

CURRICULUM COMMITTEE MINUTES

Date: February 23, 2017
Co-Chairs: Randy Beach
Kathy Tyner

Room: L246
Time: 1:30–3:30 p.m.
Recorder: Wanda Everett
Myesha Jackson

Per the Brown Act, all agendas are posted 72 hours in advance on the Southwestern College website and outside for public viewing.

All vote decisions by committee members with voting rights will be documented by yes (Y), no (N) or abstention (A) in the minutes. Votes for time extension are not agenda items and do not need to be recorded.

Faculty Representatives (Voting):

Toni Pfister (Wellness, Exercise Science, and Health); Dean Aragoza (Counseling); Diane Edwards (Continuing Education); Laura Galvan-Estrada (Library); Jason Hums (HEC Otay Mesa); Mark Samuels (Assessment); Marisa Soler-McElwain (Business Technology); Margie Stinson ~~Youssef Francis~~ (Mathematics, Sciences, and Engineering); Vacant (President-Elect); ~~Claire Utgaard~~ (Language, Literature, and Humanities); Jeff Nevin (Arts & Communication, and Social Sciences); Martina Peinado (Articulation)

Faculty, Staff, and Student Resource Members (Non-Voting):

~~Allen Chu~~ (DSS), Vacant (ASO Representative), Cynthia McGregor (Chair of Chairs), Tracy Schaelen (Distance Education Coordinator), Brian Eballo (ISS Supervisor), Percival Concha (Interim ISS Technician); Mia McClellan (Dean of Instructional Support Services)

Presenters:

Michele Dawson; Frank Paiano; Elisabeth Shapiro

Guests:

Andrew Rempt

Special Notification:

None

CALL TO ORDER: Randy Beach

APPROVAL OF THE AGENDA/MINUTES:

- **Approval of the Agenda: February 23, 2017 M/S/C (Unanimous)**
Approved with change to move up **Special Topics Item #1 Curriculum Approval Handbook – 1st Read to Action Item #1 after Technical Corrections.**

Randy Beach opened the meeting and welcomed new member, Margie Stinson and new staff, Percival Concha. Margie is the new representative for Math, Science and ~~Engineering replacing Youssef Francis~~. Percival is the new interim ISS staff.

- **Approval of Minutes: February 9, 2017 M/S/C (Unanimous)**
Approved with the following changes:
1) Removed the **yellow highlighting** on guest Carrie Vany's last name; 2) Under **Approval of the Agenda**, revised the sentence 'MSE needs to identify a representative to replace Maria Olivas': Deleted the greyed out text and 'by the', and put a period after 'pending confirmation of his appointment' ; 3) At the end of the first paragraph under **Public Comment**, removed the double period after (ADT); also added that Ed Cosio was referencing specific math courses – **MATH 101** and **MATH 104**, and

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corrected the spelling of counseling; 4) Under Course Modification added “The Bundle was Approved” after ART 130 History of Film as Art (Bundle with FTMA 161).

Public comment: Public communication is three (3) minutes total with one minute per speaker. No discussion or debate can occur during public communication. Persons wishing to speak give their name and topic to one of the co-chairs.

➤ **Consent Calendar:** M/S/C (Unanimous)

Note: Items within the Consent Calendar are approved en masse without discussion per Curriculum Committee agreement. At any time prior to approval of the Consent Calendar, a Curriculum Committee voting member may request an item be removed from the Consent Calendar for discussion. A vote of the committee is not required. The Curriculum Committee may choose to discuss the item or postpone the item until the faculty originator or representative can be present.

Note: The following consent calendar items are being modified to remove the lecture hour and modify the lab hours so they are compliant with the Chancellor's Office. In addition, progression was included in the objectives throughout the series. The textbooks listed are the most current editions. Please refer to the sample Work Experience course outline or record templates used to successfully complete the Work Experience project (CIS [290](#), [291](#), [292](#), [293](#)):

Randy questioned whether the Consent Calendar requires approval separate from the meeting Agenda. He will research Parliamentary Procedure and bring back information on this topic to the committee. Randy also noted these are all Work Experience courses with technical changes which the committee had already agreed to approve.

LEGL 290 Legal Cooperative Work Experience I
Effective Date/Catalog Year: Fall 2017-2017/2018
[Course Outline](#) [Course Modification](#) (WEX)

LEGL 291 Legal Cooperative Work Experience II
Effective Date/Catalog Year: Fall 2017-2017/2018
[Course Outline](#) [Course Modification](#) (WEX)

LEGL 292 Legal Cooperative Work Experience III
Effective Date/Catalog Year: Fall 2017-2017/2018
[Course Outline](#) [Course Modification](#) (WEX)

LEGL 293 Legal Cooperative Work Experience IV
Effective Date/Catalog Year: Fall 2017-2017/2018
[Course Outline](#) [Course Modification](#) (WEX)

ACTION ITEMS:

Note: To view live information pertaining to the following curriculum below visit CurricUNET (<http://www.curricUNET.com/southwestern/>)

➤ **Discussion Agenda:**

LANGUAGE, LITERATURE, AND HUMANITIES

PROGRAM MODIFICATION

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➤ 1. Liberal Arts: Emphasis in Arts and Humanities (01640)

Effective Date/Catalog Year: Fall 2017-2017/2018

[Program Outline](#)

[Program Comparison](#)

**Action: Postponed
pending presence of
faculty to answer questions**

Randy introduced the course and Brian Ebalo confirmed this program modification and the one below result from name changes in the designator courses. After discussion about 'double counting' language included in the program description, and the contradiction with language used in the catalog, the committee agreed faculty needs to be present to address these items. ISS will send a question to Peter Bolland about double counting, look at other Liberal Arts with Emphasis degrees to see if the same language is included, and ask if the program language is appropriate.

ARTS, COMMUNICATION, SOCIAL SCIENCES

PROGRAM MODIFICATION

➤ 2. Photography and Digital Imaging (02350)

Effective Date/Catalog Year: Fall 2017-2017/2018

[Program Outline](#)

[Program Comparison](#)

**Action: Postponed
pending presence of faculty
to answer questions**

Same as above.

BUSINESS TECHNOLOGY

COURSE MODIFICATION

➤ 3. BUS 136 Workplace Principles and Ethics

Effective Date/Catalog Year: Fall 2017-2017/2018

[Course Outline](#)

[Course Comparison](#)

**Action: M/S/C (Unanimous)
Approved**

Elisabeth Shapiro and Michele Dawson represented the department. Elisabeth reported she has found a **second more recent** text for the course. The text is only \$3 and is available online. Michele addressed the reasons for having a 'grade only' versus 'pass/no pass' option. After discussion it was agreed to retain both options. Brian also explained that the courses, BUS 136 through BUS 293, are included separately on the agenda because they have elected to add a lecture component.

A motion was made to Bundle BUS 290 and **BUS 291, 292, and BUS 293** and the motion was moved and seconded.

➤ 4. BUS 290 Work Experience in Business I

Effective Date/Catalog Year: Fall 2017-2017/2018

[Course Outline](#)

[Course Comparison](#)

**Action: M/S/C (Unanimous)
Approved with the addition of
a more recent textbook.**

➤ 5. BUS 291 Work Experience in Business II

Effective Date/Catalog Year: Fall 2017-2017/2018

[Course Outline](#)

[Course Comparison](#)

Action: M/S/C (Unanimous)

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Approved with the addition of
a more recent textbook.

- 6. **BUS 292 Work Experience in Business III**
Effective Date/Catalog Year: Fall 2017-2017/2018
[Course Outline](#) [Course Comparison](#)

Action: M/S/C (Unanimous)
Approved with the addition of
a more recent textbook.

- 7. **BUS 293 Work Experience in Business IV**
Effective Date/Catalog Year: Fall 2017-2017/2018
[Course Outline](#) [Course Comparison](#)

Action: M/S/C (Unanimous)
Approved with the addition of
a more recent textbook.

The Bundle was Approved.

Elisabeth explained these are independent study courses that do not include a textbook. After discussion and clarification on textbook requirements, the committee agreed these courses will use the same text as BUS 136.

INFORMATION ITEMS:

- Updates:
 - Title 5: None
 - SSSP: None
 - Articulation: None
 - Other: None
- Emergency Approvals: None
- Course Inactivations: None
- Program Discontinuance: None
- 295 Approvals: None
- Technical Corrections: None

ACTION ITEMS:

1. **2017-18 Curriculum Submission Calendar & Deadlines** **Action: M/S/C (Unanimous)**
Approved with change to add a meeting on August 31st and delete the meeting of September 7th.

Brian Eballo gave an overview of the calendar (handout) and explained the submission schedule and deadlines. Members discussed changes needed to the meeting calendar. Brian will send out the updated calendar.

2. **2016-17 Modification to the Curriculum Submission Calendar** **Action: M/S/C (Unanimous)**
Approved

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Randy explained the current calendar (handout) and changes needed. Brian will send out an updated meeting calendar.

3. Lifting the Distance Education Moratorium

Action: M/S/C (Unanimous)
Approved lifting the moratorium on accepting and approving new Distance Education proposals with communications tentative timeline

Randy presented the draft Proposed Guidelines and Timeline for Accepting Distance Education Proposals, which have been discussed with Brian and Tracy Schaelen. Members discussed the section on Substantive Change, and other information that should go out to everyone if the moratorium is lifted. Substantive Change will include clarification on what this refers to and a link to the related Curriculum handbook section. Communication going out will note the issues related to the moratorium have been resolved; existing courses with DE components will be required to resubmit a DE addendum using the new form and process the next time the course is scheduled for review on the current reviewed on the natural review cycle and will require the new course proposal form; faculty responsible for noncredit courses should consider submitting DE proposals for noncredit courses as they may also be offered online beginning as early as in Spring, 2018 Distance Education

SPECIAL TOPICS/DISCUSSION ITEMS:

1. Curriculum Approval Handbook–1st read (Beach)

5 mins

Randy provided an overhead projection of the draft Handbook and asked members to take a close look and send in their questions. Martina asked about additional language on classic textbooks in the COR. She will send recommended language to Randy. The Handbook will come back on the next meeting agenda for action.

2. Class Enrollment Maximum Criteria (Beach)

Randy provided a draft handout on Class Enrollment Maximums: Guiding Principles and Responsibilities and gave background on class maximums at SWC. Members held extensive discussion on how a course's class max has been determined and implemented at SWC and on other campuses and issues around class max. Randy asked members to review and bring back questions and comments to the next meeting. Wanda will add page numbers to the draft handout and distribute it electronically to members.

3. Roles and Responsibilities of a Curriculum Rep (Beach)

No Discussion due to end of meeting time.

4. Creation of Distance Education Review Committee (Beach)

No Discussion due to end of meeting time.

5. AP Credit Policy Update (Beach)

No Discussion due to end of meeting time.

6. Learning Outcomes Advisory Committee (LOAC) update (Beach)

No Discussion due to end of meeting time.

7. Update Ca. Guided Pathways Application (Kathy)

No Discussion due to end of meeting time.

Commented [Office1]: Did this happen? I didn't get the email? If there is a newer version I need that.

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NEXT MEETING: Thursday, March 9, 2017