

---

LOS RIOS COMMUNITY COLLEGE DISTRICT  
**District Curriculum Coordinating Committee**  
Ethan Way Center, 1410 Ethan Way  
November 20, 2015  
2:30 p.m. to 4:30 p.m.

---

**Members Present**

Kirsten Corbin (DCCC Chair), Brian Robinson (DAS), Jamey Nye (DO), Lynn Fowler (AO)  
ARC: Joe Gilman, Marie Schirmer, Bill Simpson (Chair), Daniel Moreno (Student)  
CRC: Michael Lawlor, Brian Noel, Amanda Paskey (Chair), Torence Powell  
FLC: Monica Pactol, Eric Wada (Chair)  
SCC: Dyan Pease (Chair), Shannon Gilley, Brett Thomas

*Minutes*

1. Call to Order at 2:39

2. Recorder for meetings

November: SCC

January: ARC

February: CRC

March: FLC

April: SCC

3. Approval of Agenda

Kirsten Corbin announced the SCC programs and courses noted on the agenda as awaiting approval by SCC's Curriculum Committee had been approved and moved to DCCC status before the start of the DCCC meeting.

Four items were added. Updated agenda includes new DCCC items from SCC. There are 3 things SCC would like to add to the list of programs: the new programs Women and Gender Studies and Ethnic Studies, which are existing programs moving from under one designator to another; and the deletion of Women's Studies. FLC has something to add: a request for a new thematic block in Environmental Technology, ENVT (10 courses for Water and Wastewater Management). These additions were approved unanimously.

4. Approval of Minutes: October 30 meeting

Kirsten asked for changes: some comments that Bill made off the record made it into the record.

Bill Simpson asked those items be stricken.

Minutes approved unanimously.

5. Announcements/Updates

Kirsten introduced Shannon Gilley, interim AO from SCC.

6. Competency Committee Report

a. Reading Competency (Chair: Shihni Giedd, CRC): Nothing to review or report

- b. Math Competency (Chair: Dean Pietromonaco, FLC)  
FLC MATH 341: Dean is getting the last of the votes and will forward recommendations to the DCCC. We will wait until the January meeting to vote since we are not allowed to do electronic votes. The next DCCC meeting is on Jan 29, 2016.
- c. Writing Competency (Chair: Kathy Leland, FLC)  
CRC ENGWR 341 and SCC ENGWR 488 were reviewed. Kirsten sent DCCC exactly what Kathy Leland sent to her (Appendix A). Based on the votes, both courses are recommended to be approved for writing competency.

Michael Lawler moved to accept the recommendation; Eric Wada seconded. Motion passed unanimously. Kirsten will take it to the District Academic Senate.

The committee will work on revising rubric during the spring semester.

## 7. Curriculum Proposals:

### a. Courses/Programs by College

All Courses/Programs are organized by college and listed at the end of this agenda:

ARC courses: moved (Michael Lawler), seconded (Dyan Pease). Passed unanimously.

CRC courses: moved (Dyan Pease), seconded Marie Schirmer). Passed unanimously.

FLC courses: moved (Brian Noel), seconded (Bill Simpson). Passed unanimously.

SCC courses: moved all except ENGWR 290 (Bill Simpson), seconded (Michael Lawler). Passed unanimously.

There were two concerns about the numbering of ENGWR 290:

The block 290-299 is reserved for work experience and experimental courses, so the course is not appropriately placed in this block.

This course is the result of splitting another course into two new course: one math and one English. The math course is MATH 14. The committee wondered why the two courses were placed at such dramatically different levels if they were essentially the same course except for the discipline.

Dyan was asked to take these concerns back to the developer and her local committee.

ARC programs: moved (Eric Wada), seconded (Michael Lawler). Passed unanimously.

FLC programs: moved (Michael Lawler), seconded (Dyan Pease). Passed unanimously.

SCC programs: moved (Brian Noel), seconded (Eric Wada). Passed unanimously.

### b. Status of Collaboration Requests

Ready to Move: CISC 360, MUSM 498, PHIL 304

Dyan noted that Connie Zuercher (SCC) refuses to sign the SPORT 314 collaboration request noting that she does not support the change because it was driven by a dean rather than faculty. It was agreed that the curriculum chairs from ARC and CRC will have their Department chairs contact Connie to discuss her concerns.

### c. Course Designator/Thematic Block Forms

#### i. First Reading

#### i. ARC GENSCI (Thematic Block)

The idea is to take move into GENSCI courses currently offered that are designed for C, D, or F students who need more support. These originally were created by Biology faculty, thus the BIOL designator. Taking them out of Biology designator and into GENSCI seems like a good place because they are more like intro to science. There was a concern from one college about the level of these courses, that they should be below transfer level. Bill noted that the students are taking the courses in parallel with a transfer-level science course, so they are doing transfer-level work and thus the courses should be transferable. Students take it so they do better in their classes. Bill will change from 400-409 and move it to 310-319 block.

ii. FLC ENVT (Thematic Block)

Based on a recommendation from an advisory board, FLC is combining two certificates into one, which will require combining existing curricular content into a set of new, fewer courses. FLC requests the committee suspend its regular rules and do both a first and second read at today's meeting.

Bill Simpson moved to suspend the rules requiring a separate second reading. Marie Schirmer seconded. Motion passed unanimously.

Lynn Fowler moved to approved the new thematic block. Brian Noel seconded. Motion passed unanimously.

ii. Second Reading

i. CRC ESL P (Thematic Block)

ii. CRC ESL R (Thematic Block)

iii. CRC ESL W (Thematic Block)

Bill Simpson moved to approve all three ESL thematic block requests; Eric Wada seconded. Motion passed unanimously.

iv. FLC IMAGE (Thematic Block)

Moved to approve: Dyan Pease; seconded: Michael Lawler. Motion passed unanimously.

iii. Information Items

i. ARC CARPT Thematic Block Name Change

ARC only Carpentry Apprenticeship Program –blocks were named a long time ago, and with growth in classes, they have had to share some of the thematic blocks. Bill is wondering if they can rename some of the thematic blocks to accommodate these new CARPT number block. Can ARC go ahead and change them? Is there a process? Kirsten: if the designator is owned by one college, it can be just an informational item. So, all are informed that Bill will be updating thematic block names in CARPT. Kirsten will send out an update.

ii. Unnamed Thematic Blocks with Courses

There are courses that have slipped into unnamed thematic blocks. After a draft proposal is created, the number can be changed to one that is not in a named thematic block, so some developers inadvertently put courses into unnamed thematic blocks. Phil says he has modified the code; developers can

still change the number, but only to an unused number in a named thematic block. Thirty-one courses are in unnamed thematic blocks (31 active courses); there are also a bunch of archived courses. Kirsten will send the list out to DCCC and if they are only local, then local departments can name thematic blocks. If they are across colleges, then DCCC will need to make a decision about naming the thematic block.

We will deal with this in January, hopefully different colleges will volunteer to take the lead on making the decisions and changing. Kirsten will put the multi college ones on January agenda.

iii. Designator/Thematic Block Form Changes

It was suggested that we need more changes to the designator form.

- i. Having it say “approve or disapprove” is not good wording because we don’t allow one college to block another. Can we change it to support or not support? The nice thing is that if someone does not agree then it makes it into the minutes. Lynn suggested that is just say signed or unsigned. Kirsten is concerned that won’t give enough information. She asked the group to think about how you might want to change it. We are basically asking for feedback. Do they support, not support, are there concerns? Etc. This will be discussed in January. It was suggested by Bill to add something about “if you have concerns, contact your curriculum chair.”

- ii. The explanation box is also not big enough.

8. Competency Committees: Reviewing courses already approved for competency—Decision item

- a. DAS report item: quorum for competency committees—this has come up because they have subject matter experts and what if the committee gets together and none of the people there are subject matter experts? Should they still vote? DAS asked, should we establish a quorum? Will people use that to filibuster the vote? DAS talked about having a standard form that the chair will use to report out what happened on that vote. We would then have a sense of who is actually making the recommendation. The competency committee is simply making the recommendation, DCCC decides. What do we want from them in terms of information? A nice thing about a standard form for voting out, we could also have a place where the chair is expected to provide a narrative about no – votes. Lynn Fowler said that the Chair should be a discipline expert. Then we will know that at least one person is a discipline expert. One thing that came up was one course had made it through, subject matter experts were not there, except for the chair...and that course did get approved for competency. Kirsten thinks that DCCC might need to know that. If people know how it will be voted out and communicated to DCCC, then they might be more concerned about showing up and voting.

- i. Kirsten asked for volunteer(s) to work on a form that could be used for this purpose. Lynn Fowler volunteered to work on that and add a narrative to what already exists from DAS. Lynn asked if the form should reflect how the group met, in person or virtually? Kirsten said that is a good thing to know. The form will be made for the Chair to use to report out to DCCC.

- ii. Marie asked why we don't require everyone is a subject matter expert? Kirsten said that we cannot do that; District regs dictate the make up of the competency committees.
- b. We need to decide whether courses that are already approved for competency should be looked at again on a regular basis? ARC – Bill – his committee said “no.” Kirsten does want a vote on this. This is going to be our recommendation to DAS though DAS can overrule the DCCC. Kirsten asked for other comments.
  - i. Lynn: The AOs have concerns because such a review creates the potential for uncertainty.
  - ii. There isn't anything in Board Regs or Title V that says these courses need to be re-reviewed.
  - iii. Jayme: any new submission will only be judged on what they submit whereas in the past they were allowed to bring in outside information. Now, everything needs to be on the course record, no bringing in the syllabus for extra information.
  - iv. Kirsten: Each committee has its own rubric. Lynn: these were developed in the last two years.
  - v. Lynn shared an example of courses approved for CSU a long time ago; they were just moved over to ASSIST. She shared that this is the same sort of situation. It should be up to the curriculum committee to suggest that a course no longer meets competency. Kirsten: my concern is that it is not up to curriculum; it is up to the competency committee. Lynn: clarified that she meant that the curriculum committee might suggest that the competency committee re-review a course. Curriculum committees would recommend re-review. Otherwise, we set up a situation where courses NEVER get reviewed or they get reviewed regularly.
  - vi. DAS rep: the regs are not helpful; they just say that DCCC shall call for a review of competency regularly or as needed, the language is permissive. He is not sure if it is similar to establishing prerequisite or if it is similar to CSU approval.
  - vii. Jayme: it is permissive to have a special case for review. A concern can be brought forward and DCCC can recommend a re-review.
  - viii. Bill: we could say no regular re-review, but rather if a course comes to our attention from the competency committee, then we could recommend re-review. For example, with Math, Bill is concerned that re-review will just focus on the non-math courses, such as ECON stats, will just become targets to knock them off the list
  - ix. Lynn supported Bill's view, that there are some math people who do not believe any course outside of math can possibly meet math competency, same with Reading and English.
  - x. Bill Simpson moved to not regularly review courses that have already been approved for Math, Reading or English competency, but if there are particular courses that are of concern, such courses are brought to the attention to DCCC. Marie Schirmer seconded.
    - i. Discussion: how does a concern come forward? Bill suggested that concerned faculty would talk to their curriculum chair, who would bring it to the DCCC chair, and then out to the rest of the committee. It would be up to DCCC to decide whether to recommend re-review of a course for competency.
    - ii. Motion passed unanimously.

9. Streamlining Approval for CTE Programs and Courses (see supporting document)  
Bill has an example: the business world does not understand our timing. For CTE thematic blocks, we might allow for local approval of new numbers. It takes two months just to get the new thematic block approved. He suggests for new designators that we do first and second read on the same day, in order to be timely. More local control and less district oversight. For example, new to college stuff is approved locally. He would like to look for ways to speed up our process on new designators and new thematic blocks and the renaming of thematic blocks.

Kirsten is concerned about new to college/district courses that leap frog each other.

Please think about this (group) so we can look at some new procedures to streamline programs. We should be able to get courses to the community faster.

Potential Options:

- CTE courses and programs that belong to only one college, don't need to go through the first and second read for thematic block or for designators. Instead, go through local committee only.
- Designators at only one college do only first read.
- Allow New to College courses to go through local curriculum committee only and not come to District.
- Possibility to schedule emergency meeting(s) to review courses.

10. DAS Senate Report – no further report than already given about competency committee quorums.

11. SAG requests/report

SAG is still talking about AO screens and articulation.

Jayne: Phil will be working on some projects. We would like Socrates to populate the catalog, rather than Socrates populating PeopleSoft, which populates the catalog. This creates problems.

Kirsten: We may need to revisit the Board Regs that say our online catalog must match the print catalog.

Bill: SAG approved to automate CSU and UC transfer straight to PeopleSoft.

12. Music Courses Families Update (see supporting documents)

Kirsten asked Joe if we can wait until January. Joe asked if Jamey had anything to report back from talking with Pam. Jamey: No new information or movement on the issues with music.

Pam was not at the curriculum meeting on November 13th. There are workgroups forming for the CIS issues as well as one to look at music. However, they have never taken a degree away in the state and they don't have a process for it.

Joe: the Music department would like MUIVI issues settled before we start working on MUP.

Kirsten: In January DCCC will have to approve families for MUIVI.

13. Automated Prerequisite Checker—This item was not discussed.

- a. Update

- b. Adjusting the blocker when prereqs change

14. Updates from the District— This item was not discussed

15. Other— This item was not discussed

- a. Independent Study—Follow up from October: changing minimum units to .5
- b. Report from Regional Curriculum Committee Meeting (by ASCCC) on Friday Nov 13<sup>th</sup> at Solano College.
- c. Process for Adding New Families

16. Future Meetings:

Spring: 1/29/16, 2/26/16, 3/18/16, 4/29/16

Meeting adjourned at 4:34 pm

**Course/Program items for today’s meeting:**

(Note: Please move all approved curriculum to Board status by Wednesday, November 25.)

**Courses:**

ARC	ADMJ	309	Career Preparation for Law Enforcement Occupations	New to College
ARC	ART	498	Work Experience in Art	New to College
ARC	BUSTEC	300	Keyboarding/Applications	Deletion
ARC	CARPT	148	Access Floor Systems	New to District
ARC	CARPT	220	Millwright Safety and Tool Skills	New to District
ARC	CARPT	221	The Millwright Apprentice and the Trade	New to District
ARC	CARPT	222	Millwright Math Applications and Fall Protection	New to District
ARC	CARPT	223	Cutting and Welding I	New to District
ARC	CARPT	224	Materials of Construction	New to District
ARC	CARPT	227	Blueprint Reading and Aerial Lift	New to District
ARC	CARPT	229	Cutting and Welding II	New to District
ARC	CARPT	230	Monorails	New to District
ARC	CARPT	240	Piledriver Safety and Tools	New to District
ARC	CARPT	242	Piledriver Rigging	New to District
ARC	CARPT	246	Welding II: SMAW Flat Position and Forklift Certification	New to District

ARC	CARPT	250	Introduction to Structural Blueprints & Layout Instruments	New to District
ARC	CARPT	252	Falsework, Shoring, and Heavy Timber Framing	New to District
ARC	CARPT	253	Advanced Formwork	New to District
ARC	CARPT	254	Welding IV: SMAW 4G Certification	New to District
ARC	CARPT	255	Welding V: FCAW 3G Certification	New to District
ARC	CARPT	260	Introduction to Scaffolds and Confined Space	New to District
ARC	CARPT	261	Welded Frame and Mobile Tower Scaffold	New to District
ARC	CARPT	262	System Scaffold	New to District
ARC	CARPT	268	Welding II	New to District
ARC	HCD	136	Career Preparation and the World of Work	Deletion
ARC	SPAN	311	Conversational Spanish, Intermediate	Deletion
ARC	SPAN	312	Conversational Spanish, Intermediate	Deletion
CRC	AMT	320	Automotive Ignition Systems	Deletion
CRC	AMT	382	Ford ASSET Gasoline Engine Performance	New to District
CRC	ARTPH	341	Advanced Alternative Process Photography	New to District
CRC	BIOL	485	Honors Seminar in Genetics	New to District
CRC	DEAF	300	Introduction to Deaf Culture and ASL Studies Orientation	New to College
CRC	DEAF	400	Deaf Culture and ASL Studies Capstone	New to College
CRC	DEAF	311	Fingerspelling, Classifiers and Numbers	New to District
CRC	HONOR	341	Honors Seminar: Persuasion within Social Issues	New to District
CRC	HONOR	385	Honors Seminar in Genetics	New to District
CRC	KINES	416	Psychology of Sport	New to College
CRC	PHOTO	366	Advanced Alternative Process Photography	New to District
FLC	BUSTEC	331	Exploring Computer Environments and the Internet	New to District
FLC	BUSTEC	333	Exploring Word Processing and Presentation Software	New to District
FLC	BUSTEC	361	Intermediate Word Processing	New to District

FLC	BUSTEC	364	Intermediate Electronic Spreadsheets	New to District
SCC	ADMJ	342	Gangs and Corrections	Deletion
SCC	BIOL	444	Water and Wastewater Microbiology	Deletion
SCC	DEAF*	310*	American Sign Language I	New to College
SCC	DEAF*	312*	American Sign Language II	New to College
SCC	DEAF*	314*	American Sign Language III	New to College
SCC	DEAF*	316*	American Sign Language IV	New to College
SCC	DEAF*	320*	Fingerspelling, Classifiers and Numbers	New to College
SCC	DEAF*	351*	Introduction to American Deaf Culture	New to College
SCC	DEAF*	352*	Introduction to American Deaf Education	New to College
SCC	DEAF*	353*	Baby Sign Language	New to College
SCC	DEAF*	355*	Audism and Inequality of the Deaf	New to College
SCC	DEAF*	362*	Introduction to Deafhood	New to College
SCC	DEAF*	380*	American Sign Language Literature	New to College
SCC	ENGED *	326*	Teaching Reading Strategies Across the Curriculum	New to District
SCC	ENGWR *	108*	Accelerated College Writing	New to District
SCC	ENGWR	290	Preparation for English Writing - Success Academy	New to District
SCC	ESL	34	Novice-High Skills Lab	New to College
SCC	FITNS	343	Spin Bike	New to District
SCC	GCOM*	492*	Media Professional - Production Lab	Deletion
SCC	JOUR	492	Media Professional - Production Lab	Deletion
SCC	MATH *	14*	Preparation for Math - Success Academy	New to District
SCC	PHOTO *	492*	Media Professional - Production Lab	Deletion
SCC	WGS	300	Introduction to Women and Gender Studies	New to District
SCC	WGS	302	Global Women's Issues	New to District

\*These courses are currently at second reading but are anticipated to be approved at SCC's Curriculum Committee meeting Friday morning. Any courses that are not approved by SCC's committee will be removed from this agenda.

## Programs:

ARC	Business	<a href="#">Entrepreneurship</a>	New Program
ARC	Business	<a href="#">General Business - Introduction</a>	New Program
ARC	Marketing	<a href="#">Marketing - Introduction</a>	New Program
ARC	Real Estate	<a href="#">Real Estate Sales</a>	New Program
FLC	Interdisciplinary Studies	<a href="#">Interdisciplinary Studies: Pre-Law</a>	New Program
SCC*	Computer Information Science	<a href="#">Word Processing Technician Certificate*</a>	Deletion
SCC*	Photography	<a href="#">Photography, Visual Journalism Certificate*</a>	Deletion

\*These program are currently at second reading but are anticipated to be approved at SCC's Curriculum Committee meeting Friday morning. Any courses that are not approved by SCC's committee will be removed from this agenda.

## Appendix A

### District Writing Competency tally of votes for submitted courses, Nov. 2015

Membership	Site	Representatives
One (1) dean or an appropriate administrator from each college (subject area)	ARC CRC FLC SCC	Doug Herndon Alex Casareno David Williams Albert Garcia
One (1) subject matter faculty member from each college selected by the Academic Senate President	ARC CRC FLC SCC	John Hess Constance Carter Kathy Leland (Chair) Josh Roberts
One (1) related subject matter faculty member from each college, selected by the Academic Senate President	ARC CRC FLC SCC	Susan Pezone James Wilson Brian Robinson Duane Leonard
One (1) counselor from the college of the Chair, selected by the college Academic Senate President	Rotates	Inna Tikhonov
One (1) faculty member from each college representing assessment interests; these members are non-voting	ARC CRC FLC SCC	TBD Estella Hoskins N/A Ken Times

Site	voting reps	SCC ENGWR 488	CRC ENGWR 341	did not vote
ARC	Doug Herndon			X
	John Hess	approved	no	
	Susan Pezone	approved	approved	
	<b>non-voting</b> (none)			
CRC	Alex Casareno	approved	approved	
	Constance Carter	no	approved	

	James Wilson			X
	<b>non-voting:</b> Estella Hoskins approved both courses			
FLC	David Williams			X
	Kathy Leland (chair)	approved	no	
	Brian Robinson			X
	<b>non-voting</b> (none)			
SCC	Albert Garcia	approved	approved	
	Josh Roberts	approved	approved	
	Duane Leonard	approved	approved	
	<b>non-voting</b> (Ken Times)			
rotates	Inna Tikhonov	approved	approved	