COMMITTEE ON CURRICULUM & INSTRUCTION

Agenda – January 17, 2020, 10:00 am – 12:00 pm

LRC Conference Room

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. Call to Order
II. Roll Call
III. Approval of Agenda
IV. Approval of Minutes – 12/06/2019
V. Opportunities to Address the Committee
VI. Reports
- **a.** Curriculum Committee Chair – Eduardo Vasquez
- **b.** EVP, Academic Affairs and Student Services – Karen Kane
- **c.** Interim Dean of Instruction, Academic Support & Online Learning – Tim Botengan
- **d.** Interim Dean of Instruction, Economic & Workforce Development – Lisa Holmes
- **e.** Articulation Officer – Jaime Rodriguez
- **f.** OAC Chairs – Joseph Williams and Penny Shreve

VII. Consent Agenda from Tech/Peer Review Group
VIII. Unfinished Business
- **a.** OER – Discussion; Eduardo Vasquez
- **b.** Highly Unlikely to Succeed – Discussion; Eduardo Vasquez

IX. New Business
- **a.** Curriculum Reset Update – Discussion; Eduardo Vasquez
- **b.** Routine/Peer Review – Discussion; Eduardo Vasquez
- **c.** New Curriculum Committee Membership – Discussion; Eduardo Vasquez
  - **1.** New Position - Non-Voting Members
  - **2.** New Position - Faculty Representation

X. Announcements
XI. Future Agenda Items
XII. Next Regular Meeting
- **a.** Friday, February 7th, 10:00 am, LRC

XIII. Adjournment

COMMITTEE ON CURRICULUM & INSTRUCTION

Agenda – February 7, 2020, 10:00 am – 12:00 pm

LRC Conference Room

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. Call to Order
II. Roll Call
III. Approval of Agenda
IV. Approval of Minutes – 1/17/2020
V. Opportunities to Address the Committee
VI. Reports
- **a.** Curriculum Committee Chair – Eduardo Vasquez
- **b.** EVP, Academic Affairs and Student Services – Karen Kane
- **c.** Interim Dean of Instruction, Academic Support & Online Learning – Tim Botengan
- **d.** Interim Dean of Instruction, Economic & Workforce Development – Lisa Holmes
- **e.** Articulation Officer – Jaime Rodriguez
- **f.** OAC Chairs – Joseph Williams and Penny Shreve

VII. Consent Agenda from Tech/Peer Review Group
VIII. Unfinished Business
- **a.** OER – Discussion; Eduardo Vasquez
- **b.** Highly Unlikely to Succeed – Discussion; Eduardo Vasquez

IX. New Business
- **a.** Certificate of Achievement, Entrepreneurship & Innovation – 1st Read/Action

X. Announcements
XI. Future Agenda Items
XII. Next Regular Meeting
- **a.** Friday, February 21st, 10:00 am, LRC

XIII. Adjournment

Curriculum Consent Agenda

Curriculum Committee Consent Agenda
February 7, 2020, 10:00 a.m.
LRC Conference Room

Modified Courses (M):

1. **FROM** ATHL 4, Intercollegiate Volleyball (Women's) "In-season" (3.0 units)
   TO ATHL 4, Intercollegiate Volleyball (Women's) "In-season" (3.0 units)
   Course moved to new COR template.

2. **FROM** CHEM 3B, Organic Chemistry II (4.0 units)
   TO CHEM 3B, Organic Chemistry II (4.0 units)
   Catalog description was updated as well as objectives and topics/subtopics per C-ID.

3. **FROM** CHLD 4, Child Growth and Development (3.0 Units)
   TO CHLD 4, Child Growth and Development (3.0 Units)
   Textbook updated to OER.

4. **FROM** CHLD 9, Introduction to Early Childhood Curriculum (3.0 Units)
   TO CHLD 9, Introduction to Early Childhood Curriculum (3.0 Units)
   Textbook updated to OER.

5. **FROM** MATH 3, College Algebra (3.0 units)
   TO MATH 3, College Algebra (3.0 units)
   Course content and course objectives were updated. Added course content includes graphs of functions including vertices; and transformations of absolute value and radical functions. Added course objectives includes recognize the relationship between functions and their inverses graphically per C-ID.

6. **FROM** MATH 4A, Calculus I (4.0 units)
   TO MATH 4A, Calculus I (4.0 units)
   Added course content includes differentiability of functions; differentiation of inverse functions; and higher-order derivatives per C-ID.

7. **FROM** MATH 4B, Calculus II (4.0 units)
   TO MATH 4B, Calculus II (4.0 units)
   Course content was added and objectives were updated. Added course content includes volume of a solid of revolution; numerical integration; trapezoidal and Simpson's rule; radius of convergence, interval of convergence; and differentiation and integration of power series. Added course objectives per C-ID.

Curriculum Consent Agenda

New Courses (N):

1. ATHL 14, Intercollegiate Volleyball (Women) “Out-of-Season” (2.0 units)
   Justification: Required for intercollegiate athletic participation.

2. SOCI 22, Introduction to LGBTQ Studies (3.0 units)
   Justification: Offering this course will provide students a more complete arsenal of courses as they prepare for upper division work in Social Justice Studies.

Existing Programs (E):

1. Associate of Arts Degree for Transfer, English
   Justification: Courses updated per Chancellor’s Office requirements.

2. Certificate of Achievement, Accounting
   Justification: Program courses updated and moved to new Certificate Verification form.

Course Inactivations (C):

1. AUTO 51

COMMITTEE ON CURRICULUM & INSTRUCTION

Agenda – February 21, 2020, 10:00 am – 12:00 pm

LRC Conference Room

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. **Call to Order** *(1 minute)*
II. **Roll Call** *(1 minute)*
III. **Approval of Agenda** *(1 minute)*
IV. **Approval of Minutes** – 2/7/2020 *(2 minutes)*
V. **Opportunities to Address the Committee** *(2 minutes each)*
VI. **Reports** *(2 minutes each)*
- **a.** Curriculum Committee Chair – Eduardo Vasquez
- **b.** EVP, Academic Affairs and Student Services – Karen Kane
- **c.** Interim Dean of Instruction, Academic Support & Online Learning – Tim Botengan
- **d.** Interim Dean of Instruction, Economic & Workforce Development – Lisa Holmes
- **e.** Articulation Officer – Jaime Rodriguez
- **f.** OAC Chairs – Joseph Williams and Penny Shreve

VII. **Consent Agenda from Tech Review**
VIII. **Unfinished Business**
IX. **New Business**
- **a.** Certificate of Achievement, Entrepreneurship & Innovation – 2nd Read/Action *(2 minutes)*
- **b.** ASTR 1 and 1L – Discussion; ASTR Faculty *(5 minutes)*

X. **Announcements** *(2 minutes)*
XI. **Future Agenda Items**
XII. **Next Regular Meeting**
- **a.** Friday, March 6th, 10:00 am, LRC

XIII. **Adjournment**

Curriculum Consent Agenda

Curriculum Committee Consent Agenda
February 21, 2020, 10:00 a.m.
LRC Conference Room

Modified Courses (M):

1. **FROM** ARTS 3, Two-Dimensional Design (4.0 units)
   TO ARTS 3, Two-Dimensional Design (3.0 units)
   Units decreased from 4.0 units to 3.0 units.

2. **FROM** ARTS 5, Three-Dimensional Design (4.0 units)
   TO ARTS 5, Three-Dimensional Design (3.0 units)
   Units decreased from 4.0 units to 3.0 units.

3. **FROM** ARTS 7, Drawing and Composition (4.0 units)
   TO ARTS 7, Drawing and Composition (3.0 units)
   Units decreased from 4.0 units to 3.0 units.

4. **FROM** ARTS 18A, Beginning Ceramics (4.0 units)
   TO ARTS 18A, Beginning Ceramics (3.0 units)
   Units decreased from 4.0 units to 3.0 units.

5. **FROM** ARTS 19, Beginning Sculpture (4.0 units)
   TO ARTS 19, Beginning Sculpture (3.0 units)
   Units decreased from 4.0 units to 3.0 units.

6. **FROM** COMM 1, Elements of Public Speaking (3.0 units)
   TO COMM 1, Elements of Public Speaking (3.0 units)
   DE approval added to course.

Existing Programs (E):

1. Associate of Arts Degree for Transfer, English
   Justification: Program courses updated per Chancellor's Office requirements.

2. Associate of Arts Degree for Transfer, Kinesiology
   Justification: Program courses updated to meet articulation requirements.

3. Associate of Arts Degree, Humanities
   Justification: Program courses updated and moved to new Program Verification form.

Curriculum Consent Agenda

4. Associate of Science Degree, Administration of Justice
   Justification: Program courses modified to better align with similar colleges in the region.

5. Associate of Science Degree, Business Administration
   Justification: Program courses updated to reflect on focus areas.

6. Certificate of Achievement, Administration of Justice
   Justification: Program courses modified to better align with similar colleges in the region.

Course Inactivations (C):

1. AUTO 58

COMMITTEE ON CURRICULUM & INSTRUCTION

Agenda – March 6, 2020, 10:00 am – 12:00 pm

LRC Conference Room

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. Call to Order *(1 minute)*
II. Roll Call *(1 minute)*
III. Approval of Agenda *(1 minute)*
IV. Approval of Minutes – 2/21/2020 *(2 minutes)*
V. Opportunities to Address the Committee *(2 minutes each)*
VI. Reports *(2 minutes each)*
- **a.** Curriculum Committee Chair – Eduardo Vasquez
- **b.** EVP, Academic Affairs and Student Services – Karen Kane
- **c.** Interim Dean of Instruction, Academic Support & Online Learning – Tim Botengan
- **d.** Interim Dean of Instruction, Economic & Workforce Development – Lisa Holmes
- **e.** Articulation Officer – Jaime Rodriguez
- **f.** OAC Chairs – Joseph Williams and Penny Shreve

VII. Consent Agenda from Tech Review
VIII. Unfinished Business
- **a.** Curriculum Committee Membership – Eduardo Vasquez *(5 minutes)*
- **b.** AP 4100 – 2nd Read/Action *(2 minutes)*

IX. New Business
- **a.** Associate of Arts Degree for Transfer, Philosophy – 1st Read/Action *(2 minutes)*
- **b.** Associate of Arts Degree for Transfer, Social Justice – 1st Read/Action *(2 minutes)*
- **c.** Associate of Arts Degree for Transfer, Studio Arts – 1st Read/Action *(2 minutes)*
- **d.** Textbook Selection Policy (attachments) – Eduardo Vasquez *(5 minutes)*

X. Announcements *(2 minutes each)*
XI. Future Agenda Items
XII. Next Regular Meeting
- **a.** Friday, March 21st, 10:00 am, LRC

XIII. Adjournment

Curriculum Consent Agenda

Curriculum Committee Consent Agenda
March 6, 2020, 10:00 a.m.
LRC Conference Room

Modified Courses (M):

1. **FROM** ASTR 1, Introduction to Astronomy (3.0 units) *and* ASTR 1L, Observational Astronomy (1.0 units)
   TO ASTR 1, Introduction to Astronomy (4.0 units)
   ASTR 1L was combined with ASTR 1; the Science Department is moving away from offering laboratory and lecture courses separately, instead combing them into single classes. This move should assist students in ensuring they fulfill transfer requirements.

2. **FROM** BIOL 20A, Cell and Molecular Biology (5.0 units)
   TO BIOL 20A, Cell and Molecular Biology (4.0 units)
   Units decreased from 5 units to 4 units to fit within the ADT. Also identified an appropriate OER textbook.

3. **FROM** BIOL 20B, Biology for STEM Majors-II (5.0 units)
   TO BIOL 20B, Evolution and Organismal Biology (4.0 units)
   Course name changed to better communicate to students. Units decreased from 5 units to 4 units to fit within the ADT. Also identified an appropriate OER textbook.

4. **FROM** CHEM 1, Introductory Chemistry (4.0 units)
   TO CHEM 1, Introductory Chemistry (4.0 units)
   DE approval added to course.

5. **FROM** CHLD 6, Child, Family, Community (3.0 units)
   TO CHLD 6, Child, Family, Community (3.0 units)
   Added an OER textbook.

6. **FROM** CHLD 20, Observation and Assessment (3.0 units)
   TO CHLD 20, Observation and Assessment (3.0 units)
   Added an OER textbook.

7. **FROM** CHLD 25, Teaching in a Diverse Society (3.0 units)
   TO CHLD 25, Teaching in a Diverse Society (3.0 units)
   Added an OER textbook.

8. **FROM** CSIS 10, Computer Architecture and Organization with Assembly Programming (4.0 units)
   TO CSIS 10, Computer Architecture and Organization with Assembly Programming (3.0 units)
   Units decreased from 4 units to 3 units to match Computer Science ADT.

9. **FROM** CSIS 18, Discrete Structures (4.0 units)
   TO CSIS 18, Discrete Structures (3.0 units)
   Units decreased from 4 units to 3 units to match Computer Science ADT.

10. **FROM** CSIS 35, Data Structures (4.0 units)
    TO CSIS 35, Data Structures (3.0 units)
    Units decreased from 4 units to 3 units to match Computer Science ADT.

11. **FROM** MATH 192, Bridge to College Success, Math 2 (Non-credit)
    TO MATH 192, Bridge to College Success, Math 2 (Non-credit)
    DE approval added to course.

12. **FROM** MATH 193, Bridge to College Success, Math 3 (Non-credit)
    TO MATH 193, Bridge to College Success, Math 3 (Non-credit)
    DE approval added to course.

13. **FROM** MATH 195, Bridge to College Success, Math 5 (Non-credit)
    TO MATH 195, Bridge to College Success, Math 5 (Non-credit)
    DE approval added to course.

14. **FROM** MATH 3, College Algebra (3.0 units)
    TO MATH 3, College Algebra (4.0 units)
    Units increased from 3 to 4 units; the course content listed on the COR requires 4 units to cover the materials.

15. **FROM** PHYS 2A, General Physics I: Mechanics of Solids and Fluids (5.0 units)
    TO PHYS 2A, General Physics I: Mechanics of Solids and Fluids (4.0 units)
    Units decreased from 5 to 4 units.

Existing Programs (E):

1. Associate of Arts Degree for Transfer, English
   Justification: Program courses updated per Chancellor's Office requirements.

2. Associate of Science Degree, Child Development
   Justification: Courses updated to reflect different areas of concentration for the students to bring the program into compliance.

3. Associate of Science Degree for Transfer, Computer Science
   Justification: Program courses updated with lower units to bring program into compliance.

4. Certificate of Achievement, Family Day Care
   Justification: Program courses updated to reflect course with prerequisite correctly.

Course Inactivations (C):

1. MGMT 4
2. MGMT 6

COMMITTEE ON CURRICULUM & INSTRUCTION

Agenda – March 20, 2020, 10:00 am – 12:00 pm

LRC Conference Room

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. **Call to Order** *(1 minute)*
II. **Roll Call** *(1 minute)*
III. **Approval of Agenda** *(1 minute)*
IV. **Approval of Minutes** – 3/6/2020 *(2 minutes)*
V. **Opportunities to Address the Committee** *(2 minutes each)*
VI. **Reports** *(2 minutes each)*
- **a.** Curriculum Committee Chair – Eduardo Vasquez
- **b.** EVP, Academic Affairs and Student Services – Karen Kane
- **c.** Interim Dean of Instruction, Academic Support & Online Learning – Tim Botengan
- **d.** Interim Dean of Instruction, Economic & Workforce Development – Lisa Holmes
- **e.** Articulation Officer – Jaime Rodriguez
- **f.** OAC Chairs – Joseph Williams and Penny Shreve

VII. **Consent Agenda from Tech Review**
VIII. **Unfinished Business**
IX. **New Business**
- **a.** Associate of Arts Degree for Transfer, Philosophy – 2nd Read/Action *(2 minutes)*
- **b.** Associate of Arts Degree for Transfer, Social Justice – 2nd Read/Action *(2 minutes)*
- **c.** Associate of Arts Degree for Transfer, Studio Arts – 2nd Read/Action *(2 minutes)*

X. **Announcements** *(2 minutes each)*
XI. **Future Agenda Items**
- **a.** Curriculum Handbook
- **b.** Routine Peer Review

XII. **Next Regular Meeting**
- **a.** Friday, March 27th 10:00 am, LRC

XIII. **Adjournment**

Curriculum Consent Agenda

Curriculum Committee Consent Agenda
March 20, 2020, 10:00 a.m.
LRC Conference Room

Modified Courses (M):

1. **FROM** PHYS 2B, General Physics II: Electricity and Magnetism (4.0 units)
   TO PHYS 2B, General Physics II: Electricity and Magnetism (4.0 units)
   Units went down from 5 units to 4 units.

COMMITTEE ON CURRICULUM & INSTRUCTION

Minutes – April 3, 2020, 10:00 am – 12:00 pm

Confer ZOOM

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. Call to Order *(1 minute)*
II. Roll Call *(1 minute)*
III. Approval of Agenda *(1 minute)*
IV. Approval of Minutes – 3/20/2020 *(2 minutes)*
V. Opportunities to Address the Committee *(2 minutes each)*
VI. Reports *(2 minutes each)*
- **a.** Curriculum Committee Chair – Eduardo Vasquez
- **b.** EVP, Academic Affairs and Student Services – Karen Kane
- **c.** Interim Dean of Instruction, Academic Support & Online Learning – Tim Botengan
- **d.** Interim Dean of Instruction, Economic & Workforce Development – Lisa Holmes
- **e.** Articulation Officer – Jaime Rodriguez
- **f.** OAC Chairs – Joseph Williams and Penny Shreve

VII. Consent Agenda from Tech Review
VIII. Unfinished Business
IX. New Business
- **a.** P/NP Option for Students
- **b.** Grading in an Emergency Situation

X. Announcements *(2 minutes each)*
XI. Future Agenda Items
- **a.** Curriculum Handbook
- **b.** Routine Peer Review

XII. Next Regular Meeting
- **a.** Friday, April 17th 10:00 am, Confer ZOOM

XIII. Adjournment

Curriculum Consent Agenda

Curriculum Committee Consent Agenda
April 3, 2020, 10:00 a.m.
Confer ZOOM

Existing Courses (C):

1. **FROM** ELCT 70E, Electrical Level I Performance Testing (1.0 units)
   TO ELCT 70E, Electrical Level I Performance Testing (1.0 units)
   Distance Education mode of delivery added to course.

2. **FROM** IMMT 64, Craft-Related Quantitative Skills (1.0 units)
   TO IMMT 64, Craft-Related Quantitative Skills (1.0 units)
   Distance Education mode of delivery added to course.

Existing Programs (E):

1. Associate of Arts Degree, Social Science
   Justification: Program courses updated and moved to new Program Verification Form.

2. Associate of Science Degree, Industrial Maintenance Electrical & Instrumentation
   Justification: Program courses updated and moved to new Program Verification Form.

3. Associate of Science Degree, Industrial Maintenance Mechanic
   Justification: Program courses updated and moved to new Program Verification Form.

4. Certificate of Achievement, Industrial Maintenance Electrical & Instrumentation
   Justification: Program courses updated and moved to new Program Verification Form.

5. Certificate of Achievement, Industrial Maintenance Mechanic
   Justification: Program courses updated and moved to new Program Verification Form.

6. Certificate of Career Preparation, Industrial Maintenance Electrical & Instrumentation, Level 2
   Justification: Program courses updated and moved to new Program Verification Form.

Curriculum Consent Agenda

7. Certificate of Career Preparation, Industrial Maintenance Mechanic, Level 1
   Justification: Program courses updated and moved to new Program Verification Form.

8. Certificate of Career Preparation, Industrial Maintenance Mechanic, Level 2
   Justification: Program courses updated and moved to new Program Verification Form.

COMMITTEE ON CURRICULUM & INSTRUCTION

Agenda – April 17, 2020, 10:00 am – 12:00 pm

Confer ZOOM

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. **Call to Order** *(1 minute)*
II. **Roll Call** *(1 minute)*
III. **Approval of Agenda** *(1 minute)*
IV. **Approval of Minutes** – 4/3/2020 *(2 minutes)*
V. **Opportunities to Address the Committee** *(2 minutes each)*
VI. **Reports** *(2 minutes each)*
- **a.** Curriculum Committee Chair – Eduardo Vasquez
- **b.** EVP, Academic Affairs and Student Services – Karen Kane
- **c.** Interim Dean of Instruction, Academic Support & Online Learning – Tim Botengan
- **d.** Interim Dean of Instruction, Economic & Workforce Development – Lisa Holmes
- **e.** Articulation Officer – Jaime Rodriguez
- **f.** OAC Chairs – Joseph Williams and Penny Shreve

VII. **Consent Agenda from Tech Review**
VIII. **Unfinished Business**
IX. **New Business**
- **a.** Associate of Science Degree for Transfer, Chemistry – 1st Read/Discussion *(2 minutes)*
- **b.** Curriculum Handbook – Discussion *(5 minutes)*
- **c.** Highly Unlikely to Succeed - Discussion *(10 minutes)*
- **d.** Degree Works – Discussion *(10 minutes)* Heather Minehart

X. **Announcements** *(2 minutes each)*
XI. **Future Agenda Items**
- **a.** Routine Peer Review

XII. **Next Regular Meeting**
- **a.** Friday, May 1st 10:00 am, Confer ZOOM

XIII. **Adjournment**

Curriculum Consent Agenda

Curriculum Committee Consent Agenda
April 17, 2020, 10:00 a.m.
Confer ZOOM

Existing Programs (E):

1. Associate of Arts for Transfer, Elementary Teacher Education
   Justification: Program courses updated.

Modified Courses (M):

1. **FROM** ARTS 18B, Intermediate Ceramics (4.0 units)
   TO ARTS 18B, Intermediate Ceramics (3.0 units)
   Units decreased from 4 to 3 units to align with ARTS 18A.

2. **FROM** ARTS 18C, Advanced Ceramics (4.0 units)
   TO ARTS 18C, Advanced Ceramics (3.0 units)
   Units decreased from 4 to 3 units to align with ARTS 18A.

New Courses (N):

1. MATH 9, Ordinary Differential Equation (3.0 units)

Justification: Course was created to meet MATH ADT requirements.

COMMITTEE ON CURRICULUM & INSTRUCTION

Agenda – May 1, 2020, 10:00 am – 12:00 pm

Confer ZOOM

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. Call to Order *(1 minute)*
II. Roll Call *(1 minute)*
III. Approval of Agenda *(1 minute)*
IV. Approval of Minutes – 4/17/2020 *(2 minutes)*
V. Opportunities to Address the Committee *(2 minutes each)*
VI. Reports *(2 minutes each)*
- **a.** Curriculum Committee Chair – Eduardo Vasquez
- **b.** EVP, Academic Affairs and Student Services – Karen Kane
- **c.** Interim Dean of Instruction, Academic Support & Online Learning – Tim Botengan
- **d.** Interim Dean of Instruction, Economic & Workforce Development – Lisa Holmes
- **e.** Articulation Officer – Jaime Rodriguez
- **f.** OAC Chairs – Joseph Williams and Penny Shreve

VII. Consent Agenda from Tech Review
VIII. Unfinished Business
IX. New Business
- **a.** Associate of Science Degree for Transfer, Chemistry – 2nd Read - Action *(2 minutes)*
- **b.** Certificate of Achievement, Warehousing & Logistics – 1st & 2nd Read – Action *(2 minutes)*
- **c.** Associate of Science Degree for Transfer, Biology – 1st & 2nd Read – Action *(2 minutes)*
- **d.** Associate of Science Degree for Transfer, Environmental Science – 1st & 2nd Read – Action *(2 minutes)*
- **e.** Certificate of Achievement, Gas Tungsten Arc Welding (GTAW) – 1st & 2nd Read – Action *(2 minutes)*
- **f.** Certificate of Achievement, Shielded Metal Arc Welding (SMAW) – 1st & 2nd Read – Action *(2 minutes)*
- **g.** Certificate of Achievement, Semi-Automatic Arc Welding (GMAW/FCAW) – 1st & 2nd Read – Action *(2 minutes)*
- **h.** Certificate of Achievement, Welding Fabrication – 1st & 2nd Read – Action *(2 minutes)*
- **i.** Associate of Science Degree, Computer Business Information Systems – 1st & 2nd Read – Action *(2 minutes)*
- **j.** Fall 2020 Curriculum Committee calendar planning
- **k.** Routine Peer Review

X. Announcements *(2 minutes each)*
XI. Future Agenda Items
- **a.** Curriculum Handbook – *(2 minutes)*

XII. Next Regular Meeting
- **a.** Fall 2020

XIII. Adjournment

Curriculum Consent Agenda

Curriculum Committee Consent Agenda
May 1, 2020, 10:00 a.m.
Confer ZOOM

A. Modified Courses

1. **FROM** CHEM 2A, General Chemistry I (5.0 units)
   TO CHEM 2A, General Chemistry I (5.0 units)
   Distance Education mode of delivery added to course. OER textbook option added.

2. **FROM** CHEM 2B, General Chemistry II (5.0 units)
   TO CHEM 2B, General Chemistry II (5.0 units
   Distance Education mode of delivery added to course. OER textbook option added.

3. **FROM** WELD 50A, Introduction to Welding (3.0 units)
   TO WELD 50A, Introduction to Welding (3.0 units)
   Objectives and course content updated. Textbook changed.

4. **FROM** WELD 51, Shielded Metal Arc Welding (3.0 units)
   TO WELD 51, Shielded Metal Arc Welding (3.0 units)
   Prerequisites updated and textbook changed.

5. **FROM** WELD 55A, Gas Tungsten Arc Welding (GTAW), Ferrous Metals (3.0 units)
   TO WELD 55A, Gas Tungsten Arc Welding (GTAW)-Ferrous Metals (3.0 units)
   Prerequisites updated and textbook changed.

6. **FROM** WELD 55B, Gas Tungsten Arc Welding (GTAW), Non-Ferrous (3.0 units)
   TO WELD 55B, Gas Tungsten Arc Welding (GTAW), Non-Ferrous (3.0 units)
   Prerequisites updated.

7. **FROM** WELD 57A, Beginning Welding, Fabrication & Projects Using Ferrous Metals (3.0 units)
   TO WELD 57A, Welding Fabrication using Ferrous Metals (3.0 units)
   Prerequisites and SLOs updated; new course content added, textbook change and new course title.

8. **FROM** WELD 57B, Intermediate Welding, Fab and Projects Using Non-Ferrous Metals (3.0 units)
   TO WELD 57B, Welding Fabrication using Non-Ferrous Metals (3.0 units)

Prerequisites and SLOs updated; new course content added, textbook change and new course title.

9. **FROM** ESL 100, Fundamentals of ESL Grammar (2.0 units)
   TO ESL 100, Fundamentals of ESL Grammar (2.0 units)
   Distance Education mode of delivery added to course.

10. **FROM** ESL 105, The Language of Math (3.0 units)
    TO ESL 105, The Language of Math (3.0 units)
    Distance Education mode of delivery added to course.

11. **FROM** ESL 106, Fundamentals of ESL Oral Communication (3.0 units)
    TO ESL 106, Fundamentals of ESL Oral Communication (3.0 units)
    Distance Education mode of delivery added to course.

12. **FROM** ESL 107, Pronunciation of American English (3.0 units)
    TO ESL 107, Pronunciation of American English (3.0 units)
    Distance Education mode of delivery added to course.

13. **FROM** ESL 108, Fundamentals of ESL Reading and Writing (4.0 units)
    TO ESL 108, Fundamentals of ESL Reading and Writing (4.0 units)
    Distance Education mode of delivery added to course.

14. **FROM** ESL 109, American Culture and Film (3.0 units)
    TO ESL 109, American Culture and Film (3.0 units)
    Distance Education mode of delivery added to course.

15. **FROM** ESL 110, Intermediate ESL Grammar (2.0 units)
    TO ESL 110, Intermediate ESL Grammar (2.0 units)
    Distance Education mode of delivery added to course.

16. **FROM** ESL 116, Intermediate ESL Oral Communication (3.0 units)
    TO ESL 116, Intermediate ESL Oral Communication (3.0 units)
    Distance Education mode of delivery added to course.

17. **FROM** ESL 118, Intermediate ESL Reading and Writing (4.0 units)
    TO ESL 118, Intermediate ESL Reading and Writing (4.0 units)
    Distance Education mode of delivery added to course.

18. **FROM** ESL 120, Advanced ESL Grammar (2.0 units)
    TO ESL 120, Advanced ESL Grammar (2.0 units)
    Distance Education mode of delivery added to course.

Curriculum Consent Agenda

19. **FROM** ESL 126, Advanced Oral Communication (3.0 units)
TO ESL 126, Advanced Oral Communication (3.0 units)
Distance Education mode of delivery added to course.

20. **FROM** ESL 128, Advanced ESL Reading and Writing (4.0 units)
TO ESL 128, Advanced ESL Reading and Writing (4.0 units)
Distance Education mode of delivery added to course.

21. **FROM** ESL 130, Bridge to Academic Success: Grammar for Editing (2.0 units)
TO ESL 130, Bridge to Academic Success: Grammar for Editing (2.0 units)
Distance Education mode of delivery added to course.

22. **FROM** ESL 136, Bridge to Academic Oral Communication (3.0 units)
TO ESL 136, Bridge to Academic Oral Communication (3.0 units)
Distance Education mode of delivery added to course.

23. **FROM** ESL 138, Bridge to College Reading and Writing (4.0 units)
TO ESL 138, Bridge to College Reading and Writing (4.0 units)
Distance Education mode of delivery added to course.

24. **FROM** ESL 150, Fundamentals of ESL Grammar (Non-Credit)
TO ESL 150, Fundamentals of ESL Grammar (Non-Credit)
Distance Education mode of delivery added to course.

25. **FROM** ESL 151, U.S. Citizenship (Non-Credit)
TO ESL 151, U.S. Citizenship (Non-Credit)
Distance Education mode of delivery added to course.

26. **FROM** ESL 155, ESL: The Language of Math (Non-Credit)
TO ESL 155, ESL: The Language of Math (Non-Credit)
Distance Education mode of delivery added to course.

27. **FROM** ESL 156, Fundamentals of ESL Oral Communication (Non-Credit)
TO ESL 156, Fundamentals of ESL Oral Communication (Non-Credit)
Distance Education mode of delivery added to course.

28. **FROM** ESL 157, Pronunciation of American English (Non-Credit)
TO ESL 157, Pronunciation of American English (Non-Credit)
Distance Education mode of delivery added to course.

29. **FROM** ESL 158, Fundamentals of ESL Reading and Writing (Non-Credit)
TO ESL 158, Fundamentals of ESL Reading and Writing (Non-Credit)
Distance Education mode of delivery added to course.

30. **FROM** ESL 159, American Culture and Film (Non-Credit)
TO ESL 159, American Culture and Film (Non-Credit)
Distance Education mode of delivery added to course.

31. **FROM** ESL 160, Intermediate ESL Grammar (Non-Credit)
TO ESL 160, Intermediate ESL Grammar (Non-Credit)
Distance Education mode of delivery added to course.

32. **FROM** ESL 166, Intermediate ESL Oral Communication (Non-Credit)
TO ESL 166, Intermediate ESL Oral Communication (Non-Credit)
Distance Education mode of delivery added to course.

33. **FROM** ESL 168, Intermediate ESL Reading and Writing (Non-Credit)
TO ESL 168, Intermediate ESL Reading and Writing (Non-Credit)
Distance Education mode of delivery added to course.

34. **FROM** ESL 170 Advanced ESL Grammar (Non-Credit)
TO ESL 170 Advanced ESL Grammar (Non-Credit)
Distance Education mode of delivery added to course.

35. **FROM** ESL 176, Advanced ESL Oral Communication (Non-Credit)
TO ESL 176, Advanced ESL Oral Communication (Non-Credit)
Distance Education mode of delivery added to course.

36. **FROM** ESL 178, Advanced ESL Reading and Writing (Non-Credit)
TO ESL 176, Advanced ESL Oral Communication (Non-Credit)
Distance Education mode of delivery added to course.

37. **FROM** ESL 180, Bridge to Academic Success: Grammar for Editing (Non-Credit)
TO ESL 180, Bridge to Academic Success: Grammar for Editing (Non-Credit)
Distance Education mode of delivery added to course.

38. **FROM** ESL 186, Bridge to Academic Oral Communication (Non-Credit)
TO ESL 186, Bridge to Academic Oral Communication (Non-Credit)
Distance Education mode of delivery added to course.

39. **FROM** ESL 188, Bridge to College Reading and Writing (Non-Credit)
TO ESL 188, Bridge to College Reading and Writing (Non-Credit)
Distance Education mode of delivery added to course.

40. **FROM** ESL 190, Developing Literacy (Non-Credit)
TO ESL 190, Developing Literacy (Non-Credit)
Distance Education mode of delivery added to course.

41. **FROM** ESL 192, Expanding Foundations of ESL (Non-Credit)
TO ESL 192, Expanding Foundations of ESL (Non-Credit)
Distance Education mode of delivery added to course.

42. **FROM** MUSI 4A, Beginning College Choir (1.0 units)
TO MUSI 4A, Beginning College Choir (1.0 units)
Distance Education mode of delivery added to course.

43. **FROM** MUSI 4B, Intermediate College Choir (1.0 units)
TO MUSI 4B, Intermediate College Choir (1.0 units)
Distance Education mode of delivery added to course.

44. **FROM** MUSI 4C, Advanced College Choir I (1.0 units)
TO MUSI 4C, Advanced College Choir I (1.0 units)
Distance Education mode of delivery added to course.

45. **FROM** MUSI 4D, Advanced College Choir II (1.0 units)
TO MUSI 4D, Advanced College Choir II (1.0 units)
Distance Education mode of delivery added to course.

46. **FROM** MUSI 5A, Beginning Concert Band (1.0 units)
TO MUSI 5A, Beginning Concert Band (1.0 units)
Distance Education mode of delivery added to course.

47. **FROM** MUSI 5B, Intermediate Concert Band (1.0 units)
TO MUSI 5B, Intermediate Concert Band (1.0 units)
Distance Education mode of delivery added to course.

48. **FROM** MUSI 5C, Advanced Concert Band (1.0 units)
TO MUSI 5C, Advanced Concert Band (1.0 units)
Distance Education mode of delivery added to course.

49. **FROM** MUSI 5D, Advanced Concert Band II (1.0 units)
TO MUSI 5D, Advanced Concert Band II (1.0 units)
Distance Education mode of delivery added to course.

50. **FROM** MUSI 6A, Beginning Symphonic Band (1.0 units)
TO MUSI 6A, Beginning Symphonic Band (1.0 units)
Distance Education mode of delivery added to course.

51. **FROM** MUSI 6B, Intermediate Symphonic Band (1.0 units)
TO MUSI 6B, Intermediate Symphonic Band (1.0 units)
Distance Education mode of delivery added to course.

52. **FROM** MUSI 6C, Advanced Symphonic Band (1.0 units)
TO MUSI 6C, Advanced Symphonic Band (1.0 units)
Distance Education mode of delivery added to course.

53. **FROM** MUSI 7, Beginning Jazz Ensemble (1.0 units)
TO MUSI 7, Beginning Jazz Ensemble (1.0 units)
Distance Education mode of delivery added to course.

54. **FROM** MUSI 7B, Intermediate Jazz Ensemble (1.0 units)
TO MUSI 7B, Intermediate Jazz Ensemble (1.0 units)
Distance Education mode of delivery added to course.

55. **FROM** MUSI 7C, Advanced Jazz Ensemble (1.0 units)
TO MUSI 7C, Advanced Jazz Ensemble (1.0 units)
Distance Education mode of delivery added to course.

56. **FROM** MUSI 7D, Masters Jazz Ensemble (1.0 units)
TO MUSI 7D, Masters Jazz Ensemble (1.0 units)
Distance Education mode of delivery added to course.

57. **FROM** MUSI 8A, Beginning Chamber Singers (1.0 units)
TO MUSI 8A, Beginning Chamber Singers (1.0 units)
Distance Education mode of delivery added to course.

58. **FROM** MUSI 8B, Intermediate Chamber Singers (1.0 units)
TO MUSI 8B, Intermediate Chamber Singers (1.0 units)
Distance Education mode of delivery added to course.

59. **FROM** MUSI 8C, Advanced Chamber Singers I (1.0 units)
TO MUSI 8C, Advanced Chamber Singers I (1.0 units)
Distance Education mode of delivery added to course.

60. **FROM** MUSI 8D, Advanced Chamber Singers II (1.0 units)
TO MUSI 8D, Advanced Chamber Singers II (1.0 units)
Distance Education mode of delivery added to course.

61. **FROM** MUSI 12A, Beginning Piano I (2.0 units)
TO MUSI 12A, Beginning Piano I (2.0 units)
Distance Education mode of delivery added to course.

62. **FROM** MUSI 12B, Beginning Piano II (1.0 units)
TO MUSI 12B, Beginning Piano II (1.0 units)
Distance Education mode of delivery added to course.

63. **FROM** MUSI 12C, Intermediate Piano (1.0 units)
TO MUSI 12C, Intermediate Piano (1.0 units)
Distance Education mode of delivery added to course.

64. **FROM** MUSI 14, Beginning Guitar I (2.0 units)
TO MUSI 14, Beginning Guitar I (2.0 units)
Distance Education mode of delivery added to course.

65. **FROM** PHYS 2A, General Physics I: Mechanics of Solids and Fluids (4.0 units)
TO PHYS 2A, General Physics I: Mechanics of Solids and Fluids (4.0 units)
Distance Education mode of delivery added to course.

B. New Courses

1. CHEM 1A, Introductory Chemistry
Justification: Prepares allied health majors for CHEM 1B.

2. CHEM 1B, Introductory Organic and Biochemistry
Justification: Will allow Allied Health majors to fulfill their major chemistry requirements, further preparing them for transferring to a university to complete their bachelor's degree.

3. WELD 54A, Gas Metal Arc Welding (GMAW)
Justification: Will improve student success by providing more time to become proficient in the process leading to industry recognized certification which can improve employment opportunities and/or increase pay.

4. WELD 54B, Flux Cored Arc Welding (FCAW)
Justification: Will improve student success by providing more time to become proficient in the process leading to industry recognized certification which can improve employment opportunities and/or increase pay.

C. Modified Programs

1. Associate of Science Degree, Natural Science and Math
Justification: Program courses updated and moved to new Program Verification form.

2. Certificate of Achievement, Warehousing & Logistics
Justification: Program courses updated and moved to new Program Verification form.

3. Associate of Science, Warehousing & Logistics
   Justification: Program courses updated and moved to new Program Verification form.

4. Certificate of Achievement, Welding Technology
   Justification: Program courses updated and moved to new Program Verification form.

5. Associate of Science Degree, Welding Technology
   Justification: Program courses updated and moved to new Program Verification form.

D. Course Inactivations

1. ACCT 1B
2. WARE 53
3. WARE 57
4. WARE 61
5. WELD 50
6. WELD 53
7. WELD 54
8. WELD 55
9. WELD 57

Curriculum Committee

AGENDA
August 23, 2019, 10:00 am
LRC Conference Room

BCC Mission Statement

Barstow Community College is an accredited, open access, institution of higher learning committed to providing our students, community, and military population with the educational tools to achieve personal goals and professional growth. To accomplish this, the college offers traditional and distance education courses, programs, and pathways designed to enhance student success, leadership development, and career/workforce opportunities, enabling all in the community to thrive in a changing global society.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes – 5/3/2019
5. Opportunities to Address the Committee
6. Reports
    a. Curriculum Committee Chair
    b. EVP of Academic Affairs
    c. Dean of Instruction
    d. Dean of CTE
    e. Articulation Officer
    f. SLOAC Chair
7. Consent Agenda from Tech Review
8. Unfinished Business
    a. Certificate of Achievement, Pipe Welding – 2nd Read
9. New Business
10. Announcements
11. Future Agenda Items
12. Next Regular Meeting – Thursday, August 29th, 12:00-1:30 pm, LRC
13. Adjournment

Curriculum Consent Agenda

Curriculum Committee Consent Agenda
August 23, 2019, 1:00 p.m.
LRC Conference Room

Modified Courses (M):

1. **FROM** AHLT 55A, Emergency Medical Technician – Basic (9.0 units)
   TO AHLT 55A, Emergency Medical Technician – Basic (9.0 units)
   Course moved to new COR template.

2. **FROM** CHEM 2A, General Chemistry I (5.0 units)
   TO CHEM 2A, General Chemistry I (5.0 units)
   C-ID revisions.

3. **FROM** ENGL 5, Introduction to Children's Literature (3.0 units)
   TO ENGL 5, Introduction to Children's Literature (3.0 units)
   Course moved to new COR template; course may be taught online/hybrid.

4. **FROM** ESL 107, Pronunciation of American English (3.0 units)
   TO ESL 107, Pronunciation of American English (3.0 units)
   Prerequisite updated.

5. **FROM** ESL 157, Pronunciation of American English (0.0 units)
   TO ESL 157, Pronunciation of American English (0.0 units)
   Prerequisite updated.

6. **FROM** KINA 7A, Tai Ji Quan (1.0 units)
   TO KINA 7A, Tai Ji Quan (0.5 – 1.0 units)
   Units changed from 1.0 to variable units.

7. **FROM** KINA 8A, Breathing, Meditation, Relaxation (1.0 units)
   TO KINA 8A, Breathing Meditation, Relaxation (0.5 – 1.0 units)
   Units changed from 1.0 to variable units.

8. **FROM** WELD 57A, Beginning Welding, Fabrication & Projects Using Ferrous Metals (3.0 units)
   TO WELD 57A, Beginning Welding, Fabrication & Projects Using Ferrous Metals (3.0 units)
   Prerequisite changed from WELD 50 to WELD 50A.
   Course moved to new COR template; course may be taught online/hybrid.

Curriculum Consent Agenda

New Courses (N):

1. PHIL 8, Modern Philosophy (3.0 units)
   Justification: This will be a required course as part of the Philosophy ADT.

2. WELD 50A, Oxyacetylene Welding/Soldering and Brazing (3.0 units)
   Justification: Course is a requirement for the Certificate of Achievement, Welding Technology and for the AS, Welding.

3. WELD 55A, Gas Tungsten Arc – Ferrous (3.0 units)
   Justification: Course is a requirement for the Certificate of Achievement, Welding Technology and for the AS, Welding.

4. WELD 55B, Gas Tungsten Arc – Non-Ferrous (3.0 units)
   Justification: Course is a requirement for the Certificate of Achievement, Welding Technology and for the AS, Welding.

Existing Programs (E):

1. Associate of Science Degree for Transfer, Administration of Justice
   Justification: Program courses updated and moved to new Program Verification form.

2. Certificate of Achievement, Administration of Justice
   Justification: Program courses updated and moved to new Program Verification form.

3. Associate of Science Degree, Cosmetology
   Justification: Program courses updated and moved to new Program Verification form.

4. Certificate of Achievement, Cosmetology
   Justification: Program courses updated and moved to new Program Verification form.

5. Associate of Science Degree, Diesel Technology
   Justification: Program courses updated and moved to new Program Verification form.

6. Associate in Arts Degree for Transfer, English
   Justification: Program courses updated and moved to new Program Verification form.

Inactive Courses (I): *(Due to subject change)*

1. SPCH 3
2. BADM 3
3. CSIS 1
4. PEAC 3
5. PEAC 4
6. PEAC 11

Curriculum Consent Agenda

7. PEAC 20
8. PEAC 21
9. PEAC 29
10. PEAC 30
11. PELC 2
12. SPCH 1
13. COMM 160

Curriculum Committee

AGENDA
August 29, 2019, 12:30 pm
LRC Conference Room

BCC Mission Statement

Barstow Community College is an accredited, open access, institution of higher learning committed to providing our students, community, and military population with the educational tools to achieve personal goals and professional growth. To accomplish this, the college offers traditional and distance education courses, programs, and pathways designed to enhance student success, leadership development, and career/workforce opportunities, enabling all in the community to thrive in a changing global society.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes – 8/23/2019
5. Opportunities to Address the Committee
6. Reports
    a. Curriculum Committee Chair
    b. EVP of Academic Affairs
    c. Dean of Instruction
    d. Dean of CTE
    e. Articulation Officer
    f. SLOAC Chair
7. Consent Agenda from Tech Review
8. Unfinished Business
9. New Business
    a. Merger of Non-Occupation and General Education Requirements
    b. Change in Natural Science & Math Degree Requirements
    c. Process for All Changes
10. Announcements
11. Future Agenda Items
12. Next Regular Meeting – Thursday, September 12th, 12:30-1:30 pm, LRC
13. Adjournment

Curriculum Consent Agenda

Curriculum Committee Consent Agenda
August 29, 2019, 12:00 p.m.
LRC Conference Room

Modified Courses (M):

1. **FROM** SPCH 2, Oral Interpretation, (3.0 units)
   TO COMM 2, Oral Interpretation of Literature (3.0 units)
   Subject changed from SPCH to COMM and title updated to better reflect course.

2. **FROM** HIST 2A, Survey of US History I: The Colonial Period through Reconstruction (3.0 units)
   TO HIST 2A, Survey of US History I: The Colonial Period through Reconstruction (3.0 units)
   C-ID revisions: SLOs and objectives needed revisions.

Existing Programs (E):

1. Associate in Art Degree for Transfer, English
   Justification: Program courses updated and moved to new Program Verification form.

Curriculum Committee

AGENDA
September 6, 2019, 10:00 am
LRC Conference Room

BCC Mission Statement

Barstow Community College is an accredited, open access, institution of higher learning committed to providing our students, community, and military population with the educational tools to achieve personal goals and professional growth. To accomplish this, the college offers traditional and distance education courses, programs, and pathways designed to enhance student success, leadership development, and career/workforce opportunities, enabling all in the community to thrive in a changing global society.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes – 8/29/2019
5. Opportunities to Address the Committee
6. Reports
    a. Curriculum Committee Chair
    b. EVP of Academic Affairs
    c. Dean of Instruction
    d. Dean of CTE
    e. Articulation Officer
    f. SLOAC Chair
7. Consent Agenda from Tech Review
8. Unfinished Business
    a. 2nd Read – Change in Natural Science & Math Degree Requirements
9. New Business
10. Announcements
11. Future Agenda Items
12. Next Regular Meeting – Thursday, September 12th, 12:30-1:30 pm, LRC
13. Adjournment

Curriculum Consent Agenda

Curriculum Committee Consent Agenda
September 6, 2019, 1:00 p.m.
LRC Conference Room

Modified Courses (M):

1. **FROM** ANTH 1, Introduction to Cultural Anthropology (3.0 units)
   TO ANTH 1, Introduction to Cultural Anthropology (3.0 units)
   Updates made to match C-ID.

2. **FROM** BADM 5, Introduction to Business (3.0 units)
   TO BADM 5, Introduction to Business (3.0 units)
   Added e-business and information technology to content per C-ID.

3. **FROM** BADM 6, Business Communications (3.0 units)
   TO BADM 6, Business Communications (3.0 units)
   C-ID revisions: added a more comprehensive final exam.

4. **FROM** BIOL 20A, Biology for STEM Majors I (5.0 units)
   TO BIOL 20A, Cell and Molecular Biology (5.0 units)
   Title change.
   ENGL 1A removed from prerequisite and added to Recommended Preparation.

5. **FROM** ECON 1, Macroeconomics (3.0 units)
   TO ECON 1, Macroeconomics (3.0 units)
   C-ID revisions made to include update of prerequisite to include Elementary Algebra or higher.
   Course content changed to reflect more detail in required areas per C-ID.

6. **FROM** ECON 2, Microeconomics (3.0 units)
   TO ECON 2, Microeconomics (3.0 units)
   C-ID revisions made to include update of prerequisites to include Elementary Algebra (or higher).
   Course content changed to match the objective, outlined in appropriate order of learning and topics placed under the appropriate headings per C-ID.

7. **FROM** ENGL 1A, English Composition and Reading (4.0 units)
   TO ENGL 1A, English Composition and Reading (4.0 units)
   Prerequisites ENGL 194/194 removed and language added to meet UC guidelines as well as AB 705.

Curriculum Consent Agenda

8. **FROM** ENGL 12, English Composition and Reading (3.0 units)
   TO ENGL 12, English Composition and Reading (3.0 units)
   Representative reading list added in content per UC guidelines of transfer eligibility approval.

9. **FROM** ETHN 1, Introduction to Ethnic Studies (3.0 units)
   TO ETHN 1, Introduction to Ethnic Studies (3.0 units)
   Placed on new COR template; may be taught online.

10. **FROM** HIST 1A, Survey of Western Civilization: The Ancient Near East to 1648 (3.0 units)
    TO HIST 1A, Survey of Western Civilization: The Ancient Near East to 1648 (3.0 units)
    Objectives and content updated per C-ID.

11. **FROM** KINA 150, Fitness and Wellness Laboratory (Non-credit)
    TO KINA 150, Fitness and Wellness Laboratory (Non-credit)
    Participation hours updated.

12. **FROM** MATH 2, Introduction to Statistics (4.0 units)
    TO MATH 2, Introduction to Statistics (4.0 units)
    Prerequisite updated to reflect AB705.

13. **FROM** MATH 5, College Math for Liberal Arts Majors (3.0 units)
    TO MATH 5, College Math for Liberal Arts Majors (3.0 units)

New Courses (NC):

1. GEOG 1, World Regional Geography (3.0 units)
   Justification: Core course for Elementary Teacher Education; can also apply to CSU/IGETC GE.

Existing Programs (E):

1. Associate of Science Degree, Accounting
   Justification: Program courses updated and moved to new Program Verification form.

2. Associate in Arts Degree for Transfer, Art History
   Justification: Program courses updated and moved to new Program Verification form.

3. Associate of Science Degree for Transfer, Business Administration
   Justification: Program courses updated and moved to new Program Verification form.

Curriculum Consent Agenda

4. Associate in Arts Degree for Transfer, History
   Justification: Program courses updated and moved to new Program Verification form.

5. Certificate of Achievement, Management
   Justification: Program courses updated and moved to new Program Verification form.

6. Associate of Science Degree, Management
   Justification: Program courses updated and moved to new Program Verification form.

7. Associate in Arts Degree for Transfer, Political Science
   Justification: Program courses updated and moved to new Program Verification form.

8. Associate in Arts Degree for Transfer, Psychology
   Justification: Program courses updated and moved to new Program Verification form.

New Programs (NP):

1. Associate in Arts Degree for Transfer, Social Justice
   Justification: Supports the Chancellor's Vision for Success by increasing the number of Community College students transferring to UC and CSU campuses.

Curriculum Consent Agenda

Curriculum Committee Consent Agenda
September 6, 2019, 1:00 p.m.
LRC Conference Room

Modified Courses (M):

1. **FROM** ANTH 1, Introduction to Cultural Anthropology (3.0 units)
   TO ANTH 1, Introduction to Cultural Anthropology (3.0 units)
   Updates made to match C-ID.

2. **FROM** BADM 5, Introduction to Business (3.0 units)
   TO BADM 5, Introduction to Business (3.0 units)
   Added e-business and information technology to content per C-ID.

3. **FROM** BADM 6, Business Communications (3.0 units)
   TO BADM 6, Business Communications (3.0 units)
   C-ID revisions: added a more comprehensive final exam.

4. **FROM** BIOL 20A, Biology for STEM Majors I (5.0 units)
   TO BIOL 20A, Cell and Molecular Biology (5.0 units)
   Title change.
   ENGL 1A removed from prerequisite and added to Recommended Preparation.

5. **FROM** ECON 1, Macroeconomics (3.0 units)
   TO ECON 1, Macroeconomics (3.0 units)
   C-ID revisions made to include update of prerequisite to include Elementary Algebra or higher.
   Course content changed to reflect more detail in required areas per C-ID.

6. **FROM** ECON 2, Microeconomics (3.0 units)
   TO ECON 2, Microeconomics (3.0 units)
   C-ID revisions made to include update of prerequisites to include Elementary Algebra (or higher).
   Course content changed to match the objective, outlined in appropriate order of learning and topics placed under the appropriate headings per C-ID.

7. **FROM** ENGL 1A, English Composition and Reading (4.0 units)
   TO ENGL 1A, English Composition and Reading (4.0 units)
   Prerequisites ENGL 194/194 removed and language added to meet UC guidelines as well as AB 705.

Curriculum Consent Agenda

8. **FROM** ENGL 12, English Composition and Reading (3.0 units)
   TO ENGL 12, English Composition and Reading (3.0 units)
   Representative reading list added in content per UC guidelines of transfer eligibility approval.

9. **FROM** ETHN 1, Introduction to Ethnic Studies (3.0 units)
   TO ETHN 1, Introduction to Ethnic Studies (3.0 units)
   Placed on new COR template; may be taught online.

10. **FROM** HIST 1A, Survey of Western Civilization: The Ancient Near East to 1648 (3.0 units)
    TO HIST 1A, Survey of Western Civilization: The Ancient Near East to 1648 (3.0 units)
    Objectives and content updated per C-ID.

11. **FROM** KINA 150, Fitness and Wellness Laboratory (Non-credit)
    TO KINA 150, Fitness and Wellness Laboratory (Non-credit)
    Participation hours updated.

12. **FROM** MATH 2, Introduction to Statistics (4.0 units)
    TO MATH 2, Introduction to Statistics (4.0 units)
    Prerequisite updated to reflect AB705.

13. **FROM** MATH 5, College Math for Liberal Arts Majors (3.0 units)
    TO MATH 5, College Math for Liberal Arts Majors (3.0 units)

New Courses (NC):

1. GEOG 1, World Regional Geography (3.0 units)
   Justification: Core course for Elementary Teacher Education; can also apply to CSU/IGETC GE.

Existing Programs (E):

1. Associate of Science Degree, Accounting
   Justification: Program courses updated and moved to new Program Verification form.

2. Associate in Arts Degree for Transfer, Art History
   Justification: Program courses updated and moved to new Program Verification form.

3. Associate of Science Degree for Transfer, Business Administration
   Justification: Program courses updated and moved to new Program Verification form.

Curriculum Consent Agenda

4. Associate in Arts Degree for Transfer, History
   Justification: Program courses updated and moved to new Program Verification form.

5. Certificate of Achievement, Management
   Justification: Program courses updated and moved to new Program Verification form.

6. Associate of Science Degree, Management
   Justification: Program courses updated and moved to new Program Verification form.

7. Associate in Arts Degree for Transfer, Political Science
   Justification: Program courses updated and moved to new Program Verification form.

8. Associate in Arts Degree for Transfer, Psychology
   Justification: Program courses updated and moved to new Program Verification form.

New Programs (NP):

1. Associate in Arts Degree for Transfer, Social Justice
   Justification: Supports the Chancellor's Vision for Success by increasing the number of Community College students transferring to UC and CSU campuses.

COMMITTEE ON CURRICULUM & INSTRUCTION MEETING AGENDA

September 12, 2019 12:30 p.p., LRC Conference Room

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. **Call to Order**
   a. Melissa Matteson and Eduardo Vasquez, Curriculum Committee Co-Chairs
II. **Roll Call**
III. **Approval of Agenda**
IV. **Approval of Minutes** – 09/06/2019
V. **Opportunities to Address the Committee**
VI. **Reports**
   a. Curriculum Committee Chair – Eduardo Vasquez and Melissa Matteson
   b. VP of Academic Affairs – Karen Kane
   c. Dean of Instruction – Tim Botengan
   d. Dean of CTE – Karen Kane
   e. Articulation Officer – Jaime Rodriguez
   f. SLOAC Chair – Joseph Williams and Penny Shreve
VII. **Consent Agenda from Tech/Peer Review Group**
VIII. **Unfinished Business**
IX. **New Business**
   a. Calendar for Curriculum Meeting Dates
   b. Textbook Stakeholder Meeting
X. **Announcements**
XI. **Future Agenda Items**
XII. **Next Regular Meeting**
   a. Thursday, September 19th 12:30 p.m., LRC
XIII. **Adjournment**

COMMITTEE ON CURRICULUM & INSTRUCTION MEETING AGENDA

October 4, 2019 10:00 am, LRC Conference Room

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. **Call to Order**
II. **Roll Call**
III. **Approval of Agenda**
IV. **Approval of Minutes** – 09/12/2019
V. **Opportunities to Address the Committee**
VI. **Reports**
   - **a.** Curriculum Committee Chair – Eduardo Vasquez and Melissa Matteson
   - **b.** VP of Academic Affairs – Karen Kane
   - **c.** Dean of Instruction – Tim Botengan
   - **d.** Dean of CTE – Karen Kane
   - **e.** Articulation Officer – Jaime Rodriguez
   - **f.** SLOAC Chair – Joseph Williams and Penny Shreve

VII. **Consent Agenda from Tech/Peer Review Group**
VIII. **Unfinished Business**
IX. **New Business**
   - **a.** Annual Curriculum Approval Certification
   - **b.** Chancellor's Office Periodic Review Memorandum
   - **c.** Textbook/OER Forum Update
   - **d.** AP 4021 and AP 4100

X. **Announcements**
XI. **Future Agenda Items**
   - **a.** AO Timeline

XII. **Next Regular Meeting**
   - **a.** Friday, October 18, 10:00 am, LRC

XIII. **Adjournment**

Curriculum Consent Agenda

Curriculum Committee Consent Agenda
October 4, 2019, 10:00 a.m.
LRC Conference Room

Modified Courses (M):

1. **FROM** CHEM 3A, Organic Chemistry I (4.0 units)
   TO CHEM 3A, Organic Chemistry I (4.0 units)
   Changes made per CID peer reviewer; specific lab topics included in lab portion of COR.

2. **FROM** CHEM 3B, Organic Chemistry II (4.0 units)
   TO CHEM 3B, Organic Chemistry II (4.0 units)
   Changes made per CID peer reviewer; specific lab topics included in lab portion of COR.

3. **FROM** ENGL 50X, Intensive Writing Preparation for College (3.0 Units)
   TO ENGL 50X, Intensive Writing Preparation for College (3.0 Units)
   Course moved to new COR template; may be taught online/hybrid

4. **FROM** PHSC 2, Introduction to the Earth Science (4.0 units)
   TO PHSC 2, Introduction to the Earth Science (4.0 units)
   Required course for the Elementary Teacher Education ADT.

New Courses (NC):

1. CHEM 2B, General Chemistry II (5.0 units)
   Justification: Requirement for Chemistry, Biology and Geology ADTs.

2. EDUC 1, Introduction to Teaching and Learning in K-12 Education
   Justification: Requirement on the Elementary Teacher Education ADT; gateway course.

COMMITTEE ON CURRICULUM & INSTRUCTION

Agenda - October 18, 2019, 10:00 am

LRC Conference Room

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. **Call to Order**
II. **Roll Call**
III. **Approval of Agenda**
IV. **Approval of Minutes** – 09/12/2019 & 10/04/2019
V. **Opportunities to Address the Committee**
VI. **Reports**
  a. Curriculum Committee Chair – Eduardo Vasquez and Melissa Matteson
  b. VP of Academic Affairs – Karen Kane
  c. Dean of Instruction – Tim Botengan
  d. Dean of CTE – Karen Kane
  e. Articulation Officer – Jaime Rodriguez
  f. SLOAC Chair – Joseph Williams and Penny Shreve
VII. **Consent Agenda from Tech/Peer Review Group**
VIII. **Unfinished Business**
  a. Textbook/OER Forum Update
IX. **New Business**
  a. General Education Pattern
  b. New Course Modification Form
  c. AP 4100
  d. Textbook Guidelines
X. **Announcements**
XI. **Future Agenda Items**
  a. AO Timeline
XII. **Next Regular Meeting**
  a. Friday, November 1, 10:00 am, LRC
XIII. **Adjournment**

Curriculum Consent Agenda

Curriculum Committee Consent Agenda
October 18, 2019, 10:00 a.m.
LRC Conference Room

Modified Courses (M):

1. **FROM** HEAL 1, Health Education (3.0 units)
   TO HEAL 1, Health Education (3.0 units)
   Changes made per CID peer reviewer; revision made on objectives, content, and SLOs to better align with descriptor.

2. **FROM** MATH 192, Bridge to College Success (0.0 units)
   TO MATH 192, Bridge to College Success for MATH 2 (0.0 units)
   Modified to align with MATH 2 as a non-credit support class.

3. **FROM** MATH 193, Bridge to College Success (0.0 units)
   TO MATH 193, Bridge to College Success for MATH 3 (0.0 units)
   Modified to align with MATH 3 as a non-credit support class.

4. **FROM** PHIL 1, Introduction to Philosophy (3.0 units)
   TO PHIL 1, Introduction to Philosophy (3.0 units)
   The description was changed to reflect C-ID.

5. **FROM** PSYC 5, Career and Life Planning (3.0 units)
   TO SDEV 5, Career and Life Planning (3.0 units)
   Subject changed from PSYC to SDEV.

6. **FROM** SDEV 160, Basic Skills Education Program (Non-Credit)
   TO SDEV 160, Basic Skills Education Program (Non-Credit)
   Contact hours changed from 32 to 18-108.

New Courses (NC):

1. MATH 195, Bridge to College Success for MATH 5 (0.0 units)
   Justification: Created as a non-credit support class for MATH 5.

Existing Programs (E):

1. Certificate of Achievement, Child Development Level III
   Justification: Program courses updated and moved to new Program Verification form.

Curriculum Consent Agenda

2. Certificate of Achievement, Child Development Level IV
   Justification: Program courses updated and moved to new Program Verification form.

New Programs (NP):

1. Associate of Science Degree for Transfer, Computer Science
   Justification: Upon completion of the Associate of Science Degree for Transfer in Computer Science, students will have a strong academic foundation in the field of Computer Science and be prepared for upper division baccalaureate study.

COMMITTEE ON CURRICULUM & INSTRUCTION

Agenda - November 1, 2019, 10:00 am

LRC Conference Room

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. **Call to Order**
II. **Roll Call**
III. **Approval of Agenda**
IV. **Approval of Minutes** – 10/18/2019
V. **Opportunities to Address the Committee**
VI. **Reports**
  - **a.** Curriculum Committee Chair – Eduardo Vasquez and Melissa Matteson
  - **b.** VP of Academic Affairs – Karen Kane
  - **c.** Dean of Instruction – Tim Botengan
  - **d.** Dean of CTE – Karen Kane
  - **e.** Articulation Officer – Jaime Rodriguez
  - **f.** OAC Chair – Joseph Williams and Penny Shreve

VII. **Consent Agenda from Tech/Peer Review Group**
VIII. **Unfinished Business**
  - **a.** Associate of Science Degree for Transfer, Computer Science – 2nd Read/Action
  - **b.** Associate of Science Degree for Transfer, Kinesiology – 2nd Read/Action
  - **c.** General Education Pattern – 1st & 2nd Read/Action

IX. **New Business**
  - **a.** Certificate of Achievement, Corrections – 1st Read/Action
  - **b.** Associate of Arts Degree for Transfer, Communications – 1st Read/Action
  - **c.** Associate of Arts Degree for Transfer, Elementary Teacher Education – 1st Read/Action
  - **d.** Committee Purpose Statement, Description, Meeting Time and Membership Review
  - **e.** AO Timeline
  - **f.** New Course Modification Form – 1st & 2nd Read/Action
  - **g.** AP 4100 – Action

X. **Announcements**
XI. **Future Agenda Items**
  - **a.** Highly Unlikely to Succeed – plan for Spring semester discussion

XII. **Next Regular Meeting**
  - **a.** Friday, November 15, 10:00 am, LRC

XIII. **Adjournment**

Curriculum Consent Agenda

Curriculum Committee Consent Agenda
November 1, 2019, 10:00 a.m.
LRC Conference Room

Modified Courses (M):

1. **FROM** MATH 4C, Calculus III (4.0 units)
   TO MATH 4C, Calculus III (4.0 units)
   Updated SLOs and added course objectives for C-ID approval.

2. **FROM** SPAN 1B, Beginning Spanish II (4.0 units)
   TO SPAN 1B, Beginning Spanish II (4.0 units)
   Updated to meet IGETC/LOTE requirements.

New Courses (NC):

1. CHEM 10, Survey of Chemistry and Physics (4.0 units)
   Justification: Satisfies the General Education requirements for students who aspire to become elementary school teachers.

Inactive Courses (I):

1. ENGL 192
2. ENGL 193
3. HIST 12
4. PEAC 13
5. PEAC 14
6. PEAC 15
7. PEAC 16
8. PELC 1
9. PELC 5

COMMITTEE ON CURRICULUM & INSTRUCTION

Agenda - November 15, 2019, 10:00 am

LRC Conference Room

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. Call to Order
II. Roll Call
III. Approval of Agenda
IV. Approval of Minutes – 11/01/2019
V. Opportunities to Address the Committee
VI. Reports
- **a.** Curriculum Committee Chair – Eduardo Vasquez and Melissa Matteson
- **b.** VP of Academic Affairs – Karen Kane
- **c.** Dean of Instruction – Tim Botengan
- **d.** Dean of CTE – Karen Kane
- **e.** Articulation Officer – Jaime Rodriguez
- **f.** OAC Chair – Joseph Williams and Penny Shreve

VII. Consent Agenda from Tech/Peer Review Group
VIII. Unfinished Business
- **a.** Certificate of Achievement, Corrections – 2nd Read/Action
- **b.** Associate of Arts Degree for Transfer, Communications – 2nd Read/Action
- **c.** Associate of Arts Degree for Transfer, Elementary Teacher Education – 2nd Read/Action

IX. New Business
- **a.** OER Discussion
- **b.** Highly Unlikely to Succeed

X. Announcements
XI. Future Agenda Items
XII. Next Regular Meeting
- **a.** Friday, December 6, 10:00 am, LRC

XIII. Adjournment

Curriculum Consent Agenda

Curriculum Committee Consent Agenda
November 15, 2019, 10:00 a.m.
LRC Conference Room

Modified Courses (M):

1. **FROM** ASTR 1L, Introduction to Astronomy (4.0 units)
   TO ASTR 1, Introduction to Astronomy (4.0 units)
   The Science Department is moving away from offering laboratory and lecture courses separately, instead combining them into single classes.

2. **FROM** PHIL 7, Ancient & Medieval Philosophy (3.0 units)
   TO PHIL 7, Ancient & Medieval Philosophy (3.0 units)
   Textbooks and COR have been updated to align with C-ID descriptor PHIL 130.

COMMITTEE ON CURRICULUM & INSTRUCTION

Agenda – December 6, 2019, 10:00 am

LRC Conference Room

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. **Call to Order**
II. **Roll Call**
III. **Approval of Agenda**
IV. **Approval of Minutes** – 11/01/2019 & 11/15/2019
V. **Opportunities to Address the Committee**
VI. **Reports**
  - **a.** Curriculum Committee Chair – Eduardo Vasquez and Melissa Matteson
  - **b.** VP of Academic Affairs – Karen Kane
  - **c.** Dean of Instruction – Tim Botengan
  - **d.** Dean of CTE – Karen Kane
  - **e.** Articulation Officer – Jaime Rodriguez
  - **f.** OAC Chair – Joseph Williams and Penny Shreve

VII. **Consent Agenda from Tech/Peer Review Group**
VIII. **Unfinished Business**
  - **a.** Certificate of Achievement, Corrections – 2nd Read/Action
  - **b.** Associate of Arts Degree for Transfer, Communications – 2nd Read/Action
  - **c.** Associate of Arts Degree for Transfer, Elementary Teacher Education – 2nd Read/Action
  - **d.** OER Discussion
  - **e.** Highly Unlikely to Succeed

IX. **New Business**
  - **a.** Curriculum Reset Update

X. **Announcements**
XI. **Future Agenda Items**
XII. **Next Regular Meeting**
  - **a.** Friday, January 17th, 10:00 am, LRC

XIII. **Adjournment**

Curriculum Consent Agenda

Curriculum Committee Consent Agenda
December 6, 2019, 10:00 a.m.
LRC Conference Room

Modified Courses (M):

1. **FROM** ASTR 1L, Introduction to Astronomy (4.0 units) - **Pulled**
   TO ASTR 1, Introduction to Astronomy (4.0 units)
   The Science Department is moving away from offering laboratory and lecture courses separately, instead combining them into single classes.

2. **FROM** PHIL 7, Ancient & Medieval Philosophy (3.0 units)
   TO PHIL 7, Ancient & Medieval Philosophy (3.0 units)
   Textbooks and COR have been updated to align with C-ID descriptor PHIL 130.

Course Inactivations (C):

1. AHLT 52
2. AHLT 62A
3. AHLT 64
4. AHLT 72
5. AHLT 74
6. ATHL 7
7. ATHL 8
8. BCTT 50A
9. BCTT 50B
10. BCTT 50C
11. BCTT 51
12. BCTT 60A
13. BCTT 60B
14. BCTT 60C
15. CBIS 66
16. ECON 5
17. ELCT 72A
18. GEOL 2
19. HIST 3
20. PEAC 17
21. PSYC 3
22. READ 100
23. READ 102
24. TART 12
25. WKFC 50D

Curriculum Consent Agenda

26. WKFC 52

Curriculum Committee

MINUTES
August 23, 2019, 10:00 am
LRC Conference Room

1. **Call to Order**
   a. The meeting was called to order at 10:13 a.m. by Co-Chair Melissa Matteson
2. **Roll Call**
   a. **Excused Absences** - Rudy Duque, Sandi Thomas and Kyri Freeman
   b. **Voting Members Present** – Melissa Matteson, Eduardo Vasquez, Jennafer Worland, Elsa Greenlee, Peter Esperanza, Lilia Franco, Joseph Williams, Apineru Lealofi, Jaime Rodriguez, and Randy Christensen
   c. **Non-Voting Members Present –** Karen Kane, Jessica Tainatongo, Bryce Prustos, Heather Minehart, Mercy Uti, Heather Brang, and Tim Botengan
   d. **Guests –** Chris Nalbandian, Elena Rivera, Elias Valencia, Ibrahim Aboud, Nanette Duarte, Lisa Holmes and Tanesha Young
3. **Approval of Agenda**
   a. 1st – Apineru L. / 2nd – Lilia F. (10, 0, 0 – passed)
4. **Approval of Minutes** – 5/3/2019
   a. 1st – Jennafer W. / 2nd – Lilia F. (10, 0, 0 – passed)
5. **Opportunities to Address the Committee**
   a. None.
6. **Reports**
   a. **Curriculum Committee Chairs**
      i. The first Tech Review was last Friday (8/16); moved some items to Consent Agenda.
   b. **EVP of Academic Affairs**
      i. Welcome all new Faculty members to the Curriculum Committee. This is the committee that determines the future of the college. Congratulations for being here and for the work that you will do this year. Some wrinkles in meeting dates but we will get that ironed out. Compliment the chairs on last week and how well Tech went.
   c. **Dean of Instruction**
      i. Welcome to new members. A lot of heavy lifting, a lot of confusion, please be patient with the process and hopefully when we get to a normal cycle it will get easier. Hoping to have more qualitative conversations on courses coming through. Not a normal cycle right now – patience is all we need to have.
   d. **Dean of CTE**
      i. Karen – Several of the CTE disciplines, the faculty came in over the summer to talk about their courses and how maybe we schedule them differently for efficiency. Aligning to certifying bodies; a lot of work being done to bring the curriculum to a place where they're really proud of it and the students can benefit from it.

ii. Lisa – Moving some stuff over to non-credit (CDCP) Career Development College Prep. Meeting was held August 22nd at the CTE Campus with Lisa, Elias (Adult Ed), Elena (Adult Ed), Denise (faculty), Joseph (faculty) and Jessica (Curriculum Specialist). Will enhance non-credit offerings and Adult Ed efforts.

e. Articulation Officer

i. UCOP (University of CA Office of the President) phone call yesterday. Submitted approximately 197 courses to ASSIST; all brand new and updated CORs. Willing to work with us although there are some denials it's a good time as we're getting them the same time as C-ID needed revisions. Denials in ENGL and MATH; will get with discipline faculty to let them know what that will be. Can resubmit in October during a UCTCA appeal. This is not as bad as originally thought. All Division conversation – time crunch; can't say how important it is but make sure these courses align with C-ID as well as UC subject area guidelines. These guidelines are on the UC websites. There was a student that transferred to Fullerton and the AO called checking on ADT major courses, as ACCT 1A, 1B and ECON are out of compliance (they are not C-ID approved). Tanesha and Heather M had to explain to the AO where we are on our curriculum. If we don't get this stuff done this semester, we won't be able to confer these degrees. Several conversations; understand that they don't confer but will not, and cannot, confer anymore degrees that don't meet ADT, C-ID standards. Please understand the urgency of the work; if we can't get this done we won't have classes to teach. UCTCA submissions for Barstow are July of every summer. Any course that went through the reset and/or new/revised in spring of 2019 were submitted for UCTCA. Typically, once the UC's approve these submissions, we can request IGETC approval in December. In our current situation we are receiving C-ID revisions so now I (the AO) am required to re-submit for re-review for courses we are working on right now for fall 2020.

ii. If approved through C-ID, is it common to also be approved through the UC/CSU system? For the UC standards, look at the IGETC standards. C-ID wants an almost 100% match, so cross reference with IGETC and CSU/GE Breadth to capture as much as you can.

iii. Not all courses will be UC eligible.

iv. There is a difference between transfer and articulate.

f. SLOAC Chair

i. Joseph Williams – trying to bring SLO and PLO as one committee. Penny Shreve is co-chair. Still trying to find way around and getting to the bottom of how everything is run. Working with Bev and Nance to get a concrete plan to move forward. Looking at possibly having first meeting in September.

7. Consent Agenda from Tech Review

a. Motion to review: 1st – Jennafer/2nd – Apineru

i. Karen – When approving existing programs, are they coming through with Narrative and Outline or are we just approving coursework? PLOs have to be included on the Program Verification Form. The SLO/PLO should see these before moving forward (once the SLOAC gets off the ground).

ii. All items reviewed for PLOs.

iii. Heather M suggested pull COSM COA and AS (items #3 and 4) as all courses were rewritten and it's not a rush to push these through right now as they're local degrees.

iv. Item #6 – removed as it is being seen at Tech Review later today.

v. Item #5 pulled – PLO #3 revision (not measurable); inclusion of AUTO 57 doesn't make sense.
vi. All in favor of approving items, minus Existing Programs 3, 4, 5, and 6. All in favor (10, 0, 0).
vii. Move to approve under Existing Programs (E) items 3, 4, 5, and 6: 1st – Jaime/2nd – Jennafer. (0, 10, 0). Items will be returned to faculty for updates and changes.

8. **Unfinished Business**
   a. Certificate of Achievement, Pipe Welding – 2nd Read
   b. Melissa – Is CTE reworking this?
   c. Heather M – it's currently in the catalog as it reads right now but since they're reworking this it might be best to pull it from the agenda.
   d. Motion to approve 1st – Joseph/2nd – Jennafer (0, 10, 0)
   e. Discussion: CTE is in the process of reworking all of these certificates. It was advised by those working with CTE to pull this item to return to the Faculty Author so that it can be reworked, as this first came through in the spring and what was submitted is no longer valid.
9. **New Business**
   a. Nothing at the moment.
10. **Announcements**
   a. Melissa M – Eduardo and I talked about pulling everyone's schedule to see where everything fits so if Curriculum goes longer than the hour allotted going forward so I hope to have some options to vote on at next week's meeting.
   b. Eduardo – this is a work in progress and we are just trying to get everything fine-tuned.
11. **Future Agenda Items**
   a. ACCJC recommendation 1 and how we are responding to it.
   b. The new CTE minimum qualifications
   c. Need to look at the Aps and the BPs for some things.
   d. Eduardo - trying to put together a Curriculum Handbook
   e. Process for ALL CHANGES, even if it's just a textbook change. Discussion.
12. **Next Regular Meeting – Thursday, August 29th, 12:30-1:30 pm, LRC**
13. **Adjournment**
   a. Motion to adjourn the meeting at 11:18 a.m.
   b. 1st – Lilia F. / 2nd – Joseph W.

Curriculum Committee

MINUTES
August 29, 2019, 10:00 am
LRC Conference Room

1. **Call to Order**
   a. The meeting was called to order at 12:33 9.m. by Co-Chair Melissa Matteson
2. **Roll Call**
   a. **Excused Absences** – Jessica Tainatongo, Apineru Lealofi, Rudy Duque
   b. **Voting Members Present** – Randy Christensen, Peter Esperanza, Lilia Franco, Kyri Freeman, Melissa Matteson, Jaime Rodriguez, Eduardo Vasquez, Joseph Williams, Jennafer Worland, Elsa Greenlee
   c. **Non-Voting Members Present –** Tim Botengan, Heather Brang, Karen Kane
   d. **Guests –** Nanette Duarte, Tanesha Young
3. **Approval of Agenda**
   a. 1st – Joseph W. / 2nd – Lilia F. (6, 0, 0 – passed)
4. **Approval of Minutes** – 8/23/2019
   a. (5, 1, 0 – passed) K. Freeman abstained; absent from 8/23/19 meeting.
5. **Opportunities to Address the Committee**
   a. None.
6. **Reports**
   a. **Curriculum Committee Co-Chairs**
      i. Eduardo Vasquez reported that he and co-chair Melissa Matteson would like to discuss the curriculum process today. There are concerns that the current curriculum meeting schedule only allows one hour for the committee to meet. M. Matteson stated that they would like to open up the conversation to the committee members to discuss potential future meeting dates/times. Schedule may need to revert to the spring 2019 timeframe. Dates need to be set through fall 2019. Melissa Matteson will set this as a future agenda item.
      ii. M. Matteson reported that Tech Review from the previous week had gone well, items are moving forward today on the consent agenda. E. Vasquez said they are trying to move items forward that are lingering from last spring.
   b. **EVP of Academic Affairs**
      i. Kim Anderson, who was employed as a faculty curriculum consultant this previous spring, has agreed to help us again. She is available to support faculty and the curriculum committee in any way we may need. If this committee had wanted her to come for anything, we have the ability to do so. Her email is: kanderson@barstow.edu
      ii. Joseph Williams added that Kim had sent forms to help with PLOs/SLOs.
   c. **Dean of Instruction**
      i. Kyri Freeman is our liaison for Open Educational Resources (OER). If discussing textbooks for courses that are free of charge or related she will be a

good resource to have those conversations with. Encourages faculty to look into those resources for our students.

ii. E. Vasquez mentioned that one of the big projects to do this year is to review textbooks that are more cost effective.

iii. K. Freeman shared that they are looking into developing an OER taskforce, and if anyone is interested, please send an email and reach out to her.

iv. Dean Botengan will be sending out links to resources so that possible resources can be reviewed.

d. Dean of CTE

i. EVP Kane and Lisa Holmes are currently sharing responsibilities with CTE. Classes are going quite well; much of CTE is wanting to revamp their curriculum. They are finding we didn't run curriculum through advisory groups the way they should have. Now many within CTE want to realign units and curriculum. They are almost starting over in many cases. Expect a lot of curriculum to come through.

e. Articulation Officer

i. Jaime Rodriguez - met with English faculty yesterday regarding UC denials to provide information and clarity on revisions; still needs to meet with the Math discipline faculty.

f. SLOAC Chair

i. Joseph Williams – reported that he has been meeting with Penny Shreve, Nance Nunes-Gill and Beverly Ranney to iron out ideas. Waiting to go ahead under academic senate/curriculum.

ii. EVP Kane met with B. Ranney and N. Nunes-Gill; possibility of changing name from SLO/PLOs to "outcomes." J. Williams said the working name would go out to the community once the committee agreed on an adopted name. They are also interested in meeting with our consultant, K. Anderson, to come to train the committee. EVP Kane will wait to hear from them on that and will contact K. Anderson when they are ready.

7. Consent Agenda from Tech Review

a. Motion to review: 1st – Jaime R./2nd – Lilia F. (6, 0, 0) Passed

i. E. Vasquez asked if everyone in the committee had access to the curriculum file in OneDrive; please let them know if you are having problems. M. Matteson demonstrated where in the OneDrive folder items are placed for upcoming meetings and how they are organized. Explained that items seen on the consent agenda are going through Tech Review prior to moving forward to Curriculum. M. Matteson asked the curriculum committee members to please reach out to her and E. Vasquez should they need additional support with documents or the curriculum process.

ii. E. Vasquez and M. Matteson are looking into developing "How To" training videos to assist in completing forms and submitting curriculum.

iii. EVP Kane address Joseph Williams in regards to developing SLO/PLO process; possible process can be: Outcomes, Tech, Curriculum or Tech, Outcomes,

Curriculum; depending on your process decided within the committee. As the committee is reviewing, should be asking questions like "Are these really program outcomes?", "Can we measure them?", "Would they help the program?"

iv. K. Freeman encouraged everyone to review the PCAH; it's very specific and useful for when outcomes are being written.

v. EVP Kane, March 2017 accreditation team visited. One of the findings was we did not have program level outcome data. They could not find any data; we were given 18 months to correct it. Then we found out that our curriculum was a part of the reason we did not have program outcomes. We had to write a response to the recommendation as to why we were not able to meet the deadlines. We have been doing massive amounts of work to get to the part where we can write good program level outcomes, collet data appropriately and use it. The work you are doing on this committee is extremely important. We must meet the recommendation.

vi. Discussion of Consent Agenda Items

1. **Item 1, Modified Courses: SPCH 2 to COMM 2 -** COMM 2 was reviewed as an example for the committee. This course is a subject change and explained since this is a course modification, the COR and Course Modification forms are needed. For future meetings, it is the intention that members would review courses before coming to curriculum, bringing any notes to discuss. EVP Kane commented that the dates for the process approvals on the COR needed to be filled in prior to BOT meetings. Currently the SAM, SIP and SOC codes were being filled in by Heather Brang, Jessica Tainatongo and Jaime Rodriguez. The coding is important, as this is needed information for the upload into COCI. There will be future training on codes for faculty to be able to fill these in themselves, but as we had gone through this massive reset, we opted not to do that at that time; not wanting to add additional things on the list.
2. **Item 2, Modified Courses: HIST 2A to HIST 2A -** Did not have a course modification form in the consent folder. HIST 2A was resubmitted with C-ID recommendations.
3. **Item 1, Existing Programs: Associate in Arts Degree for Transfer, English –** Program courses were updated and moved to the course verification form.

8. Unfinished Business

a. None

9. New Business

a. Merger of Non-Occupational and General Education – 1st Read

i. E. Vasquez provided background on the two different Occupational and Non-Occupational general education plans currently offered at Barstow. The changes presented would move from two options to one general education plan.

ii. Local Associate Degree General Education (attached)

1. Revisions/structure updates needed under the following areas:
    a. Associate Degree: Option 3, Item I, typo within the header and spacing adjustment needed.
    b. Associate Degree: Option 1, 2 & 3: Verbiage difference within the first line, education/educational.
    c. Ethnic Studies course needed for Title 5.

iii. EVP Kane inquired about the process of updating the GE plan. Who decides what goes on what plan, what are the steps, curriculum committees role in the process. If there is no known process for this, there needs to be one as we should be updating these regularly or annually before it goes back into the catalog. E. Vasquez responded that the counseling faculty looks through them, but agreed there should be a process in place.

iv. It was questioned how this would affect those degrees that had previously been connected to Occupational GE such as those that fall under CTE so they can get a degree under that major. How does that change fit with those particular degrees? E. Vasquez responded that there is literature that outlines the core unites for an AS/AA degree being 20/18 units for the major core. Cosmetology comes to mind as an example, having 40+ units for their core. They are looking at reworking that number down, as it should not be that many units. Another example give is if a student wanted to major in Nursing, we are having them use the CSU breath. This update to the GE pattern is minimizing the General Education units that a student needs to get a degree.

v. EVP Kane stated that a lot of the work done last year showed there was not much of a difference between the occupational or non-occupational; they were almost identical.

vi. 1st – Lilia F. / 2nd – Joseph W. – moved to approve the Local Associate General Education Degree options, with corrections discussed, to a second read item at a future curriculum meeting (6, 0, 0) Passed.

b. Change in Natural Science and Math Degree Requirements – 1st Read

i. E. Vasquez provided two similar but different Natural Science and Math Degree Requirements handouts to the committee for the local Associate of Science, Natural Science and Math degree. Option 1, the current subject headers read as Biology and Earth Sciences; Option 2 is updated to reflect Life Science and Physical Science.

ii. E. Vasquez consulted with the Math and Science department in regards to this update. Many students want to get a Natural Science and Math degree but we have a current requirement needing not only a Physical Science but also an Earth Science. There are many Social Science majors, and changing this would balance it out with more Natural Science and Math.

iii. J. Rodriguez said if a student is planning to transfer, for example nursing students; they are being required to take units that are not necessary.

iv. K. Freeman questioned the Cultural Anthropology (ANTH 1) course listed on the degree as that course is not currently being offered and it would make more sense as Physical Anthropology.

v. T. Young suggested doing away with ANTH 1, requiring one MATH, one Life Science w/lab and then picking what you want to for the remaining 20 units.

vi. Verbiage and structure was noted as confusing; "must have a minimum of 6 courses and 20 units from those listed above/below."

vii. EVP Kane stated that we currently have a local degree for this pattern, but in the future there should be more ADT development for these fields. This is what we are using in lieu of an ADT at this time.

viii. 1st – Lilia F. / 2nd – Jaime R. motion made to approve the revised Natural Science and Math degree with correction of striking ANTH 1 (6, 0, 0) Passed. Item will move onto next meeting for a 2nd read.

c. Process for All Changes

i. Tabled; will be added to agenda for next Curriculum Meeting.

10. **Announcements**
    a. None.
11. **Future Agenda Items**
    a. Curriculum Manual
    b. Process – Regular cycle of review process
    c. Peer Reviewers
    d. Textbook clarity – internal for faculty
    e. Curriculum committee meeting date finalization
12. **Next Regular Meeting – Thursday, September 12th, 12:30 pm, LRC**
13. **Adjournment**
    a. Motion to adjourn the meeting at 1:36 p.m.

LOCAL ASSOCIATE DEGREE GENERAL EDUCATION OPTIONS

Graduates from Barstow Community College receive an Associate of Arts degree or an Associate of Science degree. To earn an Associate degree, students must complete general education requirements as specified in Option 1, 2, or 3 below, as well as additional units of electives and/or lower division requirements for a total of 60 units. In addition, students must have at least 12-degree applicable semester units in residence at Barstow Community College. It is critical to meet with a counselor to discuss educational goals early in a student's academic pathway to select the option that will help to achieve all stated goals.

ASSOCIATE DEGREE OPTION 1: (CSU GE-Breadth) The general education requirements are the same as the requirements for the California State University General Education Breadth Requirements (CSU GE-Breadth). This pathway is designed for students who plan to transfer to a California State University campus (CSU) or a private university. Refer to the catalog for the CSU GE-Breadth requirements.

ASSOCIATE DEGREE: OPTION 2: (IGETC) The general education requirements are the same as the requirements for the Intersegmental General Education Transfer Curriculum (IGETC). This pathway is designed for students who plan to transfer to a University of California campus (UC) or a private university. Refer to the catalog for the IGETC requirements.

ASSOCIATE DEGREE: OPTION 3: The general educational requirements satisfy the local degree requirements and is designed for students who are planning to seek immediate employment after graduation. Students intending to transfer to a 4-year institution should follow either the OPTION 1 (CSU GE-Breadth) or OPTION 2 (IGETC) requirements. The general education breadth requirements are listed below.

I. **WRITTEN COMMUNITCATION COMEPETNCY UNITS: 4.00- Complete one course with a grade of "C" or better is required.**

ENLG 1A

II. **ORAL COMMUNICATION COMPETENCY UNITS 3.0 Complete one course with a grade of "C" or better is required.**

COMM 1 (formerly SPCH 1)

COMM 3 (formerly SPCH 3)

III. **MATHEMATICS COMPETENCY UNITS: 3.00- Complete one college level mathematics course or Intermediate Algebra with a grade of "C" or better is required.**

MATH 55, 1, 2, 3, 4A, 4B, 4C, 5, 6

Natural Science and Math

Associate of Science Degree, Natural Science and Math

This degree encompasses a broad exposure to the major science disciplines of biology, chemistry, the earth sciences, and mathematics. The multidisciplinary and broad education in the areas of science and math obtained within this degree is a plus for applicants to programs in conservation, teaching, nursing, dentistry, veterinary, allied health, and pharmacy.

Program Level Outcomes

Upon successful completion, the student will be able to:

- Demonstrate knowledge of natural phenomena and recognize the processes that explain them.
- Demonstrate knowledge of scientific methodologies with solving a problem.
- Apply formal systems of reasoning, critical thinking, and mathematical methods in solving or analyzing problems.

Subject	Course Title	Units
Mathematics: Select one from the following:		
MATH 1	Trigonometry	4.0
MATH 2	Introduction to Statistics	4.0
MATH 3	College Algebra	3.0
MATH 4A	Calculus I	4.0
MATH 4B	Calculus II	4.0
MATH 4C	Calculus III	4.0
MATH 55	Intermediate Algebra	4.0
Life Science: *Select one from the following (must select one (L)ab course from either Biology or Physical & Earth Science*		
BIOL 1	Environmental Biology	3.0
BIOL 2(L)	Concepts In Biology	4.0
BIOL 4(L)	Human Anatomy	5.0
BIOL 5(L)	Human Physiology	5.0
BIOL 8(L)	Microbiology	5.0
BIOL 10	Introduction to Biology	3.0
BIOL 10L	Introduction to Biology Lab	1.0
PSYC 11	Human Sexuality (formerly also offered as BIOL 11)	3.0
OCEA 1	Introduction to Marine Environment	3.0
Physical Science: *Select one from the following*		
ASTR 1	Introduction to Astronomy	3.0
ASTR 1L	Observational Astronomy	1.0
CHEM 1(L)	Introductory Chemistry	4.0
GEOG 1(L)	Introduction to Physical Geography	4.0
GEOL 1L	Physical Geology	4.0
OCEA 1	Introduction to the Marine Environment	3.0
PHSC 2	Introduction to Earth Science	3.0
Must have a minimum of 6 courses and 20 units from those listed above/below		
ANTH 1	Introduction to Cultural Anthropology	3.0
	Minimum Units Required in Major	**19.0-20.0**
	CSU GE Breadth or IGETC	**37.0-39.0**
	CSU Transferable Elective	**3.0-5.0**
	Total Units Required (minimum)	**60.0**

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- Demonstrate knowledge of scientific methodologies with solving a problem.
- Apply formal systems of reasoning, critical thinking, and mathematical methods in solving or analyzing problems.

Subject	Course Title	Units
Select one form the following		
MATH 1	Trigonometry	4.0
MATH 2	Introduction to Statistics	4.0
MATH 3	College Algebra	3.0
MATH 4A	Calculus I	4.0
MATH 4B	Calculus II	4.0
MATH 4C	Calculus III	4.0
MATH 55	Intermediate Algebra	4.0
Biology: *Select one from the following (must select one (L)ab course from either Biology or Physical & Earth Science*		
BIOL 1	Environmental Biology	3.0
BIOL 2(L)	Concepts In Biology	4.0
BIOL 4(L)	Human Anatomy	5.0
BIOL 5(L)	Human Physiology	5.0
BIOL 8(L)	Microbiology	5.0
BIOL 10	Introduction to Biology	3.0
BIOL 10L	Introduction to Biology Lab	1.0
PSYC 11	Human Sexuality (formerly also offered as BIOL 11)	3.0
OCEA 1	Introduction to Marine Environment	3.0
Physical & Earth Science: *Select two from the following*		
ASTR 1	Introduction to Astronomy	3.0
ASTR 1L	Observational Astronomy	1.0
CHEM 1(L)	Introductory Chemistry	4.0
GEOG 1(L)	Introduction to Physical Geography	4.0
GEOL 1L	Physical Geology	4.0
OCEA 1	Introduction to the Marine Environment	3.0
PHSC 2	Introduction to Earth Science	3.0
Must have a minimum of 6 courses and 20 units from those listed above/below		
ANTH 1	Introduction to Cultural Anthropology	3.0
	Minimum Units Required in Major	**19.0-20.0**
	CSU GE Breadth or IGETC	**37.0-39.0**
	CSU Transferable Elective	**3.0-5.0**
	Total Units Required (minimum)	**60.0**

Curriculum Committee

MINUTES
September 6, 2019, 10:00 am
LRC Conference Room

1. **Call to Order**
   a. The meeting was called to order at 10:10 a.m. by Co-Chair Eduardo Vasquez
2. **Roll Call**
   a. **Excused Absences** – Peter Esperanza, Joseph Williams, Heather Brang
   b. **Voting Members Present** – Melissa Matteson, Eduardo Vasquez, Rudy Duque, Jennafer Worland, Lilia Franco, Apineru Lealofi, Jamie Rodriguez, Kyri Freeman, Elsa Greenlee (late)
   c. **Non-Voting Members Present –** Karen Kane, Jessica Tainatongo, Heather Minehart, Tim Botengan
   d. **Guests –** Isa Lavea, Lauren Jackson, Tanesha Young
   e. **Absent –** Bryce Prustos, Sandi Thomas, Mercy Uti
3. **Approval of Agenda**
   a. 1st – Lilia F. / 2nd – Jamie R. (9, 0, 0) Passed
4. **Approval of Minutes** – 8/29/2019
   a. 1st – Apineru L. / 2nd – Lilia F.
   b. Roll Call updates: Excused absences should include Apineru Lealofi, Rudy Duque. Voting Members present should include Elsa Greenlee.
   c. All in favor to approve with corrections under roll call (8, 0, 2) Rudy Duque and Apineru Lealofi were absent from the 8/29/19 meeting and abstained from voting.
5. **Opportunities to Address the Committee**
   a. None.
6. **Reports**
   a. **Curriculum Committee Co-Chairs: Eduardo Vasquez and Melissa Matteson**
      i. Eduardo Vasquez told the group that everyone was doing a lot of good work and that we should do more work to make this even a better place.
      ii. Melissa Matteson let the group know that there was a lot on the agenda today and as was previously discussed, the calendar needs to be looked at soon. Starting in October it looks like the meetings will take place on the 1st and 3rd Fridays of the month but the final decision will be voted on as an action item.
   b. **EVP of Academic Affairs: Karen Kane**
      i. Reiterated that a lot of good work was done this past week. She thanked everyone that worked overtime to ensure the deadlines were met. Hoping that we are moving away from crisis mode and feels that if we stay organized we should never be there again; hopeful that this is our last and final hurdle to that.
      ii. Joseph Williams added that Kim had sent forms to help with PLOs/SLOs.
   c. **Dean of Instruction: Tim Botengan**
      i. Shared in Karen's thoughts on all the good work that took place and reported he felt reassured that the Math faculty was working together.

d. **Dean of CTE: Karen Kane**
   i. Reported that a lot was happening on the CTE campus; faculty is pretty much back at the beginning in reinventing curriculum. They're not in crisis mode but aligning and restructuring. Elsa and the cosmetology faculty are going to visit RCC to look at curriculum and are modeling their programs after best practices. There are several other CTE programs that will be doing this as well.

e. **Articulation Officer: Jaime Rodriguez**
   i. Reported that she reached out to Math faculty; that two courses have come through just waiting on the others.

f. **SLOAC Chair: Joseph Williams**
   i. Absent.

7. **Consent Agenda from Tech Review**
   a. Motion to approve: 1st – Jennafer W./2nd – Jaime R.
      i. New Courses: GEOG 1 should read GEOG 3
      ii. Eduardo entertained to add under New Programs: AA-T in KIN. 1st – Lilia F. / 2nd – Apineru L. (10, 0, 0) Passed.
      iii. Melissa entertained a motion to add under Existing Programs: AS in Business. 1st – Jennafer W. / 2nd – Jaime R. (10, 0, 0) Passed
      iv. Vote to approve consent agenda with the correction of GEOG 3 (10, 0, 0) Passed

8. **Unfinished Business**
   a. Second Read – Change in Natural Science & Math Degree Requirements
      i. Several questions were asked in trying to determine the need for this local degree as not very many students choose the Natural Science & Math Degree as their goal. Heather Minehart questioned the need for PSYC 11 as it doesn't fulfill the physical science portion anymore. Lilia Franco was concerned that if a student started this degree, and then it was changed, how would that derail the student. Heather replied that the student would use the catalog that was current when they started their degree so if they started in the fall of 2018, they would use that catalog so any changes made to the current degree wouldn't affect them.
      ii. Rudy Duque questioned the need for MATH 55 and it was decided that a discussion was needed with all faculty involved to determine best practice. Tanesha Young pointed out that most local math and science degrees are just a catch-all for students only going for a local degree; not a transfer degree. Making this degree option specific to STEM sciences and math isn't general enough as it's not intended to be a STEM major.
      iii. Outcome of the discussion is to determine what the intent of the degree is as it is quite old; it was created prior to ADTs. Eduardo looked at other colleges with this degree and they included Allied Health. Current students are taking a majority of these courses to fulfill their nursing school prerequisites; the value could be there.

iv. It was presented that if the degree passes as is, with the removal GEOG 1, it would make it into the first addendum of the catalog. The current iteration of the degree is a lot cleaner than the one that is currently in the catalog.

v. The vote was taken for the approval of the removal of GEOG 1 and fixing the typos (10, 0, 0) Passed

9. **New Business**
   i. Nothing at this time.
10. **Announcements**
    a. Eduardo Vasquez – Very happy that we're looking at everything.
11. **Future Agenda Items**
    a. Curriculum forms that faculty members are currently using; talked in Tech Review about changing the forms a little to better align with process and TMC.
    b. Guided Pathways – how does this get communicated to the Curriculum Committee? Connection between?
    c. OER
    d. Regular course review calendar and peer reviewer's approval
    e. Textbook policy
12. **Next Regular Meeting – Thursday, September 12th, 12:30 pm, LRC**
13. **Adjournment**
    a. Motion to adjourn the meeting at 11:02 a.m. 1st – Jennafer W. / 2nd – Lilia F.

Natural Science and Math

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- Apply formal systems of reasoning, critical thinking, and mathematical methods in solving or analyzing problems.

AREA OF EMPHASIS: (20 UNITS)		
Select 20 units from the following three groups as specified below:		
Mathematics: *Select one from the following*		
MATH 1	Trigonometry	4.0
MATH 2	Introduction to Statistics	4.0
MATH 3	College Algebra	3.0
MATH 4A	Calculus I	4.0
MATH 4B	Calculus II	4.0
MATH 4C	Calculus III	4.0
MATH 5	College Math: For Liberal Arts Majors	3.0
MATH 55	Intermediate Algebra	4.0
Math 6	Mathematical Concepts for Elementary Teachers	3.0
Life Science: *Select one from the following (must select one (L)ab course from either Life or Physical & Earth Science*		
BIOL 1	Environmental Biology	3.0
BIOL 2(L)	Concepts In Biology	4.0
BIOL 4(L)	Human Anatomy	5.0
BIOL 5(L)	Human Physiology	5.0
BIOL 8(L)	Microbiology	5.0
BIOL 20A	Cell and Molecular Biology	4.0
BIOL 20B	Cell and Molecular Biology II	4.0
PSYC 11	Human Sexuality (formerly also offered as BIOL 11)	3.0
OCEA 1	Introduction to Marine Environment	3.0
Physical & Earth Science: *Select one from the following*		
ASTR 1	Introduction to Astronomy	3.0
ASTR 1L	Observational Astronomy	1.0
CHEM 1(L)	Introductory Chemistry	4.0
CHEM 2A	General Chemistry I	4.0
CHEM 2B	General Chemistry II	4.0
GEOG 1	Introduction to Physical Geography	3.0
GEOL 1L	Physical Geology	4.0
OCEA 1	Introduction to the Marine Environment	3.0
PHSC 2	Introduction to Earth Science	3.0
PHSY 1	Introduction to Physics	4.0
	Minimum Units Required in Major	**20.0**
	CSU GE Breadth or IGETC	**37.0-39.0**
	CSU Transferable Elective	**3.0-5.0**
	Total Units Required (minimum)	**60.0**

COMMITTEE ON CURRICULUM & INSTRUCTION

Minutes - September 12, 2019, 12:30 pm

LRC Conference Room

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. Call to Order
- **a.** Melissa Matteson and Eduardo Vasquez, Curriculum Committee Co-Chairs
- **b.** 12:38 p.m.

II. Roll Call
- **a. Excused Absences –** Apineru Lealofi, Lilia Franco, Kyri Freeman
- **b. Voting Members Present –** Melissa Matteson, Eduardo Vasquez, Rudy Duque, Jennafer Worland, Elsa Greenlee (signed in at 12:48 pm), Peter Esperanza, Joseph Williams, Jaime Rodriguez, Randy Christensen.
- **c. Non-Voting Members Present –** Karen Kane, Jessica Tainatongo, Heather Brang, Tim Botengan
- **d. Guests –** Isa Lavea, Melissa Meadows, Jacob Batarseh, Nance Nunes-Gill, Tanesha Young, Nanette Duarte

III. Approval of Agenda
- **a.** 1st - Jennafer W. / 2nd – Jaime R. (8, 0, 0)

IV. Approval of Minutes – 09/06/2019
- **a.** 1st – Jennafer W. / 2nd – Peter E. (7, 0, 1) Joseph Williams abstained; absent from 9/6 meeting.
  - Item #6 – replace 'food' with 'good'

V. Opportunities to Address the Committee
- **a.** ASG – David Doss, Colt Miller
  - Flyers left on the table – please take one. Pens were left as well.
- **b. Nance –** Thank the committee for getting all of the courses and programs through as quickly as you have. Thanked the administration for allowing for release time to get everything through.

VI. Reports
- **a. Curriculum Committee Chair** – Eduardo Vasquez and Melissa Matteson
  - Eduardo V. - Very busy, trying to do the best work possible for the students. Melissa M. – thank you to all faculty for working diligently on the stuff that needed to get through and really excited to have gotten everything through.
- **b. VP of Academic Affairs** – Karen Kane
  - Yesterday we had a process meeting for curriculum that included people on this committee and behind the scenes so that everyone understands the entire process. Really impressed with the group and will have future meetings along those lines until we move into eLumen. Because we're operating outside of a system, it makes it harder I feel like we're on the same page and people are clearly understanding how we're going to make this all work. Doing a great job.
- **c. Dean of Instruction** – Tim Botengan
  - Nothing.
- **d. Dean of CTE** – Karen Kane
  - October 15th is a big day for the CTE area. The Advisory group meeting. Some of you are invited that are not in the CTE realm; this is when people in the community sit on advisory groups come in and see what we're doing and help/guide our CTE disciplines in what they need in a skilled work force. There is also a car show in November and will be doing publicity on that. CTE staff will be heavily involve in reworking their curriculum to algn with industry standards.
- **e. Articulation Officer** – Jaime Rodriguez

- Sent out two emails yesterday on two courses that were CID approved, PHYS 2A and CHLD 14. One course came back as conditional, HLTH 1, Taylor and Mike know about it. There is 18 months to revise and resubmit a course for C-ID. The HLTH 1 doesn't sit on an ADT but we should get it in sooner than the 18 months. She reached out to UCOP regarding the appeal process. In summer, UCOP denied MATH and ENGL courses due to the prerequisite language (missing). These courses were already submitted to C-ID but C-ID is separate. The appeal dates to resubmit to UC TCA (Transfer Course Agreement) are Oct 1 – Oct 10. MATH 2 and 5 moved forward to BOT but MATH 3 and 6 need revision and Tech Review submission as it is a substantive change. Currently working on ADT's gathering supporting documents for COCI submission.
- Peter Esperanza reported that MATH faculty worked on MATH 6 yesterday; will be working on MATH 3 next week. Nothing has been submitted yet.
- Karen Kane asked that faculty are made aware of these deadlines.

f. SLOAC Chair – Joseph Williams and Penny Shreve

- Had first meeting on Monday; felt that some extra bodies were need on the committee. Still trying to figure out the name of the committee. Next meeting will be September 30th. Regular meetings will be the 1st and 3rd Monday's at 12:30 in B18.

VII. Consent Agenda from Tech/Peer Review Group

a. Everything went through last week.

VIII. Unfinished Business

a. Nothing at this time.

IX. New Business

a. Calendar for Curriculum Meeting Dates (handout)

- September is set in stone, looking at October going forward. Everyone's calendars were pulled and Fridays in the morning for 2 hours is the best time for everyone. Tech Review will decide on their schedule tomorrow and then it will be set for the rest of the Academic Year.
- No other discussion, vote to approve the proposed calendar (9, 0, 0)

b. Textbook Stakeholder Meeting

- The Curriculum Co-Chairs proposed a Textbook Stakeholder meeting that faculty, students, the bookstore, the library, EOPS and anyone else that has STAKE in this could meet and discuss textbooks and OER. The conversation was opened up to the committee to determine if there is really a need for this.
- Discussion followed to determine what, exactly, OER is and how faculty members have access to it, what the current contract is with the bookstore and if faculty are allowed to use OER. It was discussed how to fill out the COR and what would meet CID regulations. All questions were written down to be present at the Stakeholder Meeting. Nance Nunes-Gill pointed out that Kyri Freeman is currently the OER liaison and has attended webinars and conferences regarding OER. The Academic Senate was tasked with creating an OER taskforce and asked for anyone interested to please contact her.
- Karen Kane pointed out that specific icons are used for classes that support OER so students will know the cost will be nothing for the class or $40 or less (there are two different icons). She would like to see textbook vouchers being used for Google Chromebooks and iPads rather than textbooks.
- Melissa Matteson confirmed that OER is ADA compliant but that each OER item still needed to be vetted for each course. Tim Botengan offered to send out information from Kyri that she's already learned on OER.
- It was decided that a Textbook Stakeholder Meeting would be a great idea and Melissa Meadows pointed out that OER is in the equity plan for retention efforts so funds can be dedicated to this meeting. The meeting will most likely take place on a Friday, lunch will be provided and it will also be made available on YouTube (livestream and saved) and possibly Confer Zoom for those that can't attend in person.

X. Announcements

a. Have a lot of Future Agenda Items that we're looking at; haven't had time to cover them but the Committee Co-Chairs will be more diligent about getting these on the agenda. The APs and the BPs will need to be looked at. Hoping to have the first section of the Curriculum Handbook to the group soon and will bring each section of the handbook to the group after it's complete. The Final CORs have been placed on the website for public view; a link will be sent out to all faculty members so they know where to find everything.

b. Tim Botengan spoke about t the email from Bryan Asdale; they are going back to the drawing board to make sure the system they use is clean and while that is being done; a temporary way to send an early alert has been created. Send an email to Earlyalert@barstow.edu and it will be triaged and sent it to the correct department. There are about 4,000 students coming through the TLSC each month but unless they're referred by faculty apportionment can't be claimed and apportionment is needed to be able to fund these things for our students so please use the email. All of the students in MATH and ENGL 194 should all be referred to the TLSC. One email can contain more than one referral but all students names need to be included in the email in order for the referral to work.

XI. Future Agenda Items

a. None.

XII. Next Regular Meeting

a. Thursday, September 19th 12:30 p.m., LRC

XIII. Adjournment

a. 1st - Jaime R. / 2nd - Elsa G.

b. Adjourned at 1:21 p.m.

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6 Tech Review 1 pm	7
8	9	10	11	12 Curriculum 12:30 - 1:30	13 Tech Review 1 pm	14
15	16	17	18	19 Curriculum 12:30 - 1:30	20 Tech Review 1 pm	21
22	23	24	25	26	27 Tech Review 1 pm	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 Curriculum 10 am - 12	5
6	7	8	9	10	11	12
13	14	15	16	17	18 Curriculum 10 am - 12	19
20	21	22	23	24	25	26
27	28	29	30	31		

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November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Curriculum 10 am - 12	2
3	4	5	6	7	8	9
10	11 CLOSED	12	13	14	15 Curriculum 10 am - 12	16
17	18	19	20	21	22	23
24	25	26	27	28 CLOSED	29 CLOSED	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6 Curriculum 10 am - 12	7
8 Finals Week	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
----------Campus Closed ----------						
29	30	31				
----------Campus Closed ----------						

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January 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 CLOSED	2	3	4
5	6 Spring Semester Begins	7	8	9	10	11
12	13	14	15	16	17 Curriculum 10 am - 12	18
19	20 CLOSED	21	22	23	24	25
26	27	28	29	30	31	

February 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7 Curriculum 10 am - 12	8
9	10	11	12	13	14 CLOSED	15
16	17 CLOSED	18	19	20	21 Curriculum 10 am - 12	22
23	24	25	26	27	28	29

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March 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6 Curriculum 10 am - 12	7
8	9	10	11	12	13 CLOSED	14
15	16	17	18	19	20 Curriculum 10 am - 12	21
22	23	24	25	26	27	28
29	30	31				

Spring Break

April 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 Curriculum 10 am - 12	4
5	6	7	8	9	10	11
12	13	14	15	16	17 Curriculum 10 am - 12	18
19	20	21	22	23	24	25
26	27	28	29	30		

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May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Final Curriculum Meeting 10 am - 12	2
3	4	5	6	7	8	9
10 FINALS	11	12	13	14	15 Graduation	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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COMMITTEE ON CURRICULUM & INSTRUCTION

Minutes - October 4, 2019, 10:00 am

LRC Conference Room

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. Call to Order

a. Eduardo Vasquez called the meeting to order at 10:10 am

II. Roll Call

a. Excused Absences – Melissa Matteson

b. Voting Members Present – Eduardo Vasquez, Rudy Duque, Jennafer Worland, Elsa Greenlee, Peter Esperanza, Lilia Franco, Joseph Williams, Aprineru Lealofi, Jaime Rodriguez, Randy Christensen, Kyri Freeman

c. Voting Members Absent – None

d. Non-Voting Members Present – Jessica Tainatongo, Lisa Holmes, Heather Minehart, Mercy Uti, Tim Botengan

e. Guests – Tanesha Young, Nance Nunes-Gill, Melissa Meadows

III. Approval of Agenda

a. 1st - Jaime R. / 2nd – Lilia (11, 0, 0)

b. move to add PHSC 2 to Consent Agenda

c. Removal of removing AP 4021 from item IX., d

IV. Approval of Minutes – 09/12/2019

a. Tabled (wrong minutes printed up)

V. Opportunities to Address the Committee

a. Nothing.

VI. Reports

a. Curriculum Committee Chair – Eduardo Vasquez and Melissa Matteson

- Happy with all of the work going on. Very happy to see all the programs going forward; necessary for students.

b. VP of Academic Affairs – Karen Kane

- Absent.

c. Dean of Instruction – Tim Botengan

- Working with Follett for selecting, tracking textbooks; now a link for those teaching online. Hoping to have it up and running by end of semester. Going through all of the courses to ensure the bookstore matches what's on the COR and there are already a lot of discrepancies. We are coming up with a process but there are still discrepancies; which book do we use? For those instances, discipline faculty will be called (if not Full-time faculty member), just to address immediate issues. Hopefully all of this will be worked out at the Textbook forum. Group agreed to a phone call to faculty for the immediate future until a process is determined.
- Kyri Freeman pointed out that this group established a Textbook Policy that has never been used but it should be adhered to as it gets confusing for students when it's not clear which book they are supposed to use. Faculty needs to decide which book is being used and decide on ONE book to help with the confusion for the students.
- Tim agreed and felt that this could be done next term but for the time being if there is a discrepancy, a phone call will be made to the discipline faculty to clear up. Once Follett is up and running, this will help and when changes want to be made, faculty will be allowed to request the change, but not make the actual change in the system; it will have to go through a process that the group has decided on.
- Nance Nunes-Gill pointed out that this has been brought up in discussion at Academic Senate several times and are trying to work through the confusion as well.
- Eduardo will be contacting the bookstore for their timeline for book purchase, however, Tim felt that the process should come from this group and that Curriculum should let the

bookstore know what the timeline is.

d. Dean of CTE – Karen Kane
- Lisa Holmes in attendance for CTE; no report.

e. Articulation Officer – Jaime Rodriguez
- Resubmitting courses for UC transferability that were denied UCOP (University of California, Office of the President) this summer. The appeal is allowed Oct 1st – 10th.

f. SLOAC Chair – Joseph Williams and Penny Shreve
- Started working on forms that will be used for Program Learning Outcomes. Just a rough draft at this point. New name is OAC – Outcomes Assessment Committee. Also started working on forms for Program Learning Outcomes and started looking t a form for mapping the SLOs to the PLOs. Once the rough draft is finished, the forms will be sent out to the rest of the committees. Will also have training for faculty the week of Nov 4th.

VII. Consent Agenda from Tech/Peer Review Group

a. Move to approve the Consent Agenda with addition of PHSC 2 and the update of item 2 under New Course of EDUC being changed to Elementary Teacher Education.

b. 1st – Joseph W. / 2nd – Jaime R. (11, 0, 0)

VIII. Unfinished Business

a. None.

IX. New Business

a. Annual Curriculum Approval Certification
- Just to certify that we have done the training (due 10/18)

b. Chancellor's Office Periodic Review Memorandum
- Will discuss further at the next Curriculum Meeting (10/18)

c. Textbook/OER Forum Update
- 21 responses on survey. 80% would attend in person; 20% want Zoom version. Most would attend 9 am – 2 pm. Majority selected 1 and 8 November as best dates for this. Melissa will be sending out a reminder for the survey.
- Kyri Freeman has a presentation for OER to introduce everyone to it and can provide this for the forum. There is a meeting October 26th, for OER; discussing how to introduce to faculty, option to discuss with other colleges to determine best practices. Kyri is unable to attend; Nance will send out a reminder to find a few faculty members that would be interesting in going.
- Jaime Rodriguez questioned when the final date would be determined and when the meeting invite would be sent out as 1 Nov is coming up fast.

d. AP 4021 and AP 4100
- AP 4100 (handouts) Pulled information from Chaffey and Peralta Community College to compare and present to the group to determine what was best for BCC.
- Look through all of the language provided and bring back to the committee at the next meeting. Eduardo will update AP 4100. Our Title 5 language references BP 5560; other schools reference 55063 which should also be looked it. Needs to include an Ethnic Studies portion on the General Education, which ETHN 1 has been approved, so it can now be added.
- Heather Minehart feels that we should take our language down to Title 5 language instead of adding to it that is requiring our students to do more than what is required by Title 5.
- Eduardo will update the language and bring it back to the committee.

X. Announcements

a. Eduardo going to Chaffey to attend one of their Curriculum meetings to see how they do things. Will take questions from the group to talk to Chaffey Curriculum Chair. Email all questions to Eduardo and include Chaffey in subject line.

b. Joseph Williams – forget to mention that OAC is going to be a sub-committee of the Academic Senate.

XI. Future Agenda Items

a. AO Timeline
- Jaime just finished a timeline but would like to add more explanations on the back side but will have something for the next meeting.

XII. Next Regular Meeting

a. Friday, October 18, 10:00 am, LRC

XIII. Adjournment

a. 1st - Jennafer W. / 2nd – Lilia F.
b. Adjourned at 10:44 am.

ADMINISTRATIVE PROCEDURE 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

I. Statement of Philosophy

The Associate Degree signifies successful completion of a program of organized study and learning experiences designed to impart knowledge and to develop skills, appreciations, attitudes, and values which will be useful to its recipients and to the society in which they live.

A. General

1. Each Peralta College shall publish a list of courses meeting graduation requirements. These lists shall be maintained and approved at each college.

2. Degree requirements fulfilled by a student attending one Peralta College shall be accepted as fulfillment of requirements at another Peralta College.

B. Associate Degree Requirements (general)

To award an Associate Degree in any of the Peralta Colleges, the college must certify that the following requirements have been met:

1. Satisfactory completion of at least 60 semester units in a curriculum accepted by the college toward a degree, as shown in its catalogs.

2. Twelve (12) semester units successfully completed in residence at the college awarding the degree (also applies to the Associate Degrees for Transfer, section D but not to Certificates of Achievement, in section III or Certificates of Proficiency in section IV, below).

3. Completion of at least 18 semester units of study in a discipline or from related disciplines as per the requirements listed in the college catalogs.

C. Associate Degree Requirements (not AA-T or AS-T).

All courses fulfilling the foregoing requirements are to be indicated by the individual colleges in their catalogs. Some requirements may be met through credit by examination. The final transcript must show credit received in each of the first four categories listed in #3 below, and the credit received in these first four categories must add up to at least 19 semester units.

1) A minimum grade point average of 2.0 is required in each of the following.

   a. Overall grade point average
   b. General education requirements

2) A "C" grade or better is required in each course in the major and in Area 4.a., English Composition, and Area 4.b., Mathematics. .

3) Satisfaction of the following General Education distribution requirements:
A minimum of 3 semester units is required in all areas except computer literacy (Area 4.c) for which a minimum of 1 semester unit is required.

a.	Natural Sciences	one (1) course	3 semester units
b.	Social and Behavioral Sciences	one (1) course	3 semester units
c.	Humanities	one (1) course	3 semester units
d.	Language and Rationality	four (4) courses	
	(1) English Composition*	one (1) course	3-4 semester units

2)	Mathematics*	one (1) course	3-4 semester units
3)	Computer Literacy	one (1) course	1 semester unit
4)	Oral or Written Communication, or Literature	one (1) course	3 semester units
5)	Ethnic Studies	one (1) course	3 semester units

May simultaneously satisfy any one of the above four requirements if it is offered within that discipline, Ethnic Studies will be offered in at least one of the required areas

*English Composition and Mathematics require a grade of "C" or better.

D. Associate Degree Requirements (AA-T and AS-T)

The following is required for the AA-T or AS-T degrees:

1. A minimum of 60 CSU-transferable courses semester units.
2. A minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors require a higher GPA.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major. All course in the major must be completed with a grade of "C" or better or a "P" if the course in taken on a "pass-no-pass" basis (Title 5 Section 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSUGE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. Per Education Code there are no local general education requirements.
5. Double counting of courses is recommended by California Education Code and Title 5, section 55063. Double-counting refers to use of a course to fulfill both a general education requirement and a major requirement.

The AA-T or AS-T is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees are guaranteed admission to the CSU system, but not to a particular CSU campus or to a university or college that is not part of the CSU system.

II. General Education Requirements for the Associate Degree (Peralta degrees)

A. Natural Sciences
Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course should help the student develop an appreciation and understanding of the scientific method, and encourage an understanding of the relationships between science and other human activities, This category would include introductory or integrative courses in astronomy, biology chemistry, general physical science, geology, meteorology, oceanography, physics, and other scientific disciplines.

B. Social and Behavioral Sciences
Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course should help the student develop an awareness of the method of inquiry used by the social and behavioral science. It should stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in anthropology, economics, history, political science, psychology, sociology, and related disciplines.

C. Humanities
Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course should help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments. Such

courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

D. Language and Rationality
Courses in language and rationality are these which develop for the student the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system the student uses.

1. English Composition: Minimum level of English 1A, Freshman Composition, or an equivalent course.
2. Mathematics: Minimum level of intermediate algebra or an equivalent course.
3. Computer Literacy: A broad understanding of computer concepts
4. Oral or Written Communication, or Literature: Requirement shall include written communication, literature, or selected English as a Second Language courses.

E. Ethnic Studies
Ethnic Studies is an intensive and scholarly study of African-American, Hispanic, Asian, and/or Native American experiences in the United States involving an examination of these cultures and the history, social, economic, and political influences on them.

III. Certificate of Achievement Requirements

To award a Certificate of Achievement (approved by the State Chancellor's Office) in any of the Peralta Colleges, the college shall certify that the following requirements have been met:

A. Minimum of 18 semester units in the major; and completion of a specified program of courses with a "C" grade or better in each course; OR

B. Completion of 12-17.5 units in a specified program of courses with a "C" grade or better in each course.

IV. Certificate of Proficiency Requirements:

To award a Certificate of Proficiency (approved locally) in any of the Peralta Colleges, the college shall certify that the following requirements have been met:

A. Up to and including 17.5 semester units

B. Completion of specified courses with a "C" grade

Certificates of Proficiency will **not** appear on student transcripts.

V. Certificate of Competency (Noncredit):

A Certificate of Competency is awarded when a student completes noncredit coursework in a prescribed pathway that prepares a student to take credit coursework, including basic skills and ESL and is approved by the State Chancellor's Office. A noncredit Certificate of Competency is a document certifying that a student enrolled in a noncredit educational program of noncredit courses and has attained a set of competencies that prepares the student to progress in a career path or to undertake degree-applicable or non-degree-applicable credit courses.

VI. Certificate of Completion (Noncredit):

A Certificate of Completion is awarded when a student has completed noncredit courses in a prescribed pathway leading to improved employability or job opportunities and is approved by the State Chancellor's

Office. A noncredit Certificate of Competency is a document certifying that a student has completed a noncredit educational program of noncredit courses that prepares the student to progress in a career path or to take degree-applicable credit courses.

VII. Use of Coursework From Another Accredited Institution

A. Students may use lower and upper division coursework from a regionally accredited institution to fulfill subject requirements of a comparable PCCD course upon approval by the appropriate department chair(s) and administrator(s). Upper division coursework cannot be used to fulfill unit requirements.

Students may also use lower division coursework from a nationally accredited institution for local (PCCD) associate degrees and certificates. However, these courses are not accepted by many four-year institutions and shall not be used to certify CSU General Education and/or IGETC (Intersegmental General Education Transfer Curriculum) requirements.

B. Students may use lower division coursework completed at another regionally or nationally accredited institution to fulfill program, general education, and/or elective unit requirements for the associate degree or certificate programs. Specifically, students may use lower division coursework from another regionally or
nationally accredited institution to fulfill any or all of the following :

1. Course or program requirements for a certificate or for the major in an associate degree;
2. General Education graduation requirements, including approved course(s) in the same or similar general education area(s) at another California Community College ; and
3. Elective units to meet the 60 semester unit requirement for an associate degree.

Although PCCD may receive and apply lower division coursework students earned at another regionally or nationally accredited institution towards specified program, general education, and/or elective unit requirements for the PCCD degree, PCCD cannot guarantee the same lower division coursework will transfer and be used for the same requirements at another institution. However, students may not use coursework from a nationally accredited institution to satisfy program, general education, or elective requirements for an AS-T or AA-T degree (see section I.D. above).

Note: Students may NOT use outside coursework to satisfy the 12 unit Residency requirement.

C. Students who have already earned a Bachelor's degree from a regionally accredited institution will not be required to complete Peralta Community Colleges general education requirements. NOTE: Some Peralta Community College degrees require specific general education coursework that may not be waived even if a student has earned a Bachelor's degree.

D. Students who have earned a degree(s) from a foreign institution(s) must have a foreign transcript evaluation service evaluate their degree(s). If the service certifies that the student's degree is the equivalent of a regionally accredited U.S. Bachelor's degree, the student will not be required to complete Peralta Community College District's associate degree general education requirements.
Note: Some Peralta Community College degrees require specific general education coursework that may not be waived even if a student has earned a Bachelor's degree.

VIII. Credit for Military Experience

Completion of a minimum of one year's active duty with the Armed Forces of the United States, including completion of a basic or recruit training program and receipt of an honorable discharge, provides six semester units of elective credit toward the associate degree.

To receive credit for military service, students must provide an original DD-214 or an official unopened JST (Joint Services Transcript) for scanning or photocopying by a Peralta staff or faculty member.

A DD-214 may also be used to satisfy the subject and unit requirements for CSU GE Area E, Lifelong Learning and Self-Development.

IX. Catalog Rights:

Students completing the requirements for the Associate degree (local), the Associate Degree for Transfer, Certificate of Achievement, Certificate of Proficiency, Certificate of Completion, and Certificate of Competency have catalog rights. A student's catalog rights are preserved by maintaining enrollment in at least one semester per academic year, in any of the four Peralta Colleges, excluding summer sessions. The "withdrawal" symbol (W) constitutes enrollment. A student's catalog rights include:

A. The regulations in effect at the time the student entered the college, provided the student has been in continuing enrollment until the requirements for the Degree/Certificate are completed; or

B. The regulations current at the time the student re-enters the major program and remains in continuing enrollment until the requirements for the Degree/Certificate are completed; or

C. The regulations current at the time the student files and receives the degree/certificate.

References:
Education Code Sections 70902(b)(3), Sections 66745 et seq.;
Title 5 Sections 55060 et seq.;
Accreditation Standard II.A.3

Approved by the Chancellor: March 13, 2012
Revised and approved by the Chancellor: May 24, 2013
Revised and approved by the Chancellor: December 15, 2014
Revised and approved by the Chancellor: October 21, 2015
Revised and approved by the Chancellor: January 9, 2017
Revised and approved by the Chancellor: September 29, 2017
Revised and approved by the Chancellor: March 28, 2018

AP 4100 Graduation Requirements for Degrees and Certificates

Associate Degrees

For the Associate in Arts (A.A.) or Associate in Science (A.S.) degree, a student must demonstrate competence in reading, written expression, and mathematics. The Associate in Arts (A.A.) Degree or Associate in Science (A.S.) Degree will be awarded to any student upon satisfactory completion of all of the following requirements:

1. Competence in reading, written expression, and mathematics
    a. Math Competence – Proficiency in Mathematics may be satisfied by one of the following:
        i. Placement into MATH 25 or higher as determined by the Chaffey assessment process or
        ii. Successful completion (grade "C" or higher) of one of the intermediate algebra or higher level math or statistics courses listed here: MATH 425, 430, 4, 25, 31, 60, 61, 65A, 65B, 75, 81, 85; SOCIAL SCIENCE 10; STATISTICS 10
    b. Writing Competence – Proficiency in writing may be satisfied by the following:
        i. Successful completion of ENGLISH 1A (grade "C" or higher).
    c. Reading Competence – Proficiency in reading may be satisfied by one of the following:
        i. Placement into READING 1 or higher as determined by the Chaffey assessment process or
        ii. Completion of READING 550 or higher level of reading course with a grade of "C" or better.

2. Sixty (60) units of accredited lower division college credit in courses that have been properly approved pursuant to Title 5 Section 55002(a).
    - Foundational courses numbered in the 500's and 600's do not apply toward the 60 units required for graduation.
    - Students may petition to have noncredit courses counted toward the satisfaction of requirement for an associate degree.

AP 4100 Graduation Requirements for Degrees and Certificates

3. Major Requirement

   Completion of at least 18 units with a grade of "C" or better in each courses attempted that is counted toward the major.

4. General Education

   - Completion of one of the following options:
     - Option I: 18 units as stipulated by the Chaffey College Catalog; or
     - Option II: 39 units stipulated by the CSU general education certification requirements; or
     - Option III: 34 units as stipulated by the completion of the IGETC.
   - There is no limit on the number of units that may count towards both general education and major requirements.
   - Note: A multi-cultural (ethnic studies) course is offered in at least one of the general education areas listed above.
   - A definition of "college work" that provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.
   - The general education requirements must include course work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.
   - Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.
   - District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the State Chancellor's Office.

5. Residence Requirement

   Successful completion of a minimum of 12 units in residence.

AP 4100 Graduation Requirements for Degrees and Certificates

6. Scholarship Requirements

   All degree requirements including General Education must be completed with an overall grade point average of 2.0 ("C") or better. In addition, all courses that count toward the associate Degree major or area of emphasis must be satisfactory completed with grades of "A", "B", "C", or "P".

7. Transfer Units

   From U.S. accredited colleges: Credit for college-level courses completed at other accredited education institutions will be evaluated for content quality upon receipt of an official transcript and completion of a Request for Unit Evaluation form in the Admissions and Records Office. Full unit credit normally will be granted.

   From foreign colleges: Transcripts from foreign colleges and universities will be accepted only when evaluated by an evaluating service recognized by Chaffey College. Credits from an evaluation service are counted as earned credits only. Grade point averages from foreign institution are not included on the Chaffey academic transcript.

8. Graduation/Certificate Application

   Students must file a formal application for graduation in the College Counseling Center. Students may graduate at the end of any semester or summer session.

   Graduation requirement must come from a single catalog.

   A student who receives an associate degree may subsequently or simultaneously work on additional degrees.

9. Financial Responsibility

   Student grades, transcripts, enrollment and degree verifications, diplomas, and registration privileges will be withheld pending settlement of any outstanding financial obligation to the District.

AP 4100 Graduation Requirements for Degrees and Certificates

10. Multiple Majors

    Within the graduation requirement for the associate degree at Chaffey College, it is possible for a student to complete the requirements for more than one major providing that minimum requirements are met for each major.

Associate Degrees for Transfer

The Associate Degree for Transfer will be awarded to any student upon satisfactory completion of the following requirements:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major. All courses in the major must be completed with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.
4. General Education
   - Option I: 39 units as stipulated by the CSU general education certification requirements; or
   - Option II: 34 units as stipulated by the completion of the IGETC.

Certificates

1. Certificates of Achievement

   Certificates of Achievement are state-approved certificate programs of study consisting of 12 or more units of degree-applicable coursework. These certificates appear by name on the student's transcript. These certificates must:

   - Be consistent with the mission of the District
   - Meet a demonstrated need
   - Be feasible and adhere to guidelines on academic achievement
   - Demonstrate a well-defined pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education. (Program and Course Approval Handbook)

AP 4100 Graduation Requirements for Degrees and Certificates

A Certificate of Achievement will be awarded upon satisfactory completion of the following requirements:

a. Successful completion of a course of study (grade point average of 2.0 or higher) or curriculum that consists of 12 or more semester units of degree-applicable credit coursework

b. An application for graduation/certificate together with relevant petitions and official transcripts by stipulated deadlines.

2. Certificates of Career Preparation

Certificates of Career Preparation are locally-approved certificates programs of study consisting of fewer than 18 units of degree-applicable coursework. These certificates do not show up on a student's transcript. These certificates must:

- Be consistent with the mission of the District
- Meet a demonstrated need
- Be feasible and adhere to guidelines on academic achievement
- Not require California community College Chancellor's office approval
- Demonstrate a well-defined pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education. (Program and Course Approval Handbook)

A Certificate of Career Preparation will be awarded upon satisfactory completion of the following requirements:

a. Successful completion of a course of study or curriculum (grade point average 2.0 or higher) that consists of fewer than 18 or more semester units of degree-applicable credit coursework

b. An application for graduation/certificate together with relevant petitions and official transcripts by stipulated deadlines.

Catalog Rights

Students who maintain continuous enrollment may elect to graduate under the requirement of the Chaffey College catalog in effect at the time of admission to Chaffey College or at the intended date of graduation from Chaffey College.

AP 4100 Graduation Requirements for Degrees and Certificates

Continuous Attendance

Students who have maintained continuous attendance at any accredited college (attendance in at least one semester or two quarters, excluding summer sessions, each calendar year – January 1 through December 31 – as indicated on permanent record) have the option of meeting the current requirements or those in effect at the time continuous attendance began at Chaffey College.

Official Transcripts

In order to apply units completed at another institution toward a degree, official transcripts may be delivered by appropriate electronic means, mailed or hand delivered provided they arrive in an officially stamped and sealed envelope by the issuing institution. Official transcripts have an embossed or water seal.

Transcripts from colleges accredited by one of the regional accrediting associations will be evaluated upon student's request.

Transcripts from non-accredited colleges may be evaluated for prerequisite and course placement. Military service credits based on DD-214 are evaluated and posted upon request.

References: Title 5 Sections 55060 et seq.

Approved: 4/17/12

AP 4100 Graduation Requirements for Degrees and Certificates

Reference:

Title 5, Sections 55800, et sq.; Accreditation Standards 2.1, 4.A, and B.

Responsibility

The Vice President of Academic Affairs and/or Matriculation Advisor will be responsible for implementing the provisions of this procedure.

Petition to Graduate

General Education Requirements – Associate Degree
Educational objectives and intellectual interests of students working for an associate degree may differ; however, the awarding of the degree is based on the concept that students must achieve a defined minimum level of knowledge. The granting of the degree assures the community that the individual has acquired those common areas of knowledge and processes of thought and work that are expected of a community college graduate by the general populace. The program for obtaining the associate degree has been designed based on this philosophy.

Degrees

The college grants the degrees of associate of arts and associate of science to those students who have fulfilled the following requirements:

Earned an institutional and cumulative GPA in all work attempted of at least 2.0.

Completed a minimum of twelve semester units of residency with Barstow College.

Completed the general education subject and unit requirements as per degree type and major (Title 5, Section 55806).

Completed a minimum of eighteen semester units of major related coursework for the General Education Associate of Arts degrees, or a minimum of twenty semester units of major related coursework for the General Education Associate of Science and Occupational Associate of Science degrees.

Completed a minimum of sixty total semester units of degree applicable coursework – Cooperative Education units may be counted toward the major with the following limitations:

For General Work Experience education, the following limitations will apply:

- A maximum of three units per semester may be earned up to a total of six semester units.
- A maximum of six semester units may be applied as elective credit toward an Occupational Associates Degree or a General Education Associates Degree.

Committee on Curriculum & Instruction

Minutes - October 18, 2019
10:00 am, LRC Conference Room

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. Call to Order

a. The meeting was called to order at 10:11 am by Melissa Matteson. Quorum was not met so no voting will take place.

II. Roll Call

a. Excused Absence – Elsa Greenlee, Kyri Freeman, Lilia Franco

b. Voting Members Absent – Peter Esperanza and Rudy Duque

c. Voting Members Present – Melissa Matteson, Eduardo Vasquez, Jennafer Worland, Apineru Lealofi, Jaime Rodriguez, Randy Christensen, and Joseph Williams (arrived at the meeting at 10:26 a.m. - quorum met at this point).

d. Non-Voting Members Present – Karen Kane, Jessica Tainatongo, Heather Minehart, Heather Brang and Tim Botengan

e. Guests -

III. Approval of Agenda

a. 1st – Apineru L. / 2nd – Jennafer W.

IV. Approval of Minutes – 09/12/2019 (6, 0, 1-Apineru L. abstained as he was absent from the meeting) & 10/04/2019 (6, 0, 1-Melissa M. abstained as she was absent from the meeting)

a. 1st – Jennafer W. / 2nd – Joseph W.

b. Title of both minutes changed from "agenda" to "minutes"

c. Item IV (9/12) should read: replace 'food' with 'good'

V. Opportunities to Address the Committee

a. Nothing.

VI. Reports

a. Curriculum Committee Co-Chairs – Eduardo Vasquez and Melissa Matteson

- Melissa reported out that the memorandum AA 19-35 was submitted to the Chancellor's Office earlier this week by Jessica; just lets them know we are all trained and can approve all local degrees.
- Eduardo went to an Academic Senate meeting yesterday and a Textbook Policy was discussed. A lot of the instructors want to keep the Academic Freedom but would like to look at the notes. A lot of resistance to have the instructors choose one book. Full-time instructor and part-time instructors don't always agree; some feel OER doesn't meet the standards.
    - Committee members felt that the Textbook Forum will answer some of these questions and educate instructors on OER. May need to update the COR textbook page to reflect different sections for those who want to use OER and those who don't.
    - Discussion was had about Academic Freedom.
    - Eduardo felt that the impression from yesterday's meeting was that Academic Senate would be creating the Textbook policy. Discussion followed that the policy should come from the Curriculum Committee.
- Eduardo attended a Curriculum Committee meeting at Chaffey Community College and met with the Curriculum Specialist. He sent out information on their forms.

b. VP of Academic Affairs – Karen Kane

- Appreciate the research that you have done with other Curriculum Committees to improve our processes. I love the way you're studying the system to make sure we're in line with

everyone else.

- The workshops week email went our earlier in the week but the 2nd week of workshops for faculty is November 4th and it's on curriculum so we want to make sure we encourage faculty to attend. We will be recording at least one session each week for those who can't.
- Will not be here several days next week as I will be at a conference and the majority of it is on Equity. Bev and Lisa will be presenting data on our DI populations and every single session of the three days has something to do with equity on curriculum.
- Helping prepare the President's evaluation and we went through her board goals and a lot of it had to do with curriculum. We've had 400 courses and 30 programs go through a reset. It's overwhelmingly awesome. The work that has been done provides a good foundation for us now. We are going to be on par and then ahead of other colleges within the next 18 months because of all of this work.

c. Dean of Instruction – Tim Botengan

- Congratulations to all of the faculty that have had their courses go through. Have had a lot of requests to make the DE Form fillable, so that was done. Melissa let Tim know that is the next form the committee will be working on.

d. Dean of CTE – Karen Kane

- Thank you to all of you that attended Tuesday's event. Used to be the Joint Advisory Committee Breakfast but has been renamed the Barstow Area Collaborative for Workforce and Economic Development. Well attended; about 100 people; faculty staff and community members. Drove in from all over southern CA; it shows the shift in CTE and where we are going; how we are aligning with our industry partners. Labor market demand is showing, what we'll offer and how we'll offer it.
    - Sent out a mechatronic survey to all attendees. Great day, good reflection of where CTE is and transitioning to CE – Career Education. Thanks to everybody.
    - Some took tours after the meeting and looked at what equipment we have and how they might be able to help with new equipment.
- We're not having the Car Show in November as is tradition; moving to April to align with Barstow's 60th Anniversary events. Not sure if the gala date has been set yet, but whatever weekend that is the car show will be set for that weekend so those coming in from out of town will be able to visit the CTE campus.

e. Articulation Officer – Jaime Rodriguez

- Continuing to notify instructional faculty of C-ID status; BIOL 20A and CHEM 2A were approved, MATH 4C and PHIL 7 were both conditionally approved.
- Will be submitting most recent board approved courses to C-ID.
- MATH and ENGL were approved by UC after submitting appeals.
- Getting ready for IGETC/CSU GE submissions for first part of December, all CORs must be uploaded in ASSIST prior to submitting which is a priority.
- Communicating with faculty with questions on new ADTs, certificates and local programs.

f. OAC Chair – Joseph Williams and Penny Shreve

- Workshop week – will be in a classroom inside the PAC; week of November 4-7.

VII. Consent Agenda from Tech/Peer Review Group

a. 1st – Jennafer W. / 2nd – Apineru L. (7, 0, 0)

b. Item 2 – refer to notes

VIII. Unfinished Business

a. Textbook/OER Forum Update – November 8th was the most requested date for a live Lots of requests for ConferZOOM, reached out to Melissa Meadows on how to throw a big event on campus. Reaching out to other campuses that use OER so they can present. Would like feedback from the committee to see what everyone would like to address. Student equity will be paying for food and speakers. Tim felt getting speakers from different disciplines would be helpful. Heather M suggested sending out an email to all students to attend for the panel; all students will be invited to attend the event. San Bernardino Valley College and Santa Ana College will be contacted as Santa Ana College has a degree that is offered all OER. Referred to as "Z Degree."

- Several colleges have OER handbooks, maybe we can get some of those to help with the Senate discussion.
- Any particular questions we want to ask the student panel?
    - Have you ever dropped a class because of the cost of the textbook?
    - Have you ever NOT taken a class because of the cost of the textbook?

- Have you ever bought a textbook for a class and then not used that textbook?
- Students that have not bought the required textbook and then still passed the class.
- Students wait to buy the book because they're scared to buy books until the class has started, if online, takes too long to get the books, no used books left, too expensive – listing books that aren't used is a problem.

- Still trying to figure out best process has to how the bookstore is notified of what books to order. COR was deficient and unsure if faculty contacted the bookstore directly or through Instruction Office. Bookstore unclear if they should order from the COR, the syllabus… hoping the OER/Textbook Forum will clear this up.
- Melissa will work on a new Textbook form before the next Tech Review meeting; will include Kyri and Jessica.
- Would like to do a 2nd panel where special programs, bookstore, etc., and have them speak so they can explain the importance of one book.
  - Christina Calderon, Kyri Freeman and Ashlee from the bookstore.
  - Will speak with these presenters as to what questions they will be addressing.
- Non-credit courses (adult education) and textbooks – what is the policy for this as NC courses don't cost anything.
  - If there is a book, who pays? Maybe this could be discussed in the second level.

IX. New Business

a. General Education Pattern – Eduardo reported that one of the issues last time was Ethnic Studies not being included but that has since gone through. Basically the same thing was looked at last time (Eduardo brought flash drive with information). Whole idea is that there are two local general education programs (occupational and non-occupational) and would like to make one instead of two. Wrote out the basic requirements (refer to handout). Combined PE with item VII as most other colleges do. This will be a big opportunity for a lot of students.

- Heather M pointed out that PSYC 5 was included but it's dying. If this goes forward, will clean up the actual courses listed on the form.
- It was also questioned if the specific courses have to be listed out or if it can just be the discipline? For example: ADJU 1-99; it covers everything and if more courses are added, it's already captured.
- Only problem is adding something to a local degree.
- Anything less than 100 is degree applicable, so if 1-99 is included, then everything is covered and the broadest range possible is offered for local degrees. Other than Item VII, this could be done. There might need to be some exceptions to this (i.e. HIST).
- Would also eliminate substitutions (less forms for the counselors).
- This would make it all encompassing.

- Karen questioned that if the idea is adopted, what if, they take anything that is 50 and above and they have a local and want to transfer….
  - Every student will default to CSU Breadth (Degree Works); the only way they will change to IGETC or Local and they have seen a counselor and student insists they will never transfer.
    - Karen suggested that this needs to be discussed in All Division
- Eduardo will bring this back to the next Curriculum meeting with updates.
  - Melissa suggested sending it to the committee members prior to the meeting so it can be proof read.
  - Will need to come back as a first read when it's ready for the vote.

b. New Course Modification Form - Tech Review updated the form to only one page and it is now a fillable PDF (for ADA accessibility). Will be looking at the DE Form next. Once the textbook conversation is complete, the COR will be looked at and modified as well.

- Will need to come back as a 1st & 2nd read and then Academic Senate for approval.

c. AP 4100 – Eduardo reported that this AP had not been updated since 2005. Updated to reflect the PCAH and what CCLC and Title 5 required down to the bare minimums of what is required. No extra requirements; that is all included in the catalog.

- Eduardo will send out to the committee and will return as 1st read.

d. Textbook Guidelines – Need to have a conversation with Nance about this.

- Heather M suggested waiting until after the forum as it might change some people's minds.
- Jennafer reported that there is some confusion from the faculty on the vetting of OER and not sure if it aligns with ADTs; if those questions can be answered at the forum and set minds at ease, there might be a shift.
- OER was discussed in the All Division meeting Thursday; does it affect CID? How do we know if content will articulate to CID?
    - Now that faculty knows what they are doing with articulation, they need to know how OER fits into that.
- Karen K suggested that on Friday the 8th at the OER/Textbook Forum, might want to have a segment where students are present and then maybe after lunch, only bring back faculty as the students don't need to hear the entire discussion.

X. Announcements

a. Melissa announced that for the faculty week, there will be an ADA workshop during the week of Halloween. The Chancellor's Office is hosting a conference on the 30th and everyone is invited. Will open up the reservations to staff after faculty has access. There are also links with 4-hour trainings that are available as well. As long as we show a need and have people in seats, they'll come back and do it again.

b. Karen announced that in cooperation with the CO and small business development centers, Barstow is getting a lot of help. We're hosting, for anybody who wants to come, a Webify series, it's all free, with instructors to help teach how to utilize social media to help your current, or new, business. Nov 5 and 19, and the other two Tuesday nights in November it's online. First Tuesday in December will be graduation. This company is looking at other opportunities to bring us as well. Encourage business students to attend.

XI. Future Agenda Items

a. AO Timeline

- Handout from Jaime with annual submission dates are and a description. The second page includes links and shows what's ongoing for the AO, an explanation on the UC….and information on the ASSIST Resource Center.
    - Melissa asked that Jaime present this at a future meeting and handout the information to everyone (will do this at the 1 Nov meeting).

b. Karen would like the Curriculum committee to start talking about the highly unlikely to succeed student and what's our safety net for that group.

XII. Next Regular Meeting

a. Friday, November 1, 10:00 am, LRC

XIII. Adjournment

a. 1st – Jennafer W. / 2nd – Joseph W. at 11:49 am.

LOCAL ASSOCIATE DEGREE GENERAL EDUCATION OPTIONS

Graduates from Barstow Community College receive an Associate of Arts degree or an Associate of Science degree. To earn an Associate degree, students must complete general education requirements as specified in Option 1, 2, or 3 below, as well as additional units of electives and/or lower division requirements for a total of 60 units. In addition, students must have at least 12-degree applicable semester units in residence at Barstow Community College. It is critical to meet with a counselor to discuss educational goals early in a student's academic pathway to select the option that will help to achieve all stated goals.

ASSOCIATE DEGREE OPTION 1: (CSU GE-Breadth) The general education requirements are the same as the requirements for the California State University General Education Breadth Requirements (CSU GE-Breadth). This pathway is designed for students who plan to transfer to a California State University campus (CSU) or a private university. Refer to the catalog for the CSU GE-Breadth requirements.

ASSOCIATE DEGREE: OPTION 2: (IGETC) The general education requirements are the same as the requirements for the Intersegmental General Education Transfer Curriculum (IGETC). This pathway is designed for students who plan to transfer to a University of California campus (UC) or a private university. Refer to the catalog for the IGETC requirements.

ASSOCIATE DEGREE: OPTION 3: The general educational requirements satisfy the local degree requirements and is designed for students who are planning to seek immediate employment after graduation. Students intending to transfer to a 4-year institution should follow either the OPTION 1 (CSU GE-Breadth) or OPTION 2 (IGETC) requirements. The general education breadth requirements are listed below.

I. WRITTEN COMMUNICATION COMPETENCY UNITS: 4.00- Complete one course with a grade of "C" or better is required.

ENLG 1A

II. ORAL COMMUNICATION COMPETENCY UNITS 3.0 Complete one course with a grade of "C" or better is required.

COMM 1 (formerly SPCH 1)

COMM 3 (formerly SPCH 3)

III. MATHEMATICS COMPETENCY UNITS: 3.00- Complete one college level mathematics course or Intermediate Algebra with a grade of "C" or better is required.

MATH 55, 1, 2, 3, 4A, 4B, 4C, 5, 6

IV. HUMANITIES COMPETENCY UNITS: 3.0- Complete One Course

ARTS 1, 2, 3, 7, 10, 10B, 16, 18A, 18B, 18C; 19; ENGL 1B, 6, 12B; HIST 1A, 1B, 8A, 8B; HUMA 1, 4, 5; MUSI 2, 3, 4, 4B, 4C, 4D, 5A, 5B, 5C, 6A, 6B, 6C, 7, 7B, 7C, 7D, 12A, 12B, 12C; PHIL 1, 4, 5, 6; PHOT 1C, 2C, 3C, 4C, 9; RLGS 1, 5, 10; SPAN 1A, 1B; TART 1, 3, 4, 4B, 4C, 4D, 5, 5B, 5C, 5D, 13, 13B, 13D

V. SOCIAL AND BEHAVIOR SCIENCE UNITS 3.0- Complete One Course

ADJU 1, 2, 3, 5, 8; ANTH 1; BADM 1, 2, 5; BIO 11; CHLD 4, 6; ECON 1, 2, 5; ETHN 1; GEOG 1; HIST 1A, 1B, 2A, 2B, 4, 5, 8A, 8B; PELC 1; POLI 1, 2, 3; PSYC 1, 2, 3,4, 5, 6, 11, 12, 13, 14, 15, 33; SOCI 1, 2, 3,4, 6, 12, 14, 15.

VI. NATURAL SCIENCE: 3.0- Complete One Course

ASTR 1, 1L; BIOL 1, 2(L), 4(L), 5(L), 8(L), 10, 10L; CHEM 1(L); GEOL 1(L); OCEA 1; PHSC 2; PSYC 11

VII. LIFELONG UNDERSTAND AND SELF-DEVELOPMENT UNITS: 2 Units- Complete One Course

AHLT 51, 63, 64 or valid/current American Heart Association or American Health and Safety Institute CPR and ARC or AHS First Aid Care

CHLD 4; HEAL 1, 2; MUSI 4, 4B, 4C, 4D, 5A, 5B, 5C, 6A, 6B, 6C, 7, 7B, 7C, 7D; PSYC 4, 5, 6, 11, 14; SDEV 1; SOCI 14 ; any Kinesiology course.

COMMITTEE ON CURRICULUM & INSTRUCTION

Minutes - November 1, 2019, 10:00 am

LRC Conference Room

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. Call to Order

a. Called to order at 10:10 am by Eduardo Vasquez

II. Roll Call

a. Voting Members Present – Eduardo Vasquez, Rodolfo Duque, Jennafer Worland, Elsa Greenlee, Peter Esperanza, Joseph Williams, Jaime Rodriguez, Randy Christensen, Kyri Freeman

b. Excused Absent – Melissa Matteson, Lilia Franco, Apineru Lealofi

c. Non-Voting Members – Karen Kane, Jessica Tainatongo, Bryce Prustos, Mercy Uti, Heather Brang, Tim Botengan

d. Guests – James Lee, Tanesha Young

III. Approval of Agenda

a. 1st – Joseph W. / 2nd Jennafer W. (9, 0, 0)

IV. Approval of Minutes – 10/18/2019

a. 1st – Jaime R. / 2nd – Jennafer W.

b. Item VI b., "it son" corrected to "it's on"

c. Motion to approve with small correction (5, 0, 4) Rudy Duque, Peter Esperanza and Elsa Greenlee were absent from 10/18 meeting; abstained from voting.

V. Opportunities to Address the Committee

a. None.

VI. Reports

a. Curriculum Committee Chair – Eduardo Vasquez and Melissa Matteson

- Eduardo V. attended a Counselor Conclave (CTE) with Randy, Lisa and Lilia, and James. Cyber Security breakout, speak with Joseph W. later and maybe develop something like that; hot field right now; lots of jobs available.

b. EVP of Academic Affairs – Karen Kane

- Compliment the chairs and specialists for the quality of work is exceptional and moving the curriculum forward. Received a huge compliment about Eduardo V. on his help with the ADT as it only had to go through one time (first ADT to do that).

c. Dean of Instruction – Tim Botengan

- Accessibility workshop on Wednesday, lots of positive feedback. Requirements have been around for 10 years but feds are really cracking down. All staff should be aware. Will try and bring the trainer back for another session. All those that attended were very engaged and want to learn more. Will send out a survey to see when the best day would be. Share the wealth and teach others what you learned.

d. Dean of CTE – Karen Kane

- In the CTE arena, James Lee is here. James has been spearheading the articulation agreements with K12. Had a meeting on the 9th and the second session is Nov 5; faculty from K12 will be here working with our faculty and have other service partners outside the area that want to attend as well and help us out. Lisa has been attending conferences and meetings to help out as well. She will also be attending a Non-Credit Workshop as we look into expanding our NC coursework.

e. Articulation Officer – Jaime Rodriguez

- Nothing new at this time.

f. OAC Chair – Joseph Williams and Penny Shreve

- Nothing new to add. Remind everyone of the training next week; faculty please find time to come through. Monday thru Thursday during different times next week. Learn how to map SLOs to PLOs.

VII. Consent Agenda from Tech/Peer Review Group

a. 1st – Jennafer W. / 2nd – Joseph W. (9, 0, 0)

VIII. Unfinished Business

a. Associate of Science Degree for Transfer, Computer Science – 2nd Read/Action

- 1st – Jaime R. / 2nd – Kyri F. (9, 0, 0) **PASSED**

b. Associate of Science Degree for Transfer, Kinesiology – 2nd Read/Action

- 1st – Jennafer W. / 2nd - Randy C. (9, 0, 0) **PASSED**

c. General Education Pattern – 1st & 2nd Read/Action

- 1st – Jennafer W. / 2nd – Joseph W.
- MATH should read "1-99" not "55-99" Eduardo V. to update
- CHEM should read "1-99" EV to update
- Approval with changes (9, 0, 0) **PASSED**

IX. New Business

a. Certificate of Achievement, Corrections – 1st Read/Action

- 1st – Joseph W. / 2nd – Jaime R. (9, 0, 0) **Move to 2nd Read**

b. Associate of Arts Degree for Transfer, Communications – 1st Read/Action

- 1st – Joseph W. / 2nd – Elsa G. (9, 0, 0) **Move to 2nd Read**

c. Associate of Arts Degree for Transfer, Elementary Teacher Education – 1st Read/Action

- 1st – Jennafer W. / 2nd – Kyri F. (9, 0, 0) **Move to 2nd Read**

d. Committee Purpose Statement, Description, Meeting Time and Membership Review

- Changes made on handout (clean-up of language)

e. AO Timeline

- Will send out information to everyone in group and all faculty (attached)

f. New Course Modification Form – 1st & 2nd Read/Action

- 1st – Joseph W. / 2nd – Elsa G. (9, 0, 0) **PASSED**

g. AP 4100 – Action

- Eduardo V. worked on with Heather M.; hadn't been updated in several years. Updated to match Title 5.
- 1st – Joseph W. / 2nd – Jaime R. (9, 0, 0) **PASSED** – Move to Academic Senate

X. Announcements

a. Eduardo V. - COMM 1 or COMM 3 to satisfy A1 requirement for the CSU requirement. Trying to see what we can do about that.

b. Joseph W. – Process of OAC Committee going through PLOs and SLOs before going to Tech; how will this work?

- Karen K. - The Curriculum Committee needs to discuss a flow for this.
- Kyri F. – In terms of how we used to approve SLOs for courses, it was just part of the curriculum paperwork.

c. On the 18th, Kyri F. went to a training and discussed OER. Will bring notes from that meeting when there is time to discuss it.

- Eduardo V. would like to discuss this in Tech Review; Kyri F. will email the information as she will be absent from the 11/8 meeting. OER Taskforce will be created after the OER/Textbook Forum.

XI. Future Agenda Items

a. Highly Unlikely to Succeed – plan for Spring semester discussion

- Karen K. explained that in order to address AB705, Curriculum should address this with ENGL and MATH; what is next course of next action (safety net) when students take college level MATH/ENGL and don't pass? Will need a measure to identify and a plan as to what to do next. After two tries do you call them "Highly Unlikely to Succeed" so they don't take the class the third time and bottom out? Do we create a non-credit course to help with this? Further discussion needed.

b. SLO Approval Process/Flow

XII. Next Regular Meeting

a. Friday, November 15, 10:00 am, LRC

XIII. Adjournment

a. 1st – Jennafer W. / 2nd – Joseph W.

b. 11:29 am

Handout #3 110119

Furthermore,

Physical Activity and Health: Barstow College requires one unit of physical activity and three units of lifelong learning coursework for general education purposes.

Ethnic studies must be offered.

For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

A definition of "college work" that provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.

Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.

Shorter credit programs that lead to a certificate may be established by the District.

Certificates for which California Community Colleges Chancellor's Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

Cooperative Education units may be counted toward the major with the following limitations:
For General Work Experience education, the following limitations will apply:

- A maximum of three units per semester may be earned up to a total of six semester units.
- A maximum of six semester units may be applied as elective credit toward an Occupational Associates Degree or a General Education Associates Degree.

For Occupational Work Experience education, the following limitations will apply:

- A maximum of four units per semester may be earned up to a total of eight semester units.
- A maximum of four semester units may be applied toward the major requirement for an Occupational Associate Degree, and four additional semester units may be applied as elective credit. Alternatively, a maximum of eight semester units may be applied as elective credit toward a General Education Associates Degree.

State mandated major disciplinary categories of general education courses are:

1.7.1 Associate of Arts – Humanities
1.7.2 Associate of Arts – Social Science
1.7.3 Associate of Science – Natural Science/Math
1.7.4 Associate of Science in a variety of occupational majors.

Handout #3 11/01/19

AP 4100 Graduation Requirements for Degrees and Certificates

Reference:

Title 5, Sections 55060 et seq., 55070, et seq.

Responsibility

The Vice President of Academic Affairs and/or Matriculation Advisor will be responsible for implementing the provisions of this procedure.

District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the California Community Colleges Chancellor's Office.

Petition to Graduate

General Education Requirements – Associate Degree
Educational objectives and intellectual interests of students working for an associate degree may differ; however, the awarding of the degree is based on the concept that students must achieve a defined minimum level of knowledge. The granting of the degree assures the community that the individual has acquired those common areas of knowledge and processes of thought and work that are expected of a community college graduate by the general populace. The program for obtaining the associate degree has been designed based on this philosophy.

Degrees

1. To extend general education and cultural understanding
2. To prepare for entrance to an occupation.
3. To provide credits for transfer to a four-year college or university at the junior level.

In accordance with Title 5 regulations, the following are the graduation requirements for degrees.

For the Associate in Arts or Associate in Science degree, a student must:

- demonstrate competence in reading, in written expression, and in mathematics.
- complete at least (60) semester units of college work.
- earn an institutional and cumulative GPA in all work attempted of at least 2.0.
- complete a minimum of twelve semester units of residency with Barstow College.
- complete the general education subject and unit requirements as per degree type and major.
- complete a minimum of eighteen semester units of major related coursework for the General Education Associate of Arts degrees, or a minimum of twenty semester units of major related coursework for the General Education Associate of Science degrees.

Handout #2 11019

2019-2020 Committee Review

CURRICULUM COMMITTEE

Meeting Schedule: 1st Friday, 10am-12pm, Sept-May; and as necessary

Purpose Statement: The purpose of the Curriculum Committee is to evaluate curricular material such as new, revised, and updated courses and programs for accuracy and for compliance with both internal and external policies and procedures. Material is submitted to the Curriculum Committee by faculty members and, upon approval, is passed forward within the system as appropriate.

Description: The Curriculum Committee is a standing committee at Barstow Community College and acts as a subcommittee of the Academic Senate. The primary responsibility of the Curriculum Committee is the review and recommendation of curriculum to be approved by the Board of Trustees. Typical agenda items include:

1. Proposed course additions, ~~revisions~~ modifications, deletions, ~~archiving~~ inactivate, ~~and reactivation~~
2. Proposed requirements for credit and non-credit courses
3. Proposed academic programs (certificates and degrees) additions, ~~revisions~~ modifications, deletions, and ~~archiving~~ inactivations
4. Catalog descriptions, prerequisites, co-requisites, units, hours, CB coding
5. Standards for requisites or other issues related to student preparation and success
6. Mode of instructional delivery (Online, hybrid, etc.)

Committee membership is defined in the Curriculum Handbook as listed in Barstow Community College District policies. The committee serves as an advisory body to the Vice President of Academic Affairs and to the Superintendent/President.

Membership

- Co-Chair – Faculty Member
- Academic Senate President (or rep)
- Academic Senate Rep-at-Large ~~(#1)~~ 3
- ~~Academic Senate Rep-at-Large (#2)~~
- ~~Academic Senate Rep-at-Large (#3)~~
- Faculty – Div Rep ~~(#1)~~ 3
- ~~Faculty – Div Rep (#2)~~
- ~~Faculty – Div Rep (#3)~~
- Articulation Officer

- Counselor
- Librarian
- Advisory – As Needed
- (Non-Voting)
  - Exec VP AA&SS *(VPAA)*
  - ~~Instruction Office Designee~~
  - ~~Dean of Workforce and Ec Dev or rep~~ Instruction, Workforce & Economic Dev.
  - Director of IT or representative
  - ~~Student Success representative~~ Dean of Enrollment Management Services
  - ASG (1)
  - Curriculum & Scheduling Specialists (2)
  - Dean of Instruction, Academic Support & Online Learning

Status: *please indicate whether "Ok as is" or "Ok with changes above"*	OK w/ Changes above
Date Approved by Committee	11/1/19
Submitted by:	

Handout #1 110119

LOCAL ASSOCIATE DEGREE GENERAL EDUCATION OPTIONS

Graduates from Barstow Community College receive an Associate of Arts degree or an Associate of Science degree. To earn an Associate degree, students must complete general education requirements as specified in Option 1, 2, or 3 below, as well as additional units of electives and/or lower division requirements for a total of 60 units. In addition, students must have at least 12-degree applicable semester units in residence at Barstow Community College. It is critical to meet with a counselor to discuss educational goals early in a student's academic pathway to select the option that will help to achieve all stated goals.

ASSOCIATE DEGREE OPTION 1: (CSU GE-Breadth) The general education requirements are the same as the requirements for the California State University General Education Breadth Requirements (CSU GE-Breadth). This pathway is designed for students who plan to transfer to a California State University campus (CSU) or a private university. Refer to the catalog for the CSU GE-Breadth requirements.

ASSOCIATE DEGREE: OPTION 2: (IGETC) The general education requirements are the same as the requirements for the Intersegmental General Education Transfer Curriculum (IGETC). This pathway is designed for students who plan to transfer to a University of California campus (UC) or a private university. Refer to the catalog for the IGETC requirements.

ASSOCIATE DEGREE: OPTION 3: The general educational requirements satisfy the local degree requirements and is designed for students who are planning to seek immediate employment after graduation. Students intending to transfer to a 4-year institution should follow either the OPTION 1 (CSU GE-Breadth) or OPTION 2 (IGETC) requirements. The general education breadth requirements are listed below.

I. **WRITTEN COMMUNICATION COMPETENCY UNITS: 4.00- Complete one course with a grade of "C" or better is required.**

ENLG 1A

II. **ORAL COMMUNICATION COMPETENCY UNITS 3.0 Complete one course with a grade of "C" or better is required.**

COMM 1 (formerly SPCH 1)

COMM 3 (formerly SPCH 3)

III. **MATHEMATICS COMPETENCY UNITS: 3.00- Complete one college level mathematics course or Intermediate Algebra with a grade of "C" or better is required.**

EV to update → MATH ~~55-99~~ 1-99

IV. HUMANITIES COMPETENCY UNITS: 3.0- Complete One Course

ARTS 1-99; ENGL 1B-99; HUMA 1-99; MUSI 1-99; PHIL 1-99; PHOT 1-99; RLGS 1-99; SPAN 1A-99; TART 1-99

V. SOCIAL AND BEHAVIOR SCIENCE UNITS 3.0- Complete One Course

ADJU 1-99; ANTH 1; BADM 1-99; CHLD 1-99; ECON 1-99; ETHN 1; GEOG 1; HIST 1A-99; PELC 1; POLI 1-99; PSYC 1-99

VI. NATURAL SCIENCE: 3.0- Complete One Course

EV to update →

ASTR 1, 1L; BIOL 1-99; CHEM 1(L); GEOL 1-99; OCEA 1; PHSC 2; PSYC 11

1-99

VII. LIFELONG UNDERSTAND AND SELF-DEVELOPMENT UNITS: 2 Units- Complete One Course

AHLT 51, 63, 64 or valid/current American Heart Association or American Health and Safety Institute CPR and ARC or AHS First Aid Care

CHLD 4; HEAL 1-99; MUSI 1-99; SDEV 1-99; any Kinesiology course.

COMMITTEE ON CURRICULUM & INSTRUCTION

Minutes - November 15, 2019, 10:00 am

LRC Conference Room

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. Call to Order

a. The meeting was called to order at 10:10 am, by Eduardo Vasquez, Curriculum Co-Chair

II. Roll Call

a. Excused Absence – Melissa Matteson, Elsa Greenlee, Jaime Rodriguez, Rodolfo Duque

b. Voting Members Present – Eduardo Vasquez, Lilia Franco, Jennafer Worland, Kyri Freeman, Joseph Williams, Peter Esperanza

c. Members Absent – (Quorum not met) Randy Christensen, Apineru Lealofi

d. Non-Voting Members Present – Jessica Tainatongo, Mercy Uti, Heather Minehart, Karen Kane, Tim Botengan

e. Guests – Tanesha Young

III. Approval of Agenda

IV. Approval of Minutes – 11/01/2019

V. Opportunities to Address the Committee

a. Eduardo V. asked if we are able to advertise in the Victorville area; Karen K. responded that a billboard can't be put up across the street but electronically it can be done. The group looked at the programs being offered at Victor Valley College (VVC) and discussed the importance of the Elementary Education ADT going through as VVC does not offer it at this time.

b. Lilia F. asked how a new major could be introduced. If the Casino gets built in the next 3-5 years, Tourism, Travel or Hospitality might be a major to look into.

- Karen K. felt that this was definitely coming but that faculty will need to be found to spearhead this.

c. Karen K. would like to look into courses and programs that BCC could offer in Allied Health, like phlebotomy, to help the impacted Nursing program at Victor Valley College. Feels like BCC is finally at a place where new programs can be introduced; just need the faculty to agree to write the curriculum.

VI. Reports

a. Curriculum Committee Chair – Eduardo Vasquez and Melissa Matteson

- Eduardo V. reported that the new semester arriving soon – very exciting. Priority registration up and running; promoting Saturday programs.

b. EVP of Academic Affairs – Karen Kane

- Karen K. reported out that she meets with Beverly Ranney and Nance Nunes-Gill once a week and was asked about "the lost classes" (PHYS 2B). Beverly and Nance have asked that no classes got lost in the folder that was in Canvas folder, Priority III. Karen K. does feel that all of these classes have been moved forward because of all the work done for the ADTs but promised to bring this forward to the group.
- Tim B. will give access to Jessica T. and Jaime R. to Curriculum Canvas folders to ensure no other courses were left behind.

c. Dean of Instruction – Tim Botengan

- Would like to finalize process for textbooks moving forward.

d. Dean of CTE – Karen Kane

- Lisa Holmes is representing us today at t Non-Credit seminar. CTE is looking at converting some of their curriculum to non-credit will bring back information.

e. Articulation Officer – Jaime Rodriguez

- No report - absent

f. OAC Chair – Joseph Williams and Penny Shreve

- SLO to PLO mapping training took place last week. Not able to get every faculty member

so still trying to reach out to those faculty members to provide the recordings to them (only have the first day right now; had an issue with recording). Karen K. offered to put Joseph W., Jennafer W. and Penny S. on the All Division Agenda to discuss the mapping meetings in the hopes to get information to faculty that weren't in attendance.

- Also had a meeting with the Curriculum Co-Chairs and Specialist on how to integrate OAC process.

VII. Consent Agenda from Tech/Peer Review Group

VIII. Unfinished Business

a. Certificate of Achievement, Corrections – 2nd Read/Action

b. Associate of Arts Degree for Transfer, Communications – 2nd Read/Action

c. Associate of Arts Degree for Transfer, Elementary Teacher Education – 2nd Read/Action

IX. New Business

a. Highly Unlikely to Succeed

- Karen K. reported that when AB705 hit the scene Highly Unlikely to Succeed became common terminology and what is that definition? If student can't pass MATH/ENGL college level in 1st year, can categorize as Highly Unlikely to Succeed. Barstow Community College (BCC) gives students two opportunities with supports and still not passing? BCC doesn't leave students behind, what is it that we do? MATH/ENGL have to decide which course is going to be used after determining why the student isn't succeeding. Faculty can assess their students and design from there. But need to get this going for fall
    - Heather M. this was discussed in the English faculty meetings. Piloting in SPR; instructors will refer students to 2nd – 9 week ENGL 50X after determining that they are Highly Unlikely to Succeed. Student can only enroll in this course with instructor recommendation (will be hidden from everyone else). Student will be able to drop ENGL 1A class and does not have to take the ENGL 50X (which will be offered online and have supports in place in the TLSC).
    - Karen K. suggested that the group hear from English faculty towards the end of spring to see how this worked. As well as Math faculty to ensure that we have the correct supports for these students. Might also look into having a Learning Disabilities Specialist come in as another support level.
- Peter E. reported out that the Math faculty is working on a support course to include worksheets and math fundamental videos.
    - Kyri F. suggested the Math faculty look at the Learning Express videos on the Electronic Resources page in the Library as this will save them a lot of time.
- Eduardo V. asked if a student fails English but passes Math are they still considered Highly Unlikely to Succeed?
    - Heather M. responded that it's not just the student, it's also the course so they would still be Highly Unlikely to Succeed for the course that they failed.

X. Announcements

a. Heather M. asked that faculty in the room please encourage the students to register now as a lot of them wait until after Winter Break but BCC is only open for two days before classes start after Winter Break.

b. Jessica T. reported that a training for faculty in eLumen is being planned in January.

XI. Future Agenda Items

a. New Processes for Textbook Adoptions, changes to each section of the COR (Karen)

b. Equity discussion – implicit bias (Crafton Hills study)

c. Routine Course Review

XII. Next Regular Meeting

a. Friday, December 6, 10:00 am, LRC

XIII. Adjournment

a. Meeting was adjourned at 11:55 a.m.

a. OER Discussion

- Kyri F. reported that the creation of an OER Committee will be on hold until the OER/Textbook Forum. Offsite conference, each instructor can decide on their own textbooks; felt that because C-ID says "such as" any textbook would work. Does "such as" mean something specific or is it quite broad? Also want to know about articulation; transfer to UC textbooks are looked at so does that mean we can have a range of textbooks? Academic Freedom. If we do have multiple textbooks and OER, how does bookstore and library work the logistics? Ex: Macro Econ book – need to know if they have to ask student instructor name to ensure the correct book is given to them. Really need to have this meeting with stakeholders so we can move this forward.
- Tanesha Y. pointed out that Jaime R. (AO) sent out information pertaining to this but we still need to decide what the guidelines are.
- Karen K. reported that people are still saying academic freedom but they aren't suing it correctly. We are still in the middle of SLOs and PLOs; outcomes should all be the same throughout all of the sections, assessment has to be the same although if assessing through a test, can do a different test but must use agreed upon questions. When you come to the textbook situation, such as is on the COR but it gets weened down because of UC/CSUs. "Such as" needs to be within a genre, or theme, for that particular course. Jaime R. can provide more information on this. Textbook adoption needs to be discussed; policy and procedures need to be determined and also peer review. Need to put ourselves back into a cycle with Peer Reviewing on a regular basis. Also need to talk about changing the textbook out of cycle (not during Peer Review cycle).
- Tim B. responded that the colleges' limitations need to be considered as well; the bookstore, etc.
- Kyri F. if the textbook isn't a face page change, how will that change be made?
- Karen K. suggested that the group also discuss how the process will be when outcomes want to be changed out of the review cycle.
- Eduardo V. asked about the Textbook form on the COR; changing this? Would like to make changes and submit to Tech Review/Curriculum.
    - Karen K. suggested that the COR be broken down page by page and determine which group needs to see this (Tech/OAC).
    - Eduardo V. reported that there are a lot of instructors would like to use OER and would like to get this moving.

COMMITTEE ON CURRICULUM & INSTRUCTION

Minutes – December 6, 2019, 10:00 am

LRC Conference Room

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. Call to Order

a. Called to order at 10:03 am by Eduardo Vasquez

II. Roll Call

a. Voting Members Present – Melissa Matteson, Eduardo Vasquez, Rodolfo Duque, Jennafer Worland, Elsa Greenlee (came in late-10:21 am), Peter Esperanza, Lilia Franco, Joseph Williams, Apineru Lealofi, Jaime Rodriguez, Randy Christensen, Kyri Freeman

b. Non-Voting Members Present – Karen Kane, Jessica Tainatongo, Lisa Holmes, Heather Brang, Mercy Uti

c. Guests – Tanesha Young

III. Approval of Agenda

a. 1st – K. Freeman / 2nd – J. Williams (11, 0, 0)

IV. Approval of Minutes – 11/01/2019 & 11/15/2019

a. 1st – J. Worland / 2nd – L. Franco

b. 11/1 Minutes (8, 0, 3) M. Matteson, L. Franco and A. Lealofi all abstained as they were absent from the 11/1 meeting.

- Add members to Item II (Voting, Absent, Guests, etc.)
- Add 'Lee' to indicate James' last name on Item VI., d.
    - Insert 'Workshop' after Non-Credit

c. 11/15 Minutes (5, 0, 5) M. Matteson, A. Lealofi, J. Rodriguez, R. Duque and R. Christensen abstained as they were absent from 11/15 meeting.

- Add "E" to "VP" on Item VI., b.
- Change "Rudy" to "Dr. Duque"
- Change "Bev" to "Dr. Ranney"
- Change "KK" to "EVP Kane"
- Pull Item IX., a. to bring back to next meeting

V. Opportunities to Address the Committee

a. E. Vasquez presented an Approval Process – New Credit Course from Chaffey College for discussion. Includes Librarian for textbook information.

- K. Freeman reported that in the past there was a form that had to be signed to ensure that librarian has conversation with faculty to ensure all textbooks are available in the library. No problem adding that back into the process.
- A. Lealofi asked if this will be a form or an electronic process.
    - E. Vasquez would like to add this to the Tech Review to include in the process.

VI. Reports

a. Curriculum Committee Chair – Eduardo Vasquez and Melissa Matteson

- E. Vasquez attended J. Williams's meeting and very excited about certificates coming through.
- M. Matteson reported that she resigned as co-chair and this is her last committee as a co-chair but will remain on the committee. Reminded the group that the work of the committee as a whole is to support the committee and the chairs.

b. VP of Academic Affairs – Karen Kane

- EVP Kane acknowledged M. Matteson on her outstanding work for the semester and felt that quite a bit was accomplished.
- Lots going on in the curricular realm; reemphasized at the end of this semester how important this committee is. Without curriculum we don't have a curriculum and have done a lot of work to get where we are. Understand your role and know this is one of the

most important committee the college has. Thanked the group for attending the meetings and all the time they've spent. Moving forward will be like a new frontier. We've moved forward with getting our credit curriculum and now non-credit curriculum, which wasn't a thing. Student Centered Funding Formula came out, credit and non-credit funded at the same level; with the adult-ed movement and the other reasons for offering noncredit we will see a lot of requests to mirror credit courses for noncredit students. This wasn't acceptable a few years ago but is now. Economic Development; Dr. Bagg is a leader in this region and co-chairs MDEP and the group is seeing that the college is going to be the driver for the new and innovative ideas; in the last 2 weeks one of the ideas coming forward is for the college to take a look at a hemp program. Markets for hemp are the markets for the future so we are probably going to start talking about that even though we don't have an agriculture program right now. The curriculum committee will need to discuss this; there's thing like that coming forward that we will need to decide if this is something we can go forward with. The curriculum follows. There are farmers already growing hemp in our region and there is a lot of farm land in our region that we could use for this. The curriculum committee will be asked to respond to a new frontier that we don't already have this; it will all be new. There are 4 or 5 colleges in the system that are already doing this up and down the state. Our region wants BCC to do this.

- Just want to compliment you, it's been a tough semester, we've met a lot, you've had to wrestle through some programs and work with faculty very closely and still working outside the system and now as we move back into a system this will present challenges too. Fun stuff for us to get to tackle but you're exactly the right people to do this.
- Reminder: all the areas are having holiday parties and the A & R party is in the student services building; go find the Welcome Center so you know where it is.

c. Dean of Instruction – Tim Botengan

- Absent (excused)

d. Dean of CTE – Karen Kane

- EVP Kane reported that we have been able to move forward with an interim hiring (internal search) still has to go in front of the board for this, but Lisa Holmes Dean of Instruction and Workforce Development. Lisa has been stepping in and helping a lot in this role and that one of the things that this role contends with is large amounts of money but we had regional and local dollars that were different that needed to be expended by this December and a lot of it hadn't been spent or ear marked. One of the pieces of equipment that we purchased with this that could help the hemp program, is for the chemistry area, which will help the Chemistry ADT but it can help the hemp program as well. Strong workforce Regional Dollars (project 11), implications for energy and other things that this equipment can do in the chemistry area. Curriculum will need to be written for this and Chris Nalbandian is aware so this will be coming to the group in the spring.

e. Articulation Officer – Jaime Rodriguez

- J. Rodriguez submitted 161 courses for the CSUGE and IGETC deadline as of today (12/6/2019). The majority of courses were submitted for re-review as well as new. Those that already had CSU and IGETC approval (in years past) were required to be resubmitted after our curriculum reset created substantial changes. The entries made in ASSIST would be close to double of the 161 since CSU and IGETC entries have to be done separately. Eduardo helped cross-reference these courses and feel confident that the college may be caught up with general education (courses) with what was updated in the last year. Moving forward, need to continue to clean up ASSIST and enter additional CORs in ASSIST since there are courses sitting in there that are not part of GE but are transferable and did not have a COR for some time.
- J. Rodriguez reported that this is her last meeting physically here; moving to Washington but will continue with AO role in the spring (will attend meetings via ConferZOOM).
- EVP Kane stated that BCFA worked with the District on a one semester MOU to keep J. Rodriguez for spring.

f. OAC Chair – Joseph Williams and Penny Shreve

- J. Williams reported that they are still working on the mapping process. They came up with a process, like a checklist, to help them while they're doing the process of mapping. A lot of people have turned in their mapping. Concentrating on GE Breadth, Humanities and Social Sciences. It's so broad so it has to be broken down to just the courses that the discipline teaches.

VII. Consent Agenda from Tech/Peer Review Group

a. 1st – A. Lealofi / 2nd – J. Worland (12, 0, 0)

b. K. Freeman would like to pull ASTR 1L for discussion. (4, 7, 1) A. Lealofi abstained from the vote. A discipline expert will be brought in to speak with the committee.

- Concerned that this course has serious effects as it cuts down our Astronomy courses from 2 to 1. If you're adding the lab to the course so it's not separate, what is the effect on instructors and students? Was this sought? Was the associate instructor contacted about this as his name is not on the COR?
    - EVP Kane clarified that the Course Mod shows that the courses are being combined; it doesn't change the content or the time (lab and lecture as one course). Dr. Ranney submitted this and we do have associate faculty that probably lent to this COR.
- L. Franco questioned that if someone took Astronomy somewhere else and wanted to come here and just take the lab students wouldn't be able to do that anymore. Preferred that it was separate. Understand that some of the labs have to come together, but agree with Kyri that maybe this combination isn't ideal.
- R. Christensen stated that the opposite is true. Students will take the lab online with BCC and then take the physical class elsewhere (vice versa). Average 1-2 students per semester that can only do the lab online; combing this course won't allow for that.
- M. Matteson reported that some courses that have labs are still being offered online, this course is one of them.
- E. Vasquez said that students can currently register just for the online lab portion so that can construe the totals.
- J. Rodriguez reported that some students were just taking the lab portion for ASTR and then taking BIOL 1 without seeing a counselor so transfer was difficult.
- M. Matteson what does the committee feel? Do you want to bring in a content expert or do you want to vote on this today?
    - K. Freeman reported that she will vote no on this today.
- T. Young questioned the reasoning; did it come through with a mod form?
    - M. Matteson pulled the Course Mod form up to show the committee. This course indicated that it can be offered online as several other science courses are currently.
    - K. Freeman stated that the labs for this course can be done online. Would still like to hear from someone who has taught this course though.
- L. Franco would like to know if the lab part can just be offered online now?
    - M. Matteson reiterated what the Course Mod stated that the college is trying to get away from separate lab courses.
    - L. Franco asked if the lab portion could still be offered online? M. Matteson replied that the faculty author would have to make that decision.
- M. Matteson reminded the committee that the vote of yes would mean it would go through as a part of curriculum consent; a vote of no would mean it would not go through.

VIII. Unfinished Business

a. Certificate of Achievement, Corrections – 2nd Read/Action (12, 0, 0) **Move to BOT Agenda 12/18**

b. Associate of Arts Degree for Transfer, Communications – 2nd Read/Action (12, 0, 0) **Move to BOT Agenda 12/18**

c. Associate of Arts Degree for Transfer, Elementary Teacher Education – 2nd Read/Action (12, 0, 0) **Move to BOT Agenda 12/18**

d. OER Discussion

- K. Freeman reported that J. Rodriguez and herself reached out to gather more information on OER. It can't just be a link to random context; it has to be a textbook. K. Freeman has sent links out to people on textbooks from the Chancellor's office website so they're vetted to some degree. Having a lot of people asking how to make the change. Assume that it's a non-face page modification but people still aren't sure how to do that. Asked in Academic Senate if the curriculum group could send out a reminder on how to make these changes. H. Minehart did tell K. Freeman yesterday that it's not too late to make these changes.
    - E. Vasquez would like to meet with K. Freeman about these changes and to establish a timeline. The bookshop needs to be included.

- M. Matteson reported that Friday January 31st an OER Forum will be hosted. Still looking for presenters from other colleges; will open the conversation up to include bookstore, special services, etc. Will send out a save the date this week and a reminder in the spring.
- E. Vasquez - a lot of instructors have come to me and they're excited for OER.

e. Highly Unlikely to Succeed

- M. Matteson reported that this item and item d were put back on the agenda as a quorum wasn't met at the last meeting and wanted to give absent members a chance to be a part of the conversation.
    - EVP Kane reported that with AB705, the math and the English, the legislation says, and the SCFF says they have to get through in 1 year to receive funding and the college has put supports in place so after two tries and the student still isn't passing they fall into the category of HUTS. What do you want to do as a college to address the HUTS cohort? Curriculum may need to be written to address that. ENGL and MATH faculty should be very involved in that; what is our commitment to all students to get them through? We made need to have data showing how we're doing. This made need to move into spring but everyone needs to understand that this is a cohort that will be defined as students will fall into it and we need to address it. What do they need to succeed?
    - K. Freeman this also brings up that we need to improve the onboarding process for students. The online orientation is just clicked through and they don't really engage. The more robust we can make the onboarding the more we're going to help students. The other thing is that faculty don't often know what the students are doing with onboarding and don't always know where to send students when they have questions.
    - Dr. Duque is part of early alert and believes this would help to help get students to specific services but that's only when they're in the classroom; what happens before that though/
    - E. Vasquez said that this is definitely something that is important. In term of onboarding, student success advisors are a big part of this and feels there is a disconnect and that gap needs to be bridged. If a student needs help don't always know where to send them to. A lot of movement on campus among departments so it's difficult to know where to physically send them.
    - M. Matteson reported that Melissa Meadows took over the welcome center and if you don't know where to send students, send them there.
    - EVP Kane said that this was opened a year ago under Joann Garcia and that Melissa Meadows took it over in the fall as it falls under her Guided Pathways department.

IX. New Business

a. Curriculum Reset Update

- J. Tainatongo reported that all programs (any program submitted to BOT for approval) have been submitted to the Chancellor's Office have been approved; just waiting to hear back on PSYC this afternoon.

X. Announcements

a. E. Vasquez thanked everyone.

b. M. Matteson reported that a club on campus, True To You, is doing a raffle on campus and is going to be done at 12:45 if anyone would like to buy tickets.

XI. Future Agenda Items

a. eLumen Update

b. Routine Course Review

c. Program Review

d. OER Forum Update – Melissa M.

e. IGETC / CSU GE Breadth for STEM

XII. Next Regular Meeting

a. Friday, January 17th, 10:00 am, LRC

XIII. Adjournment

a. Meeting adjourned at 11:26 am by E. Vasquez

12/6/19 Handout

Approval Process - New Credit Course

Course Originator
- Course originator discusses plans for new course with colleagues and Dean. If the course is in a CTE area, Advisory Committee must be folded into the discussion. Course must be at the lower division level at a 4 year institution - CSU or UC preferred. The course originator must locate 2 comparable courses to guarantee lower division level course and appropriateness for articulation. Comparable courses are not to be used from other community colleges.

Discipline Dean
- Dean signs off that this new credit course approval meets the department, school and College's mission.

Technical Review
- Technical Reviewers include the Curriculum Chair, the Articulation Officer, the Catalog/Schedule Coordinator, and a faculty member of the Curriculum Committee at large. Technical Reviewers will review the proposed Course Outline of Record (COR) to verify that all required COR elements as outlined in Title 5 are present: units, contact hours, prerequisite skills and limitations on enrollment, catalog description, objectives, content, methods of instruction, methods of evaluation, and three sample out of class assignments, one of which must be an example of critical thinking assignments, and course texts. Appropriate repeatability shall also be checked during the Technical Review. The Articulation Officer will check for appropriate comparable courses. The catalog/schedule coordinator will check for technical aspects of the course, including the TOP Code and the SAM Code. All four technical reviewers must complete their reading before the course can be moved along.

Librarian
- The librarian will review the COR's textbook information to assure the most current editions of textbooks, including complete information (edition, year of publication and publisher) are included. The librarian shall work with the course originator in the instances where copyright infringement may occur. The librarian may also help suggest open educational resources.

Originator Again
- After the librarian and technical reviews are complete, the course may need to be returned to the originator to make requested changes. The course may be moved forward to the curriculum committee at large before these requested technical reviewers' changes are completed because the curriculum committee readers may also spot needs for changes.

Curriculum Committee
- The curriculum committee conducts a first and second reading of the course proposal. If there is a majority of curriculum committee reviewers (which may also include the Technical Reviewers and librarian), the course may be approved for first and second reading at one time. Caution should be taken when a new course is being approved for first and second reading simultaneously. The Curriculum Committee approval date must be entered into the appropriate location in Curricunet on the course codes page by the Curriculum Office AAII.

Curriculum Office AAII
- The Curriculum Office AAII will prepare the monthly Board of Trustees curriculum agenda item prior to each monthly deadline for this task.

Board of Trustees
- By law, the Board of Trustees must review and approve the college's curriculum. It is Chaffey's practice to send a curriculum report to the Board every month. Board meetings generally fall on the third Thursday of each month. After Board approval, the Board approval date must be entered into the appropriate location in Curricunet on the course codes page by the Curriculum Office AAII.

Curriculum Office AAII
- After Board approval, The Curriculum Office AAII must be submit the course to the Chancellor's Curriculum Inventory for final review and approval. This is done via the online Curriculum Inventory at the Chancellor's Office.

Chancellor's Office Approval
- The Chancellor's Office review and approval process could take several months. Courses may not be advertised or approved BEFORE Chancellor's Approval has been received. Once the Chancellor's Office has approved the course, this approval date must be entered into the appropriate location for the course's entry in the college's curriculum management database by the Curriculum Office AAII.

COMMITTEE ON CURRICULUM & INSTRUCTION

Minutes – January 17, 2020, 10:00 am – 12:00 pm

LRC Conference Room

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. Call to Order

a. Meeting called to order at 10:12 am by Curriculum Chair E. Vasquez.

II. Roll Call

a. Voting Members Present – Eduardo Vasquez, Rodolfo Duque, Jennafer Worland, Elsa Greenlee, Peter Esperanza, Lilia Franco, Apineru Lealofi, Jaime Rodriguez, Randy Christensen, Kyri Freeman

b. Voting Members Excused – Joseph Williams

c. Non-Voting Members Present – Jessica Tainatongo, Lisa Holmes, Heather Minehart, Mercy Uti, Heather Brang, Tim Botengan

d. Non-Voting Members Excused – Karen Kane

e. Guests – Tanesha Young, Tannessa Tinley

III. Approval of Agenda

a. 1st – L. Franco / 2nd – A. Lealofi

b. Previous discussion between K. Kane, E. Vasquez and J. Tainatongo about including times on the agenda; just something to look for in the future.

c. No discussion (10, 0, 0)

IV. Approval of Minutes – 12/06/2019

a. 1st – J. Worland / 2nd – L. Franco

b. Item VIII, e (5th bullet) change "bug" to "big"

c. Vote to approve with change (10, 0, 0)

V. Opportunities to Address the Committee

a. K. Freeman reported at the Best Practice earlier this week the success rates of Math and English after the implementation of AB705 is something that we should all be taking as a major concern. She understands that this is an initiative that we have to comply with and knows that everyone probably saw that but didn't feel that it was significantly addressed from what she heard at that meeting. Thinks it does concern this committee so she just wanted to get it on the record that this is something this institution is going to have to look at.

1. E. Vasquez responded that this is something that will be addressed later in the meeting as it is an agenda item under the Unfinished Business section.

b. H. Minehart reported out that she had taken a look at what is currently scheduled for our Curriculum and Tech meetings. Has concerns that the schedule for Curriculum and Tech Review. For instance, we have a Tech Review meeting April 24th with no follow up Curriculum Meeting. This doesn't make a lot of sense because then it's just unfinished business sitting there all summer long; might not remember what happened in Tech Review by the time fall rolls around. So I would strongly recommend that we change that. The other issue is that we have almost all of the CTE programs that have to come back through the reset and I don't feel like there are enough Tech Reviews scheduled to capture all of these I would like to see more Tech Reviews meeting added (highlighted in yellow on handout) and cancel the April 24th Tech Review meeting, and schedule two more Curriculum meetings, either the 24th of the first Friday in May. So that way, after the final tech review, there's two curriculum

meetings because everything has to go to Tech twice and Curriculum twice. Ideally, the majority of what we want to come through is going to come through so that it hits the April 3rd Curriculum meetings so that we can ensure it's on the board for the April board meeting. These are all program revisions for the most part not new programs so it should be a pretty quick approval process in COCI but we want to make sure to get to the April board meeting, so that we can get it in the catalog and not have to do an addendum. But if we do have to do an addendum at least there's another Tech Review and two more Curriculum meetings to get those approved. But if we're lacking that, then it's just going to sit there all summer and not have been put into the catalog, and it's going to impact offerings for next year.

1. E. Vasquez clarified that the group would just be adding more Tech Review meetings and didn't foresee a problem with that. Will work with Jasmine to add these days in.

VI. Reports

a. Curriculum Committee Chair – Eduardo Vasquez

1. New Year, excited to finish the spring semester. One of my goals this year is to continuously assist the curriculum committee with the creation or revisions of degrees and certifications in career education and ADTs. 2 of the goals in the Vision for Success is to increase employment and the transfer rates to both the CSU and the UCs. This will be done with the collaboration of everyone at the college and the chancellor's office.
2. eLumen update: Attended a training yesterday with Heather Hurley. It seemed that the instructional faculty members looked happy using the product. We looked over the CHLD 4 course COR, and the SLOs. There were concerns of the program going live in Fall 2020. There was a need for both full-time and part-time instructors to have training in Fall and Keiry and Stephanie both spoke about the potential of having a workgroup in summer.
3. Did reach out to faculty in regards to ASTR 1L and would like to bring it back at the next curriculum meeting.
4. The new PCAH 7th Edition has been published and he will be forwarding that to the curriculum members.

b. EVP, Academic Affairs and Student Services – Karen Kane

1. Excused absence (Lisa Holmes reported) L. Holmes and K. Kane went down to accreditation "hearing" with Dr. Bagg and it went really well. Every commissioner that spoke out said that BCC should be commended and be used as an example on how to fix the issues. Huge kudos! Doesn't mean we won't get a follow up report or visit that won't be due but it was a really good experience so kudos to all of you; no college does this and Barstow did.

c. Interim Dean of Instruction, Academic Support & Online Learning – Tim Botengan

1. Wanted to discuss Highly Unlikely to Succeed (later in the agenda) but wanted to report out that so far are doing a good job getting these students through but what other programs should we offer to help these students? What other resources are needed in the classroom to help these students succeed? These are the types of conversations I would like to start having to help improve the students inside and outside of the classroom. Will discuss more in Item 7b.

d. Interim Dean of Instruction, Economic & Workforce Development – Lisa Holmes

1. Most reported by H. Minehart in announcements but have had a couple of really good, collaborative meetings. Have had some adjunct faculty members join in these meetings and can see the collaboration on emails. Also looking at more contract ed; currently looking at EMT recertification and Forklift certification.
    - E. Greenlee asked about the Barbering Certificate; L. Holmes responded that a faculty member is the only thing needed. Will contact HR to see if anyone has applied.

e. Articulation Officer – Jaime Rodriguez

1. Keeping up with C-ID status; CHEM 10, 2A/2B (series) and EDUC 1 have been C-ID approved. MATH 3 was denied; MATH 4A, 4B and CHEM 3A/3B (series) have all been

conditionally approved. Faculty has been notified and Eduardo is following up.

2. The Communication Studies ADT was approved at the Chancellor's Office; Computer Science had small revisions (double counting unit discrepancy) but the Chancellor's Office representative has determined that the units are too high. Eduardo has reached out to Jacob and will be meeting to discuss this matter as the CSIS courses may need to decrease in units. He has also reached out to the science faculty as well.
3. In order to meet the requirements of the TMC (Transfer Model Curriculum), the Kinesiology degree needed the movement KIN courses to articulate with alike courses at any CSU that offers the KIN major. In fall, several CSUs were contacted to do this. Confirmation was received from two CSUs (Dominguez Hills and San Bernardino) agreeing to articulate the KIN activity courses. However, this articulation is not reflected in ASSIST yet so when attaching documents for COCI entry, the email confirmations were used. The COCI rep is not taking this so waiting on CSUSB to provide a copy of that articulation. Dominguez Hills has already provided the necessary documentation.
4. Met with D. Howey this week regarding Social Justice as there needs to be revision to the degree. Three courses (PSYC 1, ANTH 1 and SOCI 10) do not articulate to Area 5 of the TMC. She will be making a change for the degree to come back through Tech Review and Curriculum.
5. The Elementary Ed ADT will be submitted to the state by next month as MATH 6 was resubmitted to C-ID to include the AB705 language and the 45 days will conclude Feb 20.

f. OAC Chairs – Joseph Williams and Penny Shreve

1. Excused absence.

VII. Consent Agenda from Tech/Peer Review Group

a. No items for Consent Agenda.

VIII. Unfinished Business

a. OER – Discussion; Eduardo Vasquez

1. E. Vasquez reported that he spoke with K. Kane and J. Tainatongo and discussed the OER Forum but it hasn't been fully developed yet.
    - K. Freeman found on the NCCC website to fill out a form for presenters (emailed to E. Vasquez).
        - Would really like some actual presenters from outside; has a lot of PDFs with information on OER but would really like to get someone to collaborate with.
    - E. Vasquez wants to look at holding this event during the week (Monday – Thursday) as there are not a lot of faculty on campus on Fridays. And would like to have outside presenters as well. Definitely want to get OER though; I've already had a lot of students who have issues regarding getting the textbooks so if we can move to an OER platform that will be a lot easier for many students to do.

b. Highly Unlikely to Succeed – Discussion; Eduardo Vasquez

1. T. Botengan reported that while this has been previously discussed we still need to figure out which courses are going to be offered to help these students, especially within English and math (MATH 55; ENGL 50X)? But I think for the math and English folks now that you've had two semesters or one pilot semester and one full semester; the students that are not doing well or better, just not passing your classes, what do we need to look at for those students that are considered Highly Unlikely to Succeed. I think that's a conversation that we need to start having. We also talked about what other services would they need so that they will succeed. Part of the conversation was workshops in the spring but part of the problem is always trying to get students into the workshops or into the TLSC; what other resources do we need? WE need to decide what class they are going to be put in because after they fail twice; where are they going to go?

- K. Freeman responded that in regards to support services, said that they (the library) have a lot of support services for SDEV especially and the beginning level English class, and have only had one SDEV class come in (Heather Bradford's class). She has them come in, go to the TLSC, go to Financial Aid, go around and learn what's going on around them and it gets the student started right away. Library staff show them how to use the library, how to check out a book but we don't really have them delve into research methods. As classes move forward we tailor to them and scaffold our instruction and go into more on how to find a peer reviewed article and stuff. Would like to work with Academic Senate to have a statement made to have these courses do a library tutorial. Feels that this will be extremely helpful for the students and will add to their success. The library also has a lot of materials to help students, particularly in math, particularly Learning Express. With more and more classes being offered online only, how do we reach those students in terms of resources and research methods? I think that's a question that Brian is probably thinking about as well in the TLSC. How do we reach the students that are in online only courses and struggling? Just having a Canvas shell isn't enough. For the live courses, if there is a research component, I want those students to come in. We do have things for those math courses to help those students succeed.
- T. Botengan followed up by saying that even though we feel that students are 'tech savvy' they're really not and don't really know what a computer is in terms of what it can do for them in a classroom in terms of resources and in terms of learning. So once you bring them down here they get more comfortable, they get attached to a tutor or somebody else down here, they become more comfortable coming down and that's the idea to make them comfortable so that it's not a barrier so I think once you starting bringing them down…and I think you see that in your students, those of you that bring students down to the TLSC or to the library, they see the resources, they see other students using it, and it becomes easier for them, and it also becomes easier for the tutors and the staff to actually assist them because now they're wanting to get help. So it's also talking to your colleagues and telling them that you brought your students in and they're more comfortable using the computer or the lab or getting help. Maybe at one of these Best Practices you can share some of those things with other faculty.
- P. Esperanza stated that the math department are creating a new course for students highly unlikely to succeed to work on math fundamentals; creating workshops and videos and Canvas course. Going to be more proactive in this because this particular portion we are developing our own lessons and our own worksheets, basically putting in the whole curriculum for the students who are highly unlikely to succeed and hopefully we'll be able to launch by next semester, and for this semester we have created that module courses, but we are creating a program to support those.
- E. Vasquez reported that he sees Rudy (Duque) and Peter (Esperanza) and also Nelson (Ramos)a lot in the TLSC helping the students. We (the counseling faculty) should maybe be pushing more students to go to the TLSC. To speak on Kyri's point as well, spoke with transfer center and the job fairs and Transfer Days are not very well attended so we definitely need more engagement from the staff; maybe to use that as part of their lesson possibly.
- R. Duque stated that there is peer online tutoring offered by the TLSC. We offer a lot of great services and math faculty actually have office hours there in the TLSC; have actual hours working in there and workshops. The challenge is

getting the students in there. Speaking of the highly unlikely students, maybe another counseling session is needed (since they've failed the course twice) as maybe there are other things keeping them from failing (not trying, didn't get help they needed, etc.). Maybe a support they need is life skills, how to succeed in math class, how to succeed in online class. I think it's beyond just the content and the services We are seeing an increase in ACCESS students and they're thrown into these regular math courses that are beyond their current skills. I have a student right now in my statistics course that doesn't understand the problems themselves.

- E. Vasquez responded that there had been a discussion of an SDEV 160 course or a modified course to address those life skills issues because a lot of times it has to do with time management and study skills.
- R. Duque said he also noticed an increase of ACCESS students. They're thrown into the regular math statistics or college algebra courses that are beyond them. Has a statistics student right now that has a difficult time being able to understand the problem; what the problem actually is. Mary is there to assist in note taking but she's not a tutor so we need services for this population too.
- T. Botengan responded that maybe getting the math faculty and English faculty to look at study skills courses in the math context and the English or writing context.
- K. Freeman reported that some level of research skills needs to be embedded. For the SDEV course, the library assignment is usually check out two books and then answer questions about them; for a lot of students they're surprised that they have to read two books and think that we need to start at the beginning and see what the expectations are. When they develop bad research skills from the start…. I've seen where the students are given very difficult assignments but they aren't given a reading list, they don't tell them how to find the material, they don't tell them how to extract the material from it and then put it into their paper. There's no instruction on that and then they end up putting a bunch of stuff from Wikipedia; I just feel like we need to expand research skills throughout the curriculum and to start out with it a lot earlier.
- L. Franco said that for a lot of students that have failed the class twice, the students do have to come see us (counselors) before they can be approved to take the course a third time. Address what the problem has been in the past (not having a textbook is always a big one, not having the necessary skills). Because we went to AB705 they don't have the prior skills in order to be successful. Counselors are signing them off on the third attempt but maybe signing them up for a specific math course that is attached to the class as their third attempt (like a study skills or tutorial course). Math is based on major so they don't have a lot of options, especially the transfer students. If we can work together to help that student by the third attempt and have something more specific to help them pass by the third time.
- R. Duque responded that the course they (math faculty) are creating could be that course, those basic skills. They could add in research and videos and Ted Talks "How to deal with anxiety," time management, can have activities to help with all of that. I think this course we are creating should be offered to all math faculty kind of like a canvas shell that all math faculty could look at and use it for their classes too.
- T. Botengan we still need to develop specific highly unlikely to succeed courses for the math and English students. Developing good habits; sometimes needed more than the content, but done in the context of math and English. We need

to put this together and implement it and tweak it as we go.

- R. Duque reported that they could create this course this semester and probably implement by this summer as a pilot.
- P. Esperanza replied that they are starting on the videos for this; the STEM skills but the basic math part has already been done.
- T. Botengan asked that those math supports be made available to all math faculty and the TLSC so tutors can make it available for students when they come in the students get the specific video that the faculty felt would be most beneficial. So we have the common resources that you have, in addition to the specific highly unlikely course.
- P. Esperanza said he and R. Duque, last semester, were able to diagnose what the students need to succeed in a math course, especially for those who are failing. That's our plan for this semester; we identified the problem last semester and now we're working on the actual tangible course/program that we'll be able to launch by the summer or by the next semester.
- E. Vasquez felt that the English component was still missing and want to make sure that this gets taken care of. Have had students ask for help writing a letter and this shouldn't be happening. These skills need to be worked on as well. Asked L. Holmes if she could provide Ab705 data to the group.
- L. Holmes reported that Stephanie Ingalls gave preliminary numbers to T. Botengan but is working on an actual report to get out to everyone.
- T. Botengan reported that the report he gave at Best Practice was a preliminary report but it gave us a good idea of where we are going. It was based on graded enrollments, not W's. What was shown the other day were completion rates (pass rates) and of those completions, how many got a 'C' or better and how many students were able to take the transfer level course and how many successfully completed. Those numbers are huge; math numbers (those taking transfer level math) doubled from the semester prior.
- T. Young let's not forget the course for CTE that we need to create and looking at the future of MATH 55 and what we're doing with that.
- H. Minehart we have discussed their math needs when we're having the discussion with them on their courses.
- T. Young said that MATH 55 sits on all of our local degrees; where does that go? Does it all become transfer? Or a CTE Math course?
- L. Holmes there is a course floating around there at another college that we might be able to use, just need to track it down. For students wanting a local degree, they have to take MATH 55 and college algebra seems to be the stopping point for a lot of students. So if we can actually get something that makes sense for them that they can apply in their jobs and then even try and get it transfer level; that would be ideal. Might be called Math for the Trades, so there's a little geometry for measurements, there's metrics versus metric system.
- L. Franco replied that VVC has a technical math for their CTE and it's not necessarily something you see on the associates degree; more for students completing a certificate. CTE instructors teach that course.
- L. Holmes but that doesn't do away with MATH 55.
- E. Vasquez we have MATH 5 and 6 and now you want to introduce MATH 55 and this other course we might be creating too many math courses.
- R. Duque responded that this is why counseling is so important; to figure out the majors and take the right math class.
- T. Young felt that MATH 55 would go away and creating a technical math. Just

doing a disservice to the students.

- L. Holmes just feel that MATH 55 is a disservice, especially to CTE. It's a barrier because they can't get passed it, the content doesn't help them at all and they can't transfer it. Let's get something they can actually use and transfer with it. We'll find it; College of the Somethings, possibly College of the Deserts. Possibly Chaffey as well.
- R. Duque asked whose responsibility is this moving forward?
- L. Holmes responded this would be for the math department to create but we can find the course at other colleges to get you examples and bring in the CTE faculty to help, to show you where the students are lacking and what they need to be successful.
- E. Vasquez would like to also talk to the English faculty to see where they're at in this role in creating something for the highly unlikely to succeed.
- T. Botengan felt that it would be good to get the English and math departments together to discuss the student's problems they're having with these courses and compare notes. Maybe it's a lot of the same problems. Include counselors as well.

IX. New Business

a. Curriculum Reset Update – Discussion; Eduardo Vasquez

1. Not a lot to update as this was updated at the last Curriculum meeting.

- H. Minehart reported that the as far as the ADTs go, we're good, so this semester the focus will be on the degrees and certificates that weren't touched. The three local degrees – Math and Natural Science, Humanities and the Social Sciences. We spoke with Andrew Rehfeld and he is going to work on the Humanities one, but we haven't had the discipline meetings for the other two. Has had some preliminary conversations with Beverly Ranney about what is needed for natural science and math.
- J. Rodriguez mentioned that Dawn Howey was working on the social sciences.
- H. Minehart responded that she hasn't had the discipline meeting yet so she might be working on it but she just doesn't know the status of that. And then it's all about the warehouse scene.
- E. Vasquez asked about the physical education courses/programs.
- H. Minehart asked how that process worked. How do courses get archived? No longer archive, just inactivations.
- J. Tainatongo responded that the course modification form has check boxes for modification and inactivations and clarified that it could be used for programs as well as courses.
- Follow up discussion with L. Holmes and H. Minehart.
- Programs will need to come through for inactivation as well and then the Career Ed side will be coming through as well.

b. Routine/Peer Review – Discussion; Eduardo Vasquez

1. E. Vasquez reported that we need to start doing the routine review and a plan will be rolled out in March.

- K. Freeman asked if, at that time, will there be requests for Peer Reviewers. – E. Vasquez said yes. But does feel that we are in a good place since the reset was just complete and everything's been reviewed but we definitely have to start doing that of the piece.

c. New Curriculum Committee Membership – Discussion; Eduardo Vasquez

1. New Position – Non-Voting Members

- I know that Tannessa (Tinley) would like to be a non-voting member as well as Tanesha (Young).

- J. Tainatongo will update the sign-in sheet with updated job titles.
- T. Young suggested that a PIO representative be placed on the committee as well to help with communications and marketing. Might help make things move quicker.
- E. Vasquez thought there should be more voting members than non-voting members but that's just a thought. Questioned why Bryce Prutsos, Director of IT, was on the committee as a non-voting member. Will bring forward for voting at next meeting.

2. New Position - Faculty Representation

- E. Vasquez reported that since Melissa Matteson was a co-chair a position might need to be voted in as she would like to remain on the committee.
- K. Freeman reported that Academic Senate has to appoint the voting members of the committee.
- T. Young asked that maybe someone from the English department be added to the committee as no one from English is currently on the committee.
- H. Minehart felt that it should be a requirement that a math and English faculty member be a part of the committee to ensure proper representation, especially with the implementation of AB705. Also to include a specific number of CTE faculty members.
- K. Freeman does feel that a revision of the manual needs to be done soon to look at the make-up of the committee membership. Felt that having a member from each discipline would be ideal.
- E. Vasquez will speak with Academic Senate about new voting members; don't see an issue adding non-voting members.

X. Announcements

a. E. Vasquez is hoping to bring something soon to the committee on the curriculum handbook. The textbook form is also being reviewed and is hoping to have something back to the committee soon.

1. K. Freeman reported that the original form had any materials that we might have in the library and could put on reserve and if there was other stuff they wanted us to buy that wasn't a textbook, just as general support for the discipline. It was also identified at Best Practices that OER resources be made available on the library we page; they can put URL and access information for that there too.

2. E. Vasquez felt that if OER is going to be listed as a prime resource, should not be listed in the bottom subset area.

3. T. Botengan hoping to have a specific textbook adoption procedure in place by the fall. Every semester we have issues with financial aid with the bookstore; hoping to get those problems fixed by the fall and have a really good, solid textbook adoption policy that everyone can understand. Doesn't want the bookstore to have to make any decisions; just order the books that are being requested by the faculty. Asks that faculty consider cost when selecting books.

4. T. Young asked where we are with textbooks. Asked for clarification on the process; does the form have to go to Senate?

5. K. Freeman responded that Academic Senate was not happy with having us create selection criteria or decisions to make people have one textbook for the course. Full time faculty decide on a textbook (policy) but it was never voted on. Different editions of textbooks can get very expensive for students. The conversation is not over. I'm hearing the library staff asking students which version they're using but how is a student supposed to know that?

6. T. Young so this stands outside of Curriculum? It's with Senate?

7. T. Botengan can we suggest something to the Senate as a recommendation for a textbook

adoption policy? Just so that we can get something down on paper to say this is what the Curriculum committee recommends for the textbook adoption policy. The Senate could tear it up and then get us some feedback.

8. K. Freeman said that we could send what was previously voted on as a basis for them to start working from.

9. T. Young felt that we should look at it in Curriculum first to see what the thoughts are but that something definitely needs to start moving as we can't keep having these same issues every semester.

10. E. Vasquez wants to bring to the Academic Senate information found on the ASCCC website that shows their stance on the issue. This discussion started 5 years ago so it's not something new. OER started out the same way; at first seemed threatening.

11. K. Freeman responded that as we go into OER, some faculty are saying the older edition is going to be cheaper for them to get online. If we go to OER that becomes not as much of an issue. Something we haven't gotten much into is supplemental readings-the policy and the issues are specifically what the primary textbook faculty have always been able to choose their own supplemental reading; that's not going to change. It's still equivalent content. It's the primary textbook that is the concern.

12. T. Young asked if the Academic Senate has a policy or if they're just not agreeing what it is. We need to find a way going forward.

13. K. Freeman felt that it was more like the Academic Senate didn't know what they wanted the policy to be.

14. T. Botengan responded that he would like to give them something they can start with and E. Vasquez offered to supply them with the information he found

b. Handout from E. Vasquez – specific (GE Pattern) course pattern to do with Biology and Chemistry for STEM majors. Want to be very clear that this can only be used by students who are pursuing degrees in biology, chemistry and environmental science ADTs. This takes away a social science and humanities class from section D and C. So they would only have to do a C one, C two and a D one, D two. Want to bring this to be voted on soon to get into the next catalog.

1. H. Minehart responded that there is enough time to get this in for the next catalog and also spoke with Dr. Ranney about her concern with the high units with physics courses; she might need to do some revisions on the biology courses that came through. That's entire other process and since the courses have already been approved, let's work on the Natural Science and Math degree so those that want a local degree can get it. So we should get that ready but not put it through unless one of those programs are actually ready.

XI. Future Agenda Items

a. None.

XII. Next Regular Meeting

a. Friday, February 7th, 10:00 am, LRC

XIII. Adjourn

a. 1st – J. Worland / 2nd – L. Franco

b. Meeting adjourned at 11:31 am

Certification via Completion of an Approved Associate Degree for Transfer (ADT)

For CSU: students are considered fully lower-division general education certified if they successfully completed CSU GE Breadth or IGETC (requirements) and are awarded a CCC ADT. For UC: completing IGETC may satisfy the 7 course pattern requirement, and earning an ADT may be considered by some campuses in the comprehensive review process. (For more information: https://admission.universityofcalifornia.edu/index.html).

CSU GE Breadth and IGETC for STEM Majors within ADTs

Students pursuing Biology, Chemistry, and Environmental Science ADTs may complete the following:

a. CSU GE Breadth for STEM (33 units); or
b. IGETC for STEM (31 units); and
c. Defer one lower-division course in Area C or Area 3 and one lower-division course in Area D or Area 4 until after transfer.

CSU GE Breadth for STEM and IGETC for STEM is applicable only to majors for which the Transfer Model Curriculum (TMC) specifies. A current list of TMCs that allow CSU GE Bread for STEM can be found at https://c-id.net/tmc.

A CCC preparing a CSU GE Breadth for STEM certification as part of an ADT shall ensure that the student has completed the following before transfer:

a. All courses in Areas A, B, and E of the traditional GE curriculum; and
b. One course in Subarea C1 Arts and one course in Subarea C2 Humanities; and
c. Two courses in Area D from two different disciplines.

A CCC preparing IGETC for STEM certification as part of an ADT shall ensure that the student has completed the following before transfer:

a. All courses in Area 1, 2, and 5 of the traditional IGETC; and
b. One course in Area 3A; one course in Area 3B; and two courses in Area 4 from two different disciplines.

Proposed additional meetings

Handout 01/17/2020

Current Tech/Curriculum Schedule

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 - BOT	16 - TRD	17 - CURR	18
19	20	21	22	23	24 - TRM	25
26	27	28	29	30 - TRD	31	

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	[illegible]	8
9	10	11	12	13		15
16	17	18	19 - BOT	20 - TRD	21 - CURR	22
23	24	25	26	27	28 - TRM	29

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6 - CURR	7
8	9	10	11	12		14
15	16	17	18 - BOT	19 - TRD	20 - CURR	21
22	23	24	25	26	27 - TRM	28
29	30	31				

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 - TRD	3 - CURR	4
5	6	7	8	9	10 - TRM	11
12	13	14	15 - BOT	16 - TRD	17 - CURR	18
19	20	21	22	23	24 - TRM	25
26	27	28	29	30		

May						
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17	18	19	20 - BOT	21	22	23
24	25	26	27	28	29	30
31						

June						
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21	22	23	24	25	26	27
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BOT Deadli

Proposed Tech/Curriculum Schedule

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 - BOT	16 - TRD	17 - CURR	18
19	20	21	22	23	24 - TRM	25
26	27	28	29	30 - TRD	31	

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7 - TRM/CURR	8
9	10	11	12	13 - TRD		15
16	17	18	19 - BOT	20 - TRD	21 - CURR/TECH	22
23	24	25	26	27 - TRD	28 - TRM	29

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6 - CURR/TECH	7
8	9	10	11	12 - TRD		14
15	16	17	18 - BOT	19 - TRD	20 - CURR/TECH	21
22	23	24	25	26	27 - TRM	28
29	30	31				

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 - TRD	3 - CURR	4
5	6	7	8	9	10 - TRM	11
12	13	14	15 - BOT	16 - TRD	17 - CURR	18
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May						
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June						
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COMMITTEE ON CURRICULUM & INSTRUCTION

Minutes – February 7, 2020, 10:00 am – 12:00 pm

LRC Conference Room

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. Call to Order

a. Meeting called to order at 10:06 am by E. Vasquez

II. Roll Call

a. Voting Members Present – Eduardo Vasquez, Jennafer Worland, Peter Esperanza, Lilia Franco, Apineru Lealofi, Jaime Rodriguez (ConferZOOM), Randy Christensen, Kyri Freeman
b. Voting Members Excused – Rudy Duque, Joseph Williams
c. Voting Members Absent – Elsa Greenlee
d. Non-Voting Members Present – Jessica Tainatongo, Lisa Holmes, Bryce Prustos, Heather Minehart, Tim Botengan
e. Non-Voting Members Excused – Karen Kane, Heather Brang, Mercy Uti
f. Guests – Bryan Asdel, Nanette Duarte, Tanesha Young, Kim Anderson

III. Approval of Agenda

a. 1st – L. Franco / 2nd - J. Worland (8, 0, 0)

IV. Approval of Minutes – 1/17/2020

a. 1st – J. Worland / 2nd – A. Lealofi (8, 0, 0)
b. Item VIII, b change 'BBC' to 'VVC'

V. Opportunities to Address the Committee

a. Heather Minehart – Received a phone call from a member of the community who has a student at the high school who attended the transitional college meeting at the high school and someone from the college said courses don't articulate. J. Tainatongo attended the meeting as a parent and reported that was not said; counselor speaking on the courses was very clear that courses articulated to UC/CSU and that if a student wanted to attend a private college they would need to contact that college to see if courses articulate to that specific college.

VI. Reports

a. Curriculum Committee Chair – Eduardo Vasquez

1. Attended the Academic Senate meeting, voted for 1st read on AP 4100, so will go forward for 2nd read and then PSGC. Also spoke about the blended GE pattern and reached out to STEM faculty about bringing back ASTR 1L. K. Freeman asked that the instructor that teaches the course, Morrison possibly, speak to the committee. He's taught the courses since S. Bulkely left and feels he would have a lot of important information on this. E. Vasquez reminded the group that the discussion stemmed from wanting to combine ASTR 1 and 1L.

b. EVP, Academic Affairs and Student Services – Karen Kane

1. Excused absence.

c. Interim Dean of Instruction, Academic Support & Online Learning – Tim Botengan

1. Not much to report except that Kim Anderson is here as a guest today. All of the Deans are involved in evaluations right now so if you send me an email and need an immediate response, please put URGENT in the subject line so that it will get addressed.

d. Interim Dean of Instruction, Economic & Workforce Development – Lisa Holmes

1. Ditto what Tim said. Kim is here to help with curriculum stuff so we'll be doing that after this meeting.

e. Articulation Officer – Jaime Rodriguez

1. ENGL 1A was the last English course (of what was submitted for C-ID in that discipline) to receive approval. The English faculty have updated the BCC degree verification form to match the TMC and will now be adding two courses to the degree to come back through the Curriculum process and be resubmitted to COCI. Looked over the Philosophy ADT that Drew is submitting to Tech to make sure courses articulate. I am gathering our info to record on the Summary of Curricular Changes which goes out to all CCCs, CSUs, and UCs later in the year. There are some courses in the area of CSIS and ART that need unit reduction in order to submit ADTs for approval. We need to be aware of unit creep as there are negative impacts to this The KIN degree is coming back to Tech and should be good to go as we have made the necessary changes by request of the CO (Chancellor's Office) as well as resolving what movement courses articulate for this major. I will resubmit courses to C-ID once the revised CORs are approved today.

f. OAC Chairs – Joseph Williams and Penny Shreve

1. Excused absence.

VII. Consent Agenda from Tech/Peer Review Group

a. 1st – L. Franco / 2nd – J. Worland (8, 0, 0)

b. Add unit value to ATHL 14 (New Courses) – 2 units

VIII. Unfinished Business

a. OER – Discussion; Eduardo Vasquez

1. Tabled until K. Kane is in attendance as her input is needed.

b. Highly Unlikely to Succeed – Discussion; Eduardo Vasquez

1. E. Vasquez met with Tim and Tanesha and discussed the importance of the English, Math and Counseling faculty getting together to maybe collaborate on a course, maybe team teach it. Will touch base with H. Minehart to see about that.
    - T. Botengan agreed with this approach as everyone's involvement is important. It might not be Math/English specific, might be study habits or a specific skill set. A lot of the components in the Highly Unlikely in math and English will be similar but different content however, the skills and preparation will be similar. Could be the same students.
    - Time management, food/home insecurities; a lot of these issues come up, having the input from the counselors would be helpful.
    - E. Vasquez wants to get this moving as we are already in February and want this addressed before the end of the semester.

IX. New Business

a. Certificate of Achievement, Entrepreneurship & Innovation – 1st Read/Action (8, 0, 0) - **Move to 2nd Read/Action on 2/21 Curriculum Committee**

1. Discussed possible internship of Coffee Cart. T. Young asked if this certificate sits on a degree. H. Minehart spoke on business courses and programs coming back through Tech Review

X. Announcements

a. None.

XI. Future Agenda Items

a. E. Vasquez - At the PSGC and wants us to look at Committee membership, again. Changes would apply to next year. Wanted to change from Division Members to GP Pathways. Wanted to also change language from Division Rep to a specific role. Spoke to adding Transcript Evaluator to committee as well.

XII. Next Regular Meeting

a. Friday, February 21st, 10:00 am, LRC

XIII. Adjournment

a. 1st – R. Christensen / 2nd – L. Franco

b. Adjourned at 10:37 am

Handout #1 2/21/2020

Jessica Tainatongo

From: Melissa Matteson
Sent: Friday, February 21, 2020 6:57 AM
To: Curriculum
Cc: Eduardo Vasquez; Jessica Tainatongo
Subject: Math 3 Statement

Hello Curriculum Chair and Specialist,

I understand that Math 3 is on the Tech Review agenda today, February 21, 2020. I am out ill, with no voice, this week, and wanted to send in a statement that I was hoping to make at the meeting regarding Math 3 and the accessibility of MyMathLab that is listed as a required text.

MyMathLab is desired as part of mathematics courses, listed as a required text since it is an interactive course support that aims to improve the learning experience of the student. However, not every student's learning experience is enhanced by digital courseware. MyMathLab has inaccessible sections to students with disabilities, particularly blind students who use screen readers.

Universities and colleges that receive federal financial aid are required by law to ensure their digital learning materials are accessible to all students or provide reasonable alternatives in a timely manner. Failure to do so can result in an accessibility complaint to the Education Department's Office for Civil Rights or a discrimination lawsuit. In 2019, the Los Angeles Community District lost a discrimination lawsuit being ruled that the college district had breached Title 2 of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act as it failed to provide accessible course materials to students. The court specifically criticized the use of Pearson's MyMathLab.

Student success is our goal at BCC, and having a software program that is not 100% accessible that is listed as the required text is not equitable and will directly affect student success in the course. The Chancellor's Office explains AB705 as a law that invites students to access transfer-level coursework, and the college makes a pledge to help students complete that transfer level sequence within the first year by offering supports. By utilizing inaccessible support materials, we are not giving all students access to transfer-level coursework or assisting the student in completing the transfer level sequence within the first year.

If faculty, tech review, and curriculum choose to approve CORs with MyMathLab listed as an approved software utilized for mathematics courses, certain precautions should be taken into account. The software sections that are deemed inaccessible would be prohibited from use as it directly goes against the ADA and Rehabilitation Act of 1973. It would also be encouraged to have a process by which the course material was reviewed so that it is ensured the sections being utilized are accessible. Is this something that would be listed on the COR, so it can be reviewed prior to approval? Is there a process or will there be a process for reviewing the accessibility of software, and if sections are not accessible for faculty to submit what the alternative work would be? Is there a process, or will there be a process for discipline or removal of the required inaccessible software if the inaccessible sections are chosen to be used? Although ACCESS is responsible for in-classroom supports for our students, accessibility is a district-wide responsibility. MyMathLab, curriculum, and CORs fall under the district, and specifically under both tech review and curriculum committees.

Thank you for your time and consideration of this accessibility concern,

Handout #2 2/21/2020

BARSTOW COMMUNITY COLLEGE

Course Modification Request

Course Title: (Please list the 4 letter subject followed by number as well as the full title of the course)

MATH 2 INTRODUCTION TO STATISTICS

☑ **Course Change** ☐ **Course Inactivation**

A copy of the Course Outline of Record should be attached and sent in with this Course Modification Request form.

New COR Attached? ☐ **Yes** ☐ **No**

Reason for Change: (Please check all that apply)

☐ **Face Page Changes**	☐ **Student Learning Outcomes**	☐ **Objectives**
☐ **Course Content**	☐ **Methods of Instruction/Evaluation**	☐ **Assignments**
☐ **C-ID Changes**	☑ **Textbook**	☐ **Requisites (Pre/Co)**

Please indicate below what specific changes were made for review and/or any other reason not listed:

OpenStax OER was added as an acceptable text for the course.

These are the names of the processors of this document. They acknowledge and understand that all information here is complete and correct and each individual has reviewed and supports this change request.			
Faculty Author:		Date:	
Full-Time Faculty in Discipline (Full-time faculty in the discipline other than the person submitting this document, if any, must sign)		Date:	
Area Dean:		Date:	
Financial Aid (If units/hours change):		Date:	
Articulation Officer:		Date:	
Curriculum Chair		Date:	

Process Approvals	
Curriculum Committee Approval Date	
Vice President AA Approval Date	
Board of Trustees Approval Date	
Proposed Start Date	

Textbooks and Materials Tab

Required	Typical Text(s): 1. Elementary Statistics 13th Edition Author(s): Triola, Mario, (January 11, 2017) Textbook ISBN-13: 9780134462455 2. Series:MyMathLab, ISBN: 0134743296 3. Fundamentals of Statistics, Books a la Carte Edition Plus MyLab Statistics with Pearson. (January 2017). Author(s): Michael Sullivan Iii Textbook ISBN-10: 0134508300 4. Fit and Well – Connect ACCESS, ISBN: 126015503X. McGraw-Hill, 13th edition, 2019.
Recommended	
OER	**OpenStax – Introductory Statistics** Publish Date: 9/19/13 Web Version Last Updated: 1/10/20 Print: • ISBN-10: 1938168208 • ISBN-13: 978-1-938168-20-8 Digital: • ISBN-10: 1-938168-29-1 • ISBN-13: 978-1-947172-05-0 iBooks: • ISBN-10: 1-938168-29-1 • ISBN-13: 978-1-938168-29-1 License: • Introductory Statistics by OpenStax is licensed under Creative Commons Attribution License v4.0

Handout #3 2/21/2020

Eduardo Vasquez

From: Beverly Ranney
Sent: Friday, February 21, 2020 9:16 AM
To: Eduardo Vasquez
Subject: ASTR 1/1L

Good Morning Curriculum and Tech Review:
The ASTR 1/1L is on for discussion this morning. None of the part time faculty who teach the class are available to speak as they have other jobs and I am at an appointment.

The combination of ASTR 1/1L is being proposed for the following reasons:

1. To better serve students when they transfer, as students often learn they need both lab and lecture for the course to count. Combining them into one increases the success of our students upon transfer.
2. Part-time faculty are investigating ways to deliver lecture and lab online. I understand there was some concern that combining the courses would reduce online options for our students. I do not see this being the case.
3. Having the lecture and lab together reinforces concepts (this is true regardless of modality) and increases student success. I cannot stress this point enough: a well designed lab experience engages students in such a way as to reinforce the concepts they are actively engaged in lecture with and allows for a trial of ideas to occur. Combined, lecture and lab give students the opportunity to see the concepts in action.
4. It provides consistency across the science classes as our lab-based courses are otherwise combined.
This amounts to a pedagogical decision that when made, increases the learning opportunities for students and will enhance their success.
Respectfully,
Beverly

Beverly Ranney, Ph.D.
Professor
STEM Pathway, Biology
Barstow Community College

Handout #4 2/21/2020

Eduardo Vasquez

From: Patrick Morrison <pat_morrison@snowlineschools.com>
Sent: Tuesday, February 18, 2020 11:07 AM
To: Eduardo Vasquez
Subject: Re: ASTR 1L

Eduardo,
I realized that I forgot to respond to your question pertaining to the Curriculum Meeting this week. I will not be able to attend due to my day job at Serrano High School. Thank you again for your invitation. Have a great week.
Sincerely,
Pat Morrison

On Fri, Feb 14, 2020 at 12:35 PM Patrick Morrison <pat_morrison@snowlineschools.com> wrote:
Dear Mr. Morrison,

Eduardo,
I apologize for the tardy response things have been super hectic this week. Thank you for including me in this conversation. I don't know if I will be that much help because I can see valid arguments from both options.

Option 1 (Combining ASTR 1 with ASTR 1L)
The positive aspects of this choice are the increased continuity and support enrolled students would have due to the mandatory laboratory element. More time could be dedicated towards helping students gain a more comprehensive understanding of the difficult concepts addressed in class.

Option 2 (Keeping ASTR 1 and ASTR 1L separate)
Since I am still relatively new to the staff I may have an incomplete understanding of how the graduation unit game works. From my own personal informal survey I have found that I have several lab students whom have taken or are currently enrolled in the online astronomy course. Depending on student goals there may be a graduation requirement for a lab based physical science course. This would justify the need for online students picking up the lab as a single course.

I will fully support any decision made by the committee concerning the astronomy courses. If you have any further questions or concerns pertaining to your request please do not hesitate to contact me anytime.

Sincerely,
Pat Morrison

We are discussing in the Curriculum Committee about combining ASTR 1 with ASTR 1L as one course but some people feel that it should be two separate courses.

Would you be available in person or online via ConferZoom to provide your input?

The next Curriculum Meeting will be on February 21st at 10:00am.

COMMITTEE ON CURRICULUM & INSTRUCTION

Minutes – March 6, 2020, 10:00 am – 12:00 pm

LRC Conference Room

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. Call to Order *(1 minute)*

a. The meeting was called to order at 10:06 am by E. Vasquez.

II. Roll Call *(1 minute)*

a. Voting Members Present – Eduardo Vasquez, Rodolfo Duque, Jennafer Worland, Lila Franco, Apineru Lealofi, Joseph Williams, Kyri Freeman, Jaime Rodriguez (ZOOM), Randy Christensen (10:19), Elsa Greenlee (10:25)

b. Non-Voting Members Present – Karen Kane, Jessica Tainatongo, Heather Minehart, Tim Botengan

c. Non-Voting Members Absent – Heather Brang, Lisa Holmes, Bryce Prustos, Mercy Uti

d. Guests – Nanette Duarte, Bryan Asdel

III. Approval of Agenda *(1 minute)*

a. 1st – L. Franco / 2nd – J. Williams (9, 0, 0)

IV. Approval of Minutes – 2/21/2020 *(2 minutes)*

a. 1st – J. Worland / 2nd – L. Franco (9, 0, 0)

V. Opportunities to Address the Committee *(2 minutes each)*

a. None.

VI. Reports *(2 minutes each)*

a. Curriculum Committee Chair – Eduardo Vasquez

1. E. Vasquez reported out that he met with K. Kane, J. Rodriguez and J. Tainatongo to discuss peer reviewers as we are moving closer to that. Attended a regional consortia meeting last week with Ramon and Denise. Attended the AS meeting; encouraging OER and will discuss textbooks later in the meeting. Let the STEM faculty know they need to start working on their degrees soon. Knows that MATH faculty isn't far behind; currently working on theirs now.

- R. Duque and P. Esperanza promised this will be done today.
- K. Kane reminded the group that just a few years ago we only had nine ADT's and are currently working on nine new ones. Also doubled the ADTs awarded from 2017 to 2018; this results in about a $1.5M bump because of our student success matrix. This will be brought to the committee next month.

b. EVP, Academic Affairs and Student Services – Karen Kane

1. K. Kane thanked the group for all the work that had been done over the last 6 weeks while she was out. In late December, the Chancellor's Office released an opportunity for colleges to apply for a Homeless Insecurity Student Grant. BCC sent this in right before Christmas and we just found out Monday night that we are one of 14 colleges that got the grant. We get $500k dollars per year over the next three years. Don't know all of the parameters yet but the Chancellor's office will be assigning a liaison and this could affect curriculum; possibly more non-credit courses but will keep everyone updated. Reported out that work is being done and a draft is being made in case of a closure due to the Corona virus. In connection with our health partners and tracking the CDC so we will have a plan when faculty come back from Spring Break next week. Once drafted it will be sent out to the group.

c. Interim Dean of Instruction, Academic Support & Online Learning – Tim Botengan

1. T. Botengan likes the movement that he is seeing with OER. A lot of conversation and interest in this; faculty can see the resources are there and appreciates all the help from everyone…. can see the discussion with faculty in regards to programs. Glad to see Bryan Asdel in the meeting to gather information on Academic Support. Proctorio – would like to institute campus wide but just piloting from now; receiving a lot of positive feedback. Hoping to fully implement in the fall at no cost to the students. Students emailing in with praises for the program. Have a few new faculty members starting in the second 9 weeks.

d. Interim Dean of Instruction, Economic & Workforce Development – Lisa Holmes

1. K. Kane reported in L. Holmes absence. Reminded everyone that Crystal Nasio is the consultant while Lisa is out; is working with the faculty to get their programs back through. Looking at writing new curriculum and is taking a group of faculty members to Rancho Mirage to "The Future of Work" in April. Working with local agencies and businesses to ask what they need from the college for the future of work. Crystal will be working in the mornings on Main Campus where she has moved Riley Murray and Michelle Berndt and will work in the evenings until 7:00 pm at the State Street site.

e. Articulation Officer – Jaime Rodriguez

1. Ongoing work with revised ADTs and situating all appropriate documents to be submitted to CO when BOT approved and/or C-ID ready.
2. Fixed Social Justice program outline with Dawn and once 45 days is up for SOCI 22 with C-ID, the ADT will be submitted.
3. At the request of the Biology faculty, I submitted Biology 1 to C-ID for the Environmental Science descriptor. I will also submit BIOL 20A and 20B to the BIOL Series descriptor (once BOT approved with recent changes).
4. BADM 5 has been conditionally approved; Denise Pasley has been notified.
5. I listened in on the CO Webinar on Feb 26th regarding Periodic Curriculum Reviews. Basically the CSUs are looking under the hood and finding that not all CCCs are in compliance with the requirements of an ADT and will need to undergo updates. It is my opinion that we are in a really good place as our reset is completed and now we continue to strengthen our curriculum committee, course offerings and policies to be compliant with the state. I also sat in on a phone conference with Aimee Tran at Saddleback College and Eduardo to go over double counting on the TMC, input on curriculum best practices, and program scheduled review.
6. The Region 9 Articulation and Transfer Center Directors meeting took place yesterday and I zoomed in to listen to university updates, feedback on the CO webinar, ongoing ASSIST issues, auto awarding IGETC/CSU certs and overall concerns for students.

f. OAC Chairs – Joseph Williams and Penny Shreve

1. J. Williams reminded faculty that an email had been sent out to remind faculty of the training taking place after Spring Break. Asked that faculty make it to one of those meetings. Will send out a reminder to make sure everyone gets it. Also working on a two-year schedule and an SLO Assessment form. Had a training last week with the pilot group; trying to work out the kinks. Just a draft right now but went through Academic Senate yesterday. PLO Assessment Plan draft is being working on and went through it with the pilot group and was seen at Academic Senate for a first read. Maria Narvaez, consultant for the assessment cycle, on campus later today for a meeting as well.

VII. Consent Agenda from Tech Review

a. 1st – J. Williams / 2nd – A. Lealofi (11, 0, 0)

1. Item 8 justification: Updated to read "Unit decreased from 4 to 3 units"

VIII. Unfinished Business

a. Curriculum Committee Membership – Eduardo Vasquez *(5 minutes)*

1. Handout 1 (attached) – PSGC suggested changing "Division Reps" to GP Representative on membership. Updated titles to be spelled out correctly. Was at Academic Senate yesterday; will go to the next PSGC meeting. (11, 0, 0)

b. AP 4100 – 2nd Read/Action *(2 minutes)* (11, 0, 0)

1. Handout 2 (attached) – Was last updated in 2005; majority of changes were updated language from CCCLC (includes language from Title 5 and Ed Code sent from lawyers) and formatting. Now includes the ADT requirements.
    - K. Kane pointed out that under Responsibility, it should read the Vice President of Academic Affairs; H. Minehart is making changes as the conversation takes place.
    - H. Minehart spoke to the group about low unit certificates; reported out that now that the Chancellor's Office has lowered their requirements to say that certificate programs of eight to 15 can be approved by the Chancellor's Office…
    - E. Vasquez reported that Jill Murphy wanted to do some non-credit certificates.
        - H. Minehart responded that those are different.
        - This portion of the AP was struck out for removal.

IX. New Business

a. Associate of Arts Degree for Transfer, Philosophy – 1st Read/Action *(2 minutes)* **Move to Curriculum Agenda 3/20/2020 for 2nd Read** (11, 0, 0)

b. Associate of Arts Degree for Transfer, Social Justice – 1st Read/Action *(2 minutes)* **Move to Curriculum Agenda 3/20/2020 for 2nd Read** (10, 0, 1) R. Duque left the room and did not participate in the vote.

c. Associate of Arts Degree for Transfer, Studio Arts – 1st Read/Action *(2 minutes)* **Move to Curriculum Agenda 3/20/2020 for 2nd Read** (11, 0, 0)

d. Textbook Selection Policy – Eduardo Vasquez *(5 minutes)* (11, 0, 0)

1. Handout 3 (attached) – E. Vasquez worked with Beverly Ranney and Nance Nunes-Gill; would like to take this back to Academic Senate soon. The Curriculum Handbook from 2014-15 said that….worked with Tim as well.
    - K. Kane suggested adding "and gets consensus" to item #2 so that all faculty are in agreement of what textbook selection would be.
    - R. Duque asked if he doesn't know who 'all' of the faculty members are in his discipline; how does he reach out to everyone?
        - H. Minehart told him he could email her to receive a list or you can contact the Dean.
        - Human Resources has this list but it changes every semester. H. Minehart has the most up to date list of all faculty members.
    - K. Kane – for example, if 10 math faculty want to use OER for MATH 2 and one does not, they can still move ahead with OER but would need to list the textbook on the COR as well. However, an icon will be on each course in the catalog indicating which instructors are using the OER to indicate no or low cost. Those that don't want to use OER, and that is their choice, don't have to but it might affect the enrollment in their classes.
    - K. Freeman requested a spreadsheet of what courses are using what books so the library can ensure what books are needed for the students.
    - K. Kane reported out that in lieu of having peer reviewers, we need to use this process. They can change their texts during a cycle of review or they can work out of cycle with a peer reviewer to add it to the COR.
    - E. Vasquez brought up two different forms on Google Docs for – Textbook Adoption form and the OER Adoption form.
        - K. Kane suggested adding the question "Have you notified your Guided Pathway lead?"
        - E. Vasquez would like to use this form for now…this form pulls the data out and puts it on an Excel spreadsheet.

X. Announcements *(2 minutes each)*

XI. Future Agenda Items

a. Curriculum Handbook

b. Routine Peer Review

XII. Next Regular Meeting

a. Friday, March 20th, 10:00 am, LRC

XIII. Adjournment

a. 1st – L. Franco / 2nd – E. Greenlee

b. Meeting adjourned at 11:51 am

AP 4100 Graduation Requirements for Degrees and Certificates

Reference:

~~***Title 5, Sections 55800, et sq.; Accreditation Standards 2.1, 4.A, and B.***~~

Title 5, Sections 55060 et seq.~~, 55070, et seq.~~

Responsibility

The ~~Vice President of Academic Affairs~~Dean of Counseling and~~/or Matriculation Advisor~~Dean of Enrollment Management and Services will be responsible for implementing the provisions of this procedure.

~~Petition to Graduate~~

General Education Requirements – Associate Degree

Educational objectives and intellectual interests of students working for an associate degree may differ; however, the awarding of the degree is based on the concept that students must achieve a defined minimum level of knowledge. The granting of the degree assures the community that the individual has acquired those common areas of knowledge and processes of thought and work that are expected of a community college graduate by the general populace. The program for obtaining the associate degree has been designed based on this philosophy.

State mandated major disciplinary categories of general education courses are

1.7.1 Associate of Arts – Humanities

1.7.2 Associate of Arts – Social Science

1.7.3 Associate of Science – Natural Science/Math

1.7.4 Associate of Science in a variety of occupational majors.

Ethnic studies must be offered.

Double counting of courses is recommended by California Education Code and Title 5, section 55063. Double-counting refers to use of a course to fulfill both a general education requirement and a major requirement.

Associate of Science (AS) is strongly recommended for any Science, Technology, Engineering, or Mathematics (STEM) field and CTE programs

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Associate of Arts (AA) for all other disciplines must be used for all other disciplines

Associate in Science for Transfer (AS-T) must be used for any Science, Technology, Engineering, or Mathematics (STEM) field and CTE programs

Associate in Arts for Transfer (AA-T) must be used for all other disciplines

Associate Degrees

The purpose of attaining an Associate's degree is:

1. To extend general educational and cultural understanding.
2. To prepare for entrance to an occupation.
3. To provide credits for transfer to a four-year college or university at the junior level.

Associate in Arts or Associate in Science degree, a student must:

- demonstrate competence in reading, in written expression, and in mathematics.
- complete at least (60) semester units of college work.
  - At least 18 semester units in a major or area of emphasis
  - At least 18 semester units of general education coursework
- earn an institutional and cumulative GPA in all work attempted of at least 2.0.
- complete a minimum of twelve semester units of residency with Barstow College.
- ~~complete the general education subject and unit requirements as per degree type and major.~~
- ~~complete a minimum of eighteen semester units of major related coursework for the General Education Associate of Arts degrees, or a minimum of twenty semester units of major related coursework for the General Education Associate of Science degrees~~.

The 18 semester units in the major can be in a single discipline or related disciplines, as listed in the community colleges "Taxonomy of Programs", or it can be in an area of emphasis, defined as a more general grouping of lower division course work that prepares students for a field of study or specific major at a CSU or UC. The standards for GE are further defined in Title 5, § 55061. The remaining units may be used for local graduation requirements or electives, as permitted for the degree type.

Associate Degrees for Transfer (AA-T and AS-T)~~, a student must:~~

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The AA-T or AS-T is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees are guaranteed admission to the CSU system, but not to a particular CSU campus or to a university or college that is not part of the CSU system.

To complete an Associate Degree for Transfer a student must:

- complete a minimum of 60 CSU-transferable courses semester units.
- earn a minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors require a higher GPA.
- complete a minimum of 18 semester units in the ~~an "AA-T" or "AS-T"~~ major. All course in the major must be completed with a grade of "C" or better or a "P" if the course in taken on a "pass no-pass" basis (Title 5 Section 55063).
- Petition for a certified completion of the California State University General Education-Breadth pattern (CSUGE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. ~~Per Education Code there are no local general education requirements.~~
- Additional course requirements are prohibited

~~Double counting of courses is recommended by California Education Code and Title 5, section 55063. Double-counting refers to use of a course to fulfill both a general education requirement and a major requirement.~~

~~The AA-T or AS-T is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees are guaranteed admission to the CSU system, but not to a particular CSU campus or to a university or college that is not part of the CSU system.~~

~~Furthermore,~~

~~The work must include at least 18 semester units or 27 quarter units in general education and at least 18 semester units or 27 quarter units in a major listed in the Community Colleges "Taxonomy of Programs."~~

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~~The work must include at least 12 semester units or 18 quarter units of study in residence; exceptions to the residence requirement can be made by the Board when an injustice or undue hardship would result.~~

~~District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the California Community Colleges Chancellor's Office.Furthermore,~~

~~Physical Activity and Health: Barstow College requires one unit of physical activity and three units of lifelong learning coursework for general education purposes.~~

~~Ethnic studies must be offered.~~

Certificate of Requirements

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Certificates must successfully complete a course of study of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

A definition of "college work" that provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.

Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.

Commented [HM1]: This is a may statement. Do we want to actually do this?

Barstow Community College shall award a Certificate of Achievement or Career Preparation to students who fulfill the following requirements:

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- Completion of all course work in a designated certificate program with a "C" or better.
- Completion of a minimum of 12 units at Barstow Community College or all required coursework for the Certificate of Career Preparation if less than 12 units.

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Certificate of Achievement

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Certificate programs of 16 or more units must be submitted for Chancellor approval and included on the student transcript.

Certificate programs of 8 to 15.9 may be submitted for Chancellor approval and included on the student transcript.

Certificate of Career Preparation

Credit programs of less than 16 units leading to a certificate may be established without review and approval by the Chancellor after approval by the college curriculum committee and the district governing board. Such certificates cannot be included on the student transcript.

~~For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 186 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.~~

~~A definition of "college work" that provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.~~

~~Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.~~

~~Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of Barstow Community College, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.~~

~~Shorter credit programs that lead to a certificate may be established by the District.~~

~~Certificates for which California Community Colleges Chancellor's Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.~~**Certificate of Career Preparation**

Petition to Graduate

Students may petition to graduate once all required courses are completed or the student is enrolled in all required courses. Petitions may be submitted to Admissions and Records up until the last day of the published Graduation Petition deadline. Students may submit petitions after the Graduation Petition deadline but will not be included in the Commencement Program. Students who petition during the summer semester may be allowed to participate in commencement during the preceding spring but will not be included in the Commencement Program and will not be allowed to participate in the following Commencement Program unless a new degree or certificate is earned.

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All degree and certificates will be awarded after successful completion of all degree or certificate requirements and after the end of the semester in which the petition was submitted.

~~The college grants the degrees of associate of arts and associate of science to those students who have fulfilled the following requirements:~~

~~Earned an institutional and cumulative GPA in all work attempted of at least 2.0.~~

~~Completed a minimum of twelve semester units of residency with Barstow College.~~

~~Completed the general education subject and unit requirements as per degree type and major (Title 5, Section 55806).~~

~~Completed a minimum of eighteen semester units of major related coursework for the General Education Associate of Arts degrees, or a minimum of twenty semester units of major related coursework for the General Education Associate of Science and Occupational Associate of Science degrees.~~

~~Completed a minimum of sixty total semester units of degree applicable coursework – Cooperative Education units may be counted toward the major with the following limitations:~~

~~For General Work Experience education, the following limitations will apply:~~

- ~~A maximum of three units per semester may be earned up to a total of six semester units.~~
- ~~A maximum of six semester units may be applied as elective credit toward an Occupational Associates Degree or a General Education Associates Degree.~~

~~For Occupational Work Experience education, the following limitations will apply:~~

- ~~A maximum of four units per semester may be earned up to a total of eight semester units.~~
- ~~A maximum of four semester units may be applied toward the major requirement for an Occupational Associate Degree, and four additional semester units may be applied as elective credit. Alternatively, a maximum of eight semester units may be applied as elective credit toward a General Education Associates Degree.~~

Use of Coursework from Another Accredited Institution

- Students may use lower ~~and upper~~ division coursework from a regionally accredited

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institution to fulfill subject requirements of a comparable Barstow Community College course upon

approval by the articulation officer and transcript evaluator. ~~Upper division coursework cannot be used~~

~~to fulfill unit requirements.~~

- Students may use lower division coursework completed at another regionally accredited

institution to fulfill program, general education, and/or elective unit requirements for the associate

degree or certificate programs. Specifically, students may use lower division coursework from

another regionally accredited institution to fulfill any or all of the following:

- ~~1.~~ Course or program requirements for a certificate or for the major in an associate degree;
- ~~2.~~ General Education graduation requirements, including approved course(s) in the same or

similar general education area(s) at another California Community College; and

- ~~3.~~ Elective units to meet the 60 semester unit requirement for an associate degree.

Although Barstow Community College may receive and apply lower division coursework students earned

at another regionally or nationally accredited institution towards specified program, general education,

and/or elective unit requirements for the Barstow Community College degree, Barstow Community

College cannot guarantee the same lower division coursework will transfer and be used for the same

requirements at another institution.

Note: Students may NOT use outside coursework to satisfy the 12-unit Residency requirement.

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Students who have already earned a Bachelor's degree from a regionally accredited institution ~~will~~

~~not be required to~~may be exempt from complet~~e~~ion of Barstow Community Colleges general education requirements. ~~NOTE: Some~~

~~Barstow Community College degrees require specific general education coursework that may not be~~

~~waived even if a student has earned a Bachelor's degree.~~

Catalog Rights:

Catalog rights dictate that a student may satisfy the requirements of a degree or certificate by completing the general education and major/area of emphasis requirements in effect at any time of their continuous enrollment. Continuous enrollment is defined as enrollment in consecutive Fall and Spring semesters until completion. A student is entitled to receive a degree or certificate of achievement provided the student has met all degree or certificate requirements consistent with catalog rights. If a student's major includes course work that has been discontinued, the student must petition through a counselor for the authorization of course substitutions.~~Students completing the requirements for the Associate degree (local), the Associate Degree for Transfer,~~

~~Certificate of Achievement, Certificate of Proficiency, Certificate of Completion, and Certificate of~~

~~Competency have catalog rights. A student's catalog rights are preserved by maintaining enrollment in at~~

~~least one semester per academic year, in any of the four Peralta Colleges, at Barstow Community College excluding summer sessions.~~

The "withdrawal" symbol (W) constitutes enrollment.

A student's catalog rights include:

A. The regulations in effect at the time the student entered the college, provided the student has been in

continuous~~continuing~~ enrollment until the requirements for the Degree/Certificate are completed; or

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B. The regulations current at the time the student ~~re enters~~declares the major program and remains in ~~continuing~~continuous

enrollment until the requirements for the Degree/Certificate are completed; or

C. The regulations current at the time the student files and receives the Degree/Certificate~~degree/certificate~~.

Credit for Military Experience

Completion of a minimum of one year's active duty with the Armed Forces of the United States, including completion of a basic or recruit training program and receipt of an honorable discharge, provides six semester units of elective credit toward the associate degree.

To receive credit for military service, students must provide an original DD-214 or an official unopened

JST (Joint Services Transcript) for scanning or photocopying by a ~~Peralta~~ Barstow Community College staff ~~or~~

~~faculty~~ member.

A DD-214 may also be used to satisfy the subject and unit requirements for CSU GE Area E, Lifelong

- Learning and Self-Development.

~~State-mandated major disciplinary categories of general education courses are~~

~~1.7.1 Associate of Arts – Humanities~~

~~1.7.2 Associate of Arts – Social Science~~

~~1.7.3 Associate of Science – Natural Science/Math~~

~~1.7.4 Associate of Science in a variety of occupational majors.~~

The College is authorized under California Code of Regulations Title 5, Section 55063 and 55072, to confer upon a student a degree/certificate without requiring the student to first petition for conferral. The Admissions and Records Office shall establish a procedure by which it notifies potential awardees of its intent to confer the degree/certificate and avail them with the opportunity for postponement by a specific deadline.

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District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the California Community Colleges Chancellor's Office.

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~~Physical Activity and Health: Barstow College requires two units of physical activity and three units of lifelong learning coursework for general education purposes. Additionally, the Occupational Associates Degrees require at least one unit of CBIS coursework for general education purposes.~~

Textbook Selection

1. Faculty notifies the bookstore and library prior to May 1st for the fall semester and November 1st for the spring semester using the textbook selection form.

2. Faculty member notifies all discipline faculty and gets consensus then notifies the Guided Pathways Chair for that discipline.

3. Faculty member fills out a Course Modification form and submits it to the curriculum@barstow.edu email.

4. During the routine Peer Review, the new book could be added into the Course Outline of Record (COR) for the course.

5. Books need to be ordered in a timely fashion for both logistical reasons for the bookstore, library, and students; therefore, the books can only be changed in the time frame listed on the first step.

COMMITTEE ON CURRICULUM & INSTRUCTION

Minutes – March 20, 2020, 10:00 am – 12:00 pm

Confer ZOOM

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. Call to Order *(1 minute)*

a. The meeting was called to order at 10:03 am by E. Vasquez

II. Roll Call *(1 minute)*

a. All members were in attendance via Confer Zoom.

b. Voting Members Present – Eduardo Vasquez, Lilia Franco, Peter Esperanza, Rodolfo Duque, Jennafer Worland, Kyri Freeman, Jaime Rodriguez, Elsa Greenlee, Apineru Lealofi, Joseph Williams (joined the meeting later)

c. Voting Members Absent – Randy Christensen

d. Non-Voting Members Present – Jessica Tainatongo, Heather Minehart, Heather Brang, Crystal Nasio

e. Non-Voting Members Absent – Karen Kane, Tim Botengan, Lisa Holmes, Bryce Prustos, Mercy Uti

f. Guests – Beverly Ranney, James Lee, Tanesha Young

III. Approval of Agenda *(1 minute)*

a. 1st – J. Worland / 2nd – J. Rodriguez (8, 0, 0)

1. Update item IV to read 3/6/2020 (instead of 2/21/2020)

IV. Approval of Minutes – 2/21/2020 *(2 minutes)*

a. 1st – J. Worland / 2nd – A. Lealofi (8, 0, 0)

1. Update item II a – Apineru's last name should be Lealofi, not Franco

V. Opportunities to Address the Committee *(2 minutes each)*

a. K. Freeman reported out to the group that she has been sending out emails and posting library information on Canvas; what offerings the library has for the students, electronic resources, etc. Asked the group that if there was something they needed, to please reach out as she is available during her regular working hours via email.

b. C. Nasio asked that an Outlook invite be sent out with the Zoom link instead of it coming in a separate email. H. Minehart suggested creating a recurring meeting so all items for the meeting could be kept together. J. Tainatongo is going to take care of that prior to the next meeting.

VI. Reports *(2 minutes each)*

a. Curriculum Committee Chair – Eduardo Vasquez

1. E. Vasquez let the group now that he understands what a difficult time this is for everyone. Knows that a lot of courses are already online so thankfully not a lot is changing although the virtual labs will be challenging. Spoke with Michelle Pilati, the ASSCC OERI Chair, at a meeting and is going to strongly suggest that all faculty move to OER especially with the costs of textbooks rising.

b. EVP, Academic Affairs and Student Services – Karen Kane

1. Excused absence due to conference call with Chancellor's Office

c. Interim Dean of Instruction, Academic Support & Online Learning – Tim Botengan

1. Excused absence due to conference call with Chancellor's Office

d. Interim Dean of Instruction, Economic & Workforce Development – Lisa Holmes

1. C. Nasio reported out in Lisa Holmes' absence. Thanked everyone for the support during

the transition. The CTE faculty are very concerned with the skills component for their courses. Speaking with faculty now that we know the students won't be returning to campus on April 20th as we originally thought and had a conversation with Lisa bout all of this as well. Still being determined, at the Chancellor's Office, if virtual labs will be allowed. They came back on Cosmetology and already said no but in light of the current changes, that could change. CTE faculty will receive an email from C. Nasio, with approval from K. Kane and L. Holmes, with further instructions.

e. Articulation Officer – Jaime Rodriguez

1. BADM 5 and 6 received conditional status' but after further clarification with the C-ID rep, BADM 6 is now approved. I have spoken with Denise regarding BADM 5 and she will be revising with the most current requests. HIST 8B has been conditionally approved, Paul Rittman and Ramon have been contacted regarding this revision. The board has now approved several ADTs; I will be working with Jes to make sure the most current documents are submitted for COCI approval.

f. OAC Chairs – Joseph Williams and Penny Shreve

1. J. Williams reported that he met with P. Shreve this week and they decided that with the new developments with COVID-19, the trainings should be moved. The trainings will now take place on the 24th (HUMA), 25th (Social Sciences) and twice on the 26th (MATH, Science and KIN) and in the afternoon, CTE. The week after that will be the 2-year assessment cycle planning (the 30th-1st) with the same schedule as the week before. All trainings will be from 12:00-1:30 p.m. during college hour to try and accommodate faculty's schedules, with the second training in the evenings from 3:30-5:00 p.m. for CTE faculty.

VII. Consent Agenda from Tech Review

a. 1st – J. Rodriguez / 2nd – J. Worland (8, 0, 0) **Move to April 15th BOT Agenda**

VIII. Unfinished Business

IX. New Business

a. Associate of Arts Degree for Transfer, Philosophy – 2nd Read/Action *(2 minutes)* **Move to April 15th BOT Agenda** (8, 0, 0)

b. Associate of Arts Degree for Transfer, Social Justice – 2nd Read/Action *(2 minutes)* **Move to April 15th BOT Agenda** (8, 0, 0)

c. Associate of Arts Degree for Transfer, Studio Arts – 2nd Read/Action *(2 minutes)* **Move to April 15th BOT Agenda** (8, 0, 0)

X. Announcements *(2 minutes each)*

a. E. Vasquez announced that the meeting with the ASCCC OERI Chair (Michelle Pilati) and said she is open to having a Confer Zoom meeting with the college; will be reaching out to Nance Nunes-Gill to determine the best time for everyone.

b. P. Esperanza reported out that he is working on a course with the math faculty for Highly Unlikely to Succeed students. Also finished up the Differential Math needed so the MATH ADT can be submitted.

c. E. Vasquez reported out that he felt the Chemistry and Biology ADTs would be submitted soon as well.

d. K. Freeman suggested sending out an update to faculty members to let them know how curriculum will work now that we are all working remotely; E. Vasquez will send out a reminder to faculty.

XI. Future Agenda Items

a. Curriculum Handbook

b. Routine Peer Review

XII. Next Regular Meeting

a. Friday, March 27th 10:00 am, LRC

XIII. Adjournment

a. 1st – J. Williams / 2nd – J. Worland

b. Meeting adjourned at 10:36 am by E. Vasquez

COMMITTEE ON CURRICULUM & INSTRUCTION

Minutes – April 3, 2020, 10:00 am – 12:00 pm

Confer ZOOM

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. Call to Order *(1 minute)*
- **a.** Meeting called to order at 10:06 am by E. Vasquez

II. Roll Call *(1 minute)*
- **a. Voting Members Present –** Eduardo Vasquez, Kyri Freeman, Jennafer Worland, Rodolfo Duque, Randy Christensen, Peter Esperanza, Lilia Franco, Elsa Greenlee, Apineru Lealofi*, Joseph Williams* *Logged into meeting at approximately 10:30 am.
- **b. Voting Members Excused Absence –** Jaime Rodriguez
- **c. Non-Voting Members Present –** Jessica Tainatongo, Heather Brang, Karen Kane, Tim Botengan, Heather Minehart
- **d. Non-Voting Members Excused Absence –** Lisa Holmes
- **e. Non-Voting Members Absent –** Bryce Prustos, Mercy Uti
- **f. Guests –** Tanesha Young, James Lee, Melissa Matteson, Emily Garrison, Allen Norton, Bryan Asdel

III. Approval of Agenda *(1 minute)*
- **a.** 1st – L. Franco / 2nd – J. Worland (9, 0, 0)

IV. Approval of Minutes – 3/20/2020 *(2 minutes)*
- **a.** 1st – J. Worland / 2nd – L. Franco (8, 0, 1) R. Christensen abstained as he was absent from the 3/20/2020 meeting.

V. Opportunities to Address the Committee *(2 minutes each)*
- **a.** None.

VI. Reports *(2 minutes each)*

a. Curriculum Committee Chair – Eduardo Vasquez

1. E. Vasquez reported that at next week's 4/14 Best Practice meeting, Michelle Pilati will be there to discuss OER; highly encouraged faculty to attend.
    - Very excited as PSYC faculty members have been reaching out about OER.
    - Also reported out that the CHEM ADT was recently submitted and will be on the next Tech Review agenda.

b. EVP, Academic Affairs and Student Services – Karen Kane

1. K. Kane reported out that students who need technology (laptops and/or internet services) have been contacted and the first distribution of Chromebooks will take place on Tuesday, 4/7/2020, to a select group of identified students. The Food Pantry will also be open on the same day. Also congratulated faculty on working so quickly to transfer to an online community.

c. Interim Dean of Instruction, Academic Support & Online Learning – Tim Botengan

1. T. Botengan reiterated K. Kane's report on the distribution of technology to students. Gave kudos to the TLSC staff for reaching out to the students. The Chromebooks will be available for pick up at two different locations: a drive-up by the Bookstore and a walk-up at the bus stop by the TLSC.
    - The DE Committee sent the waiver for proctored exams to Academic Senate and it was passed. Currently working with faculty to implement this but it means that no quizzes or exams that were previously slated to be proctored

will no longer be proctored.

- A blanket approval for DE was given for spring; do we need another one for summer and spring?
- K. Kane responded that everything was turned in for spring but will need to be sent in for each semester going forward. Should move forward with getting courses DE approved locally. For courses that don't make sense to be taught online, like the trade's courses, but those will be included in the blanket approval.
- T. Botengan also reported out that the summer term will be fully online asynchronous – meaning there will be no time constrictions. Lectures won't be scheduled at a specific time.
- On April 6th there will be another Introduction to Canvas training for faculty members that want to teach online. This was waived previously but will be required going forward. This is a 5-week online course.

d. Interim Dean of Instruction, Economic & Workforce Development – Lisa Holmes

1. K. Kane reported out as Crystal Nasio and Lisa Holmes were unable to attend. James, Crystal and Lisa are working quickly with the CTE staff to rewrite the curriculum as there were a lot of anomalies. Working with faculty to work in a virtual format as most CTE courses are not usually taught this way. Students will be given an "IP" for a grade for courses that have labs that cannot be taught online (ex: COSM). Those labs must be done face-to-face.
2. J. Lee reported out that they are ramping up production next week on the masks. Hoping to have the first delivery to Barstow Community Hospital next week as well. It takes about 1/5 hours to print a mask so looking at the laser imprinter to see if that can be used as well. Ft. Irwin reached out that they are willing to help as well. Hoping to have a few more printers available to help soon.
3. K. Kane reported out that she has received a lot of messages asking if employees can come to campus and pick something up and the answer is no. If something is needed from your office, contact your Dean, who will contact the VP and coordinate with M & O. M & O sanitizes everything everyday to keep those on campus safe so people can't just walk on campus whenever they need to. Please follow the process.

e. Articulation Officer – Jaime Rodriguez

f. OAC Chairs – Joseph Williams and Penny Shreve

VII. Consent Agenda from Tech Review

a. 1st – E. Greenlee / 2nd – L. Franco (10, 0, 0)

b. All items move forward to 4/15/2020 Board of Trustees agenda

VIII. Unfinished Business

a. None.

IX. New Business

a. P/NP Option for Students

1. H. Minehart reported out that P/NP typically has a deadline for students to request this; relaxed now because of COVID-19. Will allow for this until the end of the semester now. Not all classes are set up for this; would like to request a blanket approval for this for all courses. The form still must be filled out and speak with a counselor.

- K. Kane responded that the Chancellor's Office is being flexible with what we want to do here and is complete agreement with this.

b. Grading in an Emergency Situation

1. H. Minehart reported that "EW" is not a grade; it is an excused withdrawal. The "EW" grade won't affect financial aid or STAP. The "EW" grade is super important but not a grade symbol for the final grade. If courses are going to remain "IP" beyond the end of the semester, faculty can give an "I" because of that. The form will still have to be filled

out and submitted to A & R. "EW" comes into play for students that dropped or failed at beginning of 2nd 9 weeks; A & R reaches out to provide form if extenuating circumstances exist so it doesn't count against them.

X. Announcements *(2 minutes each)*

a. None.

XI. Future Agenda Items

a. Curriculum Handbook

1. E. Vasquez reported out that he is almost done with this and should have it at the next meeting.

b. Routine Peer Review

1. E. Vasquez will have a meeting with Jessica Tainatongo and Jaime Rodriguez next week to establish a cycle for this.

XII. Next Regular Meeting

a. Friday, April 17th 10:00 am, Confer ZOOM

XIII. Adjournment

a. 1st – L. Franco / 2nd – J. Worland

b. Meeting adjourned at 10:43 am.

COMMITTEE ON CURRICULUM & INSTRUCTION

Minutes – April 17, 2020, 10:00 am – 12:00 pm

Confer ZOOM

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. Call to Order *(1 minute)*

a. The meeting was called to order at 10:01 am by E. Vasquez

II. Roll Call *(1 minute)*

a. Voting Members Present – Eduardo Vasquez, Rodolfo Duque, Jennafer Worland, Elsa Greenlee, Peter Esperanza, Lilia Franco, Joseph Williams, Apineru Lealofi, Jaime Rodriguez, Randy Christensen, Kyri Freeman

b. Non-Voting Members Present – Karen Kane, Lisa Holmes, Heather Minehart, Heather Brang, Tim Botengan, Jessica Tainatongo

c. Non-Voting Members Absent – Bryce Prustos, Mercy Uti

d. Guests – Bryan Asdel, Nanette Duarte, Crystal Nasio, Tanesha Young, Wendy Chisholm, Elena Rivera

III. Approval of Agenda *(1 minute)*

a. Update header to read "agenda" instead of "minutes"

b. 1st – J. Williams / 2nd – L. Franco (11, 0, 0)

IV. Approval of Minutes – 4/3/2020 *(2 minutes)*

a. 1st – J. Worland / 2nd J. Rodriguez (10, 0, 1) – J. Rodriguez abstained as she was absent from the 4/3/2020 meeting.

V. Opportunities to Address the Committee *(2 minutes each)*

a. None.

VI. Reports *(2 minutes each)*

a. Curriculum Committee Chair – Eduardo Vasquez

1. E. Vasquez reported that he received a lot of positive feedback after the Best Practice meeting. Michelle Pilati spoke on OER and several faculty members have already reached out about switching to OER textbooks. Thanked the TLSC for helping a student who wasn't able to attend his class because he didn't have electricity or a laptop.

b. EVP, Academic Affairs and Student Services – Karen Kane

1. K. Kane thanked E. Vasquez for bringing in Michelle Pilati; pointed out that while OER has been discussed a lot on campus, sometimes an outside voice is needed. Reiterated the work of the TLSC and wanted more information on the incident E. Vasquez spoke on as Dr. Eva Bagg was contacted by a reporter asking what good deeds people on campus had been doing for students and wanted to pass along this story to her.

- The emergency blanket DE form will need to be submitted soon for Summer and then again for Fall; looking pretty good as of right now and might only need to submit one course for Summer. Offered more time at faculty meetings to address DE concerns.
- The 2nd Technology Loan day took place this past Tuesday; thanked Tanesha Young for getting in touch with Cal Bright College to secure over 100 more chrome books for our students.

c. Interim Dean of Instruction, Academic Support & Online Learning – Tim Botengan

1. T. Botengan pointed out that good work the curriculum continued to do without missing a beat since being moved to working remotely. Thanked the TLSC for continuing to service

our students. Happy that faculty is looking more towards OER; lots of resources and they're constantly being updated. Spoke last time on the fully asynchronous summer semester; fall will be the same. Once word gets out that BCC has their act together, expect our enrollments to go up.

- Currently there are 17 faculty members going through Canvas training and have received several more inquiries as to the next training. Must have Canvas training to teach online; this cannot be waived anymore.

d. Interim Dean of Instruction, Economic & Workforce Development – Lisa Holmes

1. Crystal Nasio reported out on behalf of Lisa Holmes that she is proud of the CTE faculty that have responded to the needs of the OAC and Curriculum Committee. There will be a lot coming through on WELD and WARE at the next Tech Review meeting. Currently working with COSM but won't have those until the fall. Excited that A. Lealofi and D. Pasley have worked with faculty on SLOs and PLOs; really feels like a team effort. This past Tuesday, COSM received approval from the Chancellor's Office to allow students to complete their labs for boards online; BCC is the first and only school to receive this sort of approval. This will take about two weeks to roll out and some of our students have technological needs so very thankful that Tanesha Young was able to secure more Chromebooks.

e. Articulation Officer – Jaime Rodriguez

1. J. Rodriguez reported out that the Computer Science and English ADT have been approved by the Chancellor's Office. Elementary Teacher Education is on today's agenda as it has already been locally approved but with the revision request of changes, the courses listed under List C of the TMC must be omitted in order to receive approval. I have informed Heather Bradford as I strongly feel this degree will not move forward without this change. Kinesiology is undergoing revisions and will be resubmitted. The GE submissions via ASSIST are in process and are still pending final action.

f. OAC Chairs – Joseph Williams and Penny Shreve

1. J. Williams reported out that the faculty training took place recently and there was a really good turn-out. Moving forward to make sure the ACCJC recommendations are met.

VII. Consent Agenda from Tech Review

a. 1st – J. Williams / 2nd – L. Franco (11, 0, 0) **Move to BOT Agenda 5/20/2020**

VIII. Unfinished Business

IX. New Business

1. Associate of Science Degree for Transfer, Chemistry – 1st Read/Discussion *(2 minutes)* - **Move to second read at 5/1/2020 Curriculum meeting**

b. Curriculum Handbook – Discussion *(5 minutes)*

1. E. Vasquez reported out that he updated the Curriculum Handbook and will send it out to the group so everyone can take a look at it so that it can be voted on at the next meeting.

c. Highly Unlikely to Succeed - Discussion *(10 minutes)*

1. K. Kane stated that the group needed to decide what courses would be given to students who were deemed as Highly Unlikely to Succeed; want to provide them one more course to help them pass successfully at the college level. Currently, SDEV 160 could be utilized as it is a very basic math and English course. This would start in the fall so we have something for the students that need it.

- E. Vasquez asked if data could be pulled that showed if other courses, not just math and English, were being failed by the same student to better determine if it was lack of skills keeping them from succeeding or if it might be something more.
- L. Holmes responded that yes, there are a lot of factors that could be looked at for this.
- K. Freeman asked if technology training was being considered for these

students as she has run across students who have a very difficult time accessing website or that only have access on their phones.

- T. Botengan responded that the TLSC was there for that exact reason. It's more difficult at this time because the students can't physically come in but are working with these students online. Encouraged the group to send students to the TLSC so they could be helped and asked that any suggestions be sent in to ensure that there aren't any equity issues.
- E. Vasquez suggested that technological skills be included in SDEV 160.
- K. Kane let the group know that Al Norton currently teaches SDEV 160 at Fort Irwin but has been asked to revamp the course so that it focuses on what the soldiers need to pass their test; students wanting to join the military would also be able to take this course as it could help with their placement.

d. Degree Works – Discussion *(10 minutes)* Heather Minehart

1. H. Minehart reported that Degree Works is in the final stages of implementation – currently being moved from production this week. There will be a soft launch this summer so counselors can use to determine if it will be ready for students to use in the fall. There are built in student education plans which will feed into registration. We will be able to use the data out of the ed plans to determine scheduling. Financial Aid can only be dispersed to students who are taking courses in a determined major. This information will go out to students in the fall and faculty will all receive a cheat sheet to help with this. Programs have been updated to encompass all courses so a business major will still be able to take accounting and management courses.

X. Announcements *(2 minutes each)*

a. K. Freeman reported out that she poled the faculty to see who would be interested in having her imbedded in their Canvas courses as the librarian; received a good response but doesn't want that to start until the beginning of a term. Also asked if Redshelf was going to continue to offer free access.

1. T. Botengan is reaching out the bookstore for this answer.

XI. Future Agenda Items

a. Routine Peer Review

1. E. Vasquez let the group know that he met with J. Tainatongo and J. Rodriguez last week and then a bigger group yesterday and will hopefully have something for the next meeting.

XII. Next Regular Meeting

a. Friday, May 1st 10:00 am, Confer ZOOM (this will be the last meeting of the term)

XIII. Adjournment

a. 1st – L. Franco / 2nd – E. Greenlee (11, 0, 0)

b. Meeting adjourned at 11:07 am

COMMITTEE ON CURRICULUM & INSTRUCTION

Minutes – May 1, 2020, 10:00 am – 12:00 pm

Confer ZOOM

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. Call to Order *(1 minute)*

a. The meeting was called to order at 10:05 a.m. by E. Vasquez

II. Roll Call *(1 minute)*

a. Voting Members Present – Peter Esperanza, Jaime Rodriguez, Jennafer Worland, Eduardo Vasquez, Rodolfo Duque, Apineru Lealofi, Kyri Freeman, Joseph Williams, Lilia Franco, Elsa Greenlee

b. Voting Members Excused Absent –Randy Christensen

c. Non-Voting Members Present – Karen Kane, Jessica Tainatongo, Heather Minehart, Heather Brang, Tim Botengan, Lisa Holmes

d. Non-Voting Members Absent – Bryce Prustos, Mercy Uti

e. Guests – James Lee, Bryan Asdel, Nance Nunes-Gill, Nelson Ramos, Joshua O'Neal, Nanette Duarte, Crystal Nasio, Tanesha Young

III. Approval of Agenda *(1 minute)*

a. 1st – L. Franco / 2nd – J. Rodriguez (10, 0, 0)

IV. Approval of Minutes – 4/17/2020 *(2 minutes)*

a. 1st – L. Franco / 2nd – J. Williams (10, 0, 0)

V. Opportunities to Address the Committee *(2 minutes each)*

a. K. Freeman - Moving forward with a lot of OER and those will be updated on the Library site as well as Canvas. Also, as part of support for our students and Guided pathways, have discussed with faculty about being imbedded in classes as the faculty librarian and this will go forward for summer. Let me know if you want this for your course as well.

b. E. Vasquez reported out that publishers might be sending out emails to scare faculty into not using OER so please contact Kyri or Eduardo about OER.

VI. Reports *(2 minutes each)*

a. Curriculum Committee Chair – Eduardo Vasquez

1. Thanked everyone for the work done throughout the year and the support provided. A lot of new programs have come through, but we have 19 ADTs that are in the works. CTE has also done a lot of work with certificates and programs and would like to thank faculty for submitting OER resources for their courses. This will be a good thing for students.

b. EVP, Academic Affairs and Student Services – Karen Kane

1. In terms of OER, from the minute our faculty internalized what OER was and the benefit to students they have marched forward in adopting it. Not only is it the hard work of the Curriculum committee to provide a broader selection of majors for our students, Heather Minehart and the Enrollment Management committee tore through our schedule as it was not previously built well for students and it is now done very well. Our enrollment for summer, which has only been open for one week, we already have more enrollments than all last summer. Everything came together at the right time and thank you to everyone that had a role in this. It went out to faculty this week that fall will be fully online and several meetings are scheduled to talk through what this means for them as a fully online format. Registration begins June 1 as does summer school. Would like to commend the faculty for the tremendous work that has been done; especially for putting through 10

new ADTs while also correcting the existing 9 ADTs, the courses to sit on these ADTs, it is an unbelievable feat and everyone should feel really proud. We need to thank our GP facilitator leads who worked within their pathways to help faculty with course work and mapping; they did an excellent job. Thank you to Jessica Tainatongo for the work that has filtered through her desk. Also, would like to thank Jaime Rodriguez for showing us the way on how to work remotely and for also her patience for working with all faculty and the chancellor's office for all our articulation. Finally, Eduardo, you are one of the best Curriculum Chairs I have ever worked with. Want everyone to know how lucky we are to have Eduardo as our Curriculum Chair. Thank you to the Deans for their patience for working alongside the faculty during all this work.

c. Interim Dean of Instruction, Academic Support & Online Learning – Tim Botengan

1. To think how far we have come in the last two years, to do all that work and then during a pandemic, the college has really done the impossible. To faculty-thank you for all your hard work. The Curriculum Committee, to everyone, just look back and see how far we have come. We can kind of see the fruits of our labor and we keep moving forward. Thank you, Eduardo, for your leadership; the OER work has really taken off.

d. Interim Dean of Instruction, Economic & Workforce Development – Lisa Holmes

1. It has been a crazy year with a lot of work done. Thankyou to the faculty. James Lee did a lot of work; thank you to Crystal Nasio for stepping in and helping. It has been a good year. Thank you.

e. Articulation Officer – Jaime Rodriguez

1. I have received the CSUGE and IGETC approvals and denials for the 2020-2021 academic year. I finalized GE info for Heather with the catalog, will contact instructional faculty regarding denials and will also update our GE pattern documents for counselors and students. Kinesiology ADT has been approved by the Chancellor's Office, Studio Arts was submitted, and Elementary Ed was resubmitted last week. All the OER information will be attached to the appropriate COR in ASSIST. I, too, want to say thank you to everyone.

f. OAC Chairs – Joseph Williams and Penny Shreve

1. Just want to thank faculty for all the work they have been doing with the mapping. Just completed the 2-year assessment cycle mapping. Working with Maria Narvaez and are focusing on our work with her. Thanked Eduardo and Jaime for all their hard work.

VII. Consent Agenda from Tech Review

a. 1st – L. Franco / 2nd – J. Worland (10, 0, 0)

b. CHEM 2A & 2B and PHYS 2A added to Consent Agenda for DE approval.

VIII. Unfinished Business

a. None.

IX. New Business

a. Associate of Science Degree for Transfer, Chemistry – 2nd Read - Action *(2 minutes)*

1. 1st – J. Rodriguez / 2nd – L. Franco (10, 0, 0)
2. **Move to May 20, 2020 Board of Trustees Meeting**

b. Certificate of Achievement, Warehousing & Logistics – 1st & 2nd Read – Action *(2 minutes)*

1. 1st – J. Williams / 2nd – L. Franco (10, 0, 0)
2. **Move to May 20, 2020 Board of Trustees Meeting**

c. Associate of Science Degree for Transfer, Biology – 1st & 2nd Read – Action *(2 minutes)*

1. 1st – J. Rodriguez / 2nd – J. Worland
2. **Move to May 20, 2020 Board of Trustees Meeting**

d. Associate of Science Degree for Transfer, Environmental Science – 1st & 2nd Read – Action *(2 minutes)*

1. 1st – L. Franco / 2nd – J. Williams (10, 0, 0)
2. **Move to May 20, 2020 Board of Trustees Meeting**

e. Certificate of Achievement, Gas Tungsten Arc Welding (GTAW) – 1st & 2nd Read – Action *(2 minutes)*

1. 1st – J. Williams / 2nd – A. Lealofi (10, 0, 0)
2. **Move to May 20, 2020 Board of Trustees Meeting**

f. Certificate of Achievement, Shielded Metal Arc Welding (SMAW) – 1st & 2nd Read – Action *(2 minutes)*

1. 1st – L. Franco / 2nd – J. Rodriguez (10, 0, 0)
2. **Move to May 20, 2020 Board of Trustees Meeting**

g. Certificate of Achievement, Semi-Automatic Arc Welding (GMAW/FCAW) – 1st & 2nd Read – Action *(2 minutes)*

1. 1st – A. Lealofi / 2nd – L. Franco (10, 0, 0)
2. **Move to May 20, 2020 Board of Trustees Meeting**

h. Certificate of Achievement, Welding Fabrication – 1st & 2nd Read – Action *(2 minutes)*

1. 1st – J. Williams / 2nd – L. Franco (10, 0, 0)
2. **Move to May 20, 2020 Board of Trustees Meeting**

i. Associate of Science Degree, Computer Business Information Systems – 1st & 2nd Read – Action *(2 minutes)*

1. 1st – J. Williams / 2nd – J. Rodriguez (10, 0, 0)
2. **Move to May 20, 2020 Board of Trustees Meeting**

j. Fall 2020 Curriculum Committee calendar planning

1. Looking at August 21st for training and September 4th for the first business meeting. Possibly holding a Tech Review meeting on August 28th.

k. Routine Peer Review

1. Looking at timing the RPR with the SLO and PLO reviews. Will have something in the fall for faculty to start reviewing their courses.

X. Announcements *(2 minutes each)*

a. K. Kane – Yea! So much good work that is going to benefit our students. Where we were two years ago to what we are doing now is just a miracle. Curriculum Committee you are to be commended; you show up, you read and put in the work.

XI. Future Agenda Items

a. Curriculum Handbook – *(2 minutes)*

XII. Next Regular Meeting

a. Fall 2020

1. September 4, 2020

XIII. Adjournment

a. 1st – J. Rodriguez / 2nd – L. Franco

b. Meeting adjourned at 10:54 a.m. by E. Vasquez