attachment to the CORs in response to the 2013 accreditation cycle. If the accrediting agency or regulations change, these fields can also be changed CurricUNET.
• The motion was approved unanimously.

c. Vote on shortening SLO path to eliminate both Tech Review and President spot. Approved unanimously

d. Deadline to complete COR updates after initial Tech Review deadline.
• 3rd week of the 3rd month of each semester
• Although CORs get to tech review on time, the faculty do not always follow up on revisions to complete the update. This deadline is to ensure that COR updates are completed within one academic year.
• Approved unanimously

e. New Courses Approved unanimously
   41915 Kin 291-2 Volleyball Skills

f. COR Updates—Credit Courses
   - Animal Sci 120 and the 596 series were removed, as requested by the department.
   - Math 227 was removed because it was the wrong ECD version
   - Called the question: “Conditional approval” with the intention the initiator address notes -- would be considered as Curriculum Committee approval. Motion failed unanimously. No conditional approvals will be entertained by the Curriculum Committee. Consequently, CAOT 82, 85, 86, and 96 returned in order to address TBA addenda.
   - All other CORs approved unanimously as a group

   45944 Ad Jus 185 Dir Study
   45945 Ad Jus 285 Dir Study
   45946 Ad Jus 385 Dir Study
   45640 An Sci 120 Ethical Issues of Using Animals
   46091 An Sci 180 Animal Care Experience
44932 An Sci 481 Clinical Experience for Vet Techs II needs new DE form
42749 An Sci 596A Ag. Enterprise Projects
42750 An Sci 596B Ag. Enterprise Projects
42751 An Sci 596C Ag. Enterprise Projects
42752 An Sci 596D Ag. Enterprise Projects
46024 Arc 172 Arch Drawing I
46025 Arc 173 Arch Drawing II
46029 Arc 185 Dir Study
46026 Arc 271 Arch Drawing III
46027 Arc 272 Arch Drawing IV
46030 Arc 285 Dir Study
46031 Arc 385 Dir Study
44838 Art 101 Survey of Art History I
45827 Art 102 Survey of Art History II
45935 Art 119 Theories of Art
46002 Art 209 Perspective Drawing I
46006 AST 8 Shop Operations and Mgmt I
46010 AST 38 Auto Service Tech Projects Lab
45880 Bio 11A Natural History IIA
45881 Bio 11B Natural History IIB
45882 Bio 11C Natural History IIC
45089 CAOT 82 Micro Software Survey in The Office
45614 CAOT 85 Micro Office Applications: Spreadsheet
45481 CAOT 86 Micro Officer Applications: Database
45669 CAOT 92 Computer Windows Application
45486 CAOT 96 Adobe Creative Suite
45519 CAOT 120 Adobe Illustrator
45090 CAOT 130 Communication Skills in the Workplace
45947 Chicano 185 Dir Study
45648 Comm 151 Small Group Communication
45953 Coun 1 Intro to College
41187 Coun 20 Post-Secondary Education: Scope of Career Planning
45952 Coun 40 College Success Seminar
42611 Dance 805 Hist and Appre of Dance
44513 Econ 10 Economic History of the U.S.
44589 Educ 1 Intro to Teaching
31453 Eng 252 The English Bible as Literature
46028 Env 101 Foundations of Design I
43094 Ind Tek 161 Arc Welding I
46012 Ind Tek 346 Surfcam
45973 Jour 185 Dir Study
45978 Jour 202 Adv Newswriting
45979 Jour 217 Publication Lab
45956 Marketing 1 Principles of Selling
45964 Marketing 11 Fundamentals of Advertising
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45957 Marketing 21 Principles of Marketing
45984 Marketing 31 Retail Merchandising
43955 Math 125 Intermed Algebra – on agenda last month – appears again here for needed SLO addendum
45959 Mgmt 2 Organization and Mgmt
45985 Mgmt 13 Small Business Entrepreneurship
45958 Mgmt 31 Human Relations for Employees
45987 Mgmt 33 Personnel Mgmt
45970 Nursing 405 Psychiatric Health Care
46057 Nursing 406 Adult Health Care III
45972 Nursing 407 Geriatric Health Care
45975 Nursing 408 Psychological Aspects of Health Care
45968 Nursing 414 Adult Health Care
45980 Photo 20 Beginning Photojournalism
45983 Photo 21 News Photography
28664 Pl Sci 828 Sustainable Water Mgmt Conservation
28706 Pl Sci 830 Sustainable Pest Control
45989 Real Estate 1 Real Estate Principles
45990 Real Estate 3 Real Estate Practices
41103 Soc 31 Sociology of Gender
45992 Supervision 1 Elements of Supervision

42818 Pl Sci 756 Greenhouse Plant Production reinstatement see above

h. Courses to be Archived approved unanimously

Encore
61.4 CE - Matter of Balance: Managing Concerns about Falls
65CE - Healthier Living: Managing Ongoing Health Conditions
68CE - Flexibility and Core Strength for Seniors

46180 Music 201 Harmony I
46181 Music 202 Harmony II
46182 Music 203 Harmony III
46183 Music 211 Musicianship I
46184 Music 212 Musicianship II
46185 Music 213 Musicianship III
46186 Music 214 Musicianship IV
46188 Music 250 Music Performance Workshop
46187 Music 265 Recording Arts Workshop

i. Distance Ed Requests
44932 An Sci 481 Clinical Experience for Vet Techs II
44838 Art 101 Survey of Art History I
45953 Coun 1 Intro to College
41187 Coun 20 Post-Secondary Education: Scope of Career Planning
45952 Coun 40 College Success Seminar
42611 Dance 805 Hist and Appre of Dance
44513 Econ 10 Economic History of the U.S.
43955 Math 125 Intermed Algebra
43954 Math 227 Statistics

j. Distance Ed Addenda Removed
46028 Env 101 Foundations of Design I
46029 Arc 185 Dir Study
46030 Arc 285 Dir Study
46031 Arc 385 Dir Study
42818 Pl Sci 756 Greenhouse Plant Production
46024 Arc 172 Arch Drawing I
46025 Arc 173 Arch Drawing II
46026 Arc 271 Arch Drawing III
46027 Arc 272 Arch Drawing IV
46028 Env 101 Foundations of Design I

j. Requisites
Pre-requisites
44932 An Sci 481 Clinical Experience for Vet Techs II
45640 An Sci 120 Ethical Issues of Using Animals
42749 An Sci 596A Ag. Enterprise Projects
42750 An Sci 596B Ag. Enterprise Projects
42751 An Sci 596C Ag. Enterprise Projects
42752 An Sci 596D Ag. Enterprise Projects
46025 Arc 173 Arch Drawing II
46026 Arc 271 Arch Drawing III
46027 Arc 272 Arch Drawing IV
45880 Bio 11A Natural History IIA
45881 Bio 11B Natural History IIB
45882 Bio 11C Natural History IIC
31453 Eng 252 The English Bible as Literature
45979 Jour 217 Publication Lab
43955 Math 125 Intermed Algebra
43954 Math 227 Statistics
45980 Photo 20 Beginning Photojournalism
45983 Photo 21 News Photography
45990 Real Estate 3 Real Estate Practices
45648 Comm 151 Small Group Communication
k. TBA
45970 Nursing 405 Psychiatric Health Care
46057 Nursing 406 Adult Health Care III
45972 Nursing 407 Geriatric Health Care
45968 Nursing 414 Adult Health Care
45614 CAOT 85 Micro Office Applications: Spreadsheet
45481 CAOT 86 Micro Officer Applications: Database
45519 CAOT 120 Adobe Illustrator
45090 CAOT 130 Communication Skills in the Workplace

l. Honors Requests

Committee moved to extend meeting 15 minutes. Approved unanimously.

m. Substantive changes to an approved credit program/New Program
   Approved unanimously
   CSIT Conversion of Skills Certificate in Routing Technologies to a State Certificate
   • Discussion of whether a viability study is necessary for new certificates. Discussion ensued regarding the definition of new and the local process for viability versus the state requirements for submission for certificates. This topic regarding viability studies for new certificates will be discussed more fully at EPC.

Committee meeting extended 10 minutes.

n. Non-Substantive changes to a program

8. Information updates Approved unanimously

a. SLO Only Updates
   46050 Admin Jus 003
   45865 Span 3 Intermediate Span I

b. DE/TBA Only updates

c. Advisories, Pre-requisites, Co-requisites Only

d. Honors Only Updates
   None

f. Administrative Archives / Catalog Update / C-ID required modifications
g. Announcements

Meeting adjourned 12:20 pm

2015 - 2016 Meeting Dates

- **Fall 2015**: September 4, October 2, November 6, December 4
- **Spring 2016**: February 12, March 4, April 1, May 6

All Curriculum Information and Materials are posted on the Pierce Curriculum website: [http://faculty.piercecollege.edu/curriculum/](http://faculty.piercecollege.edu/curriculum/)