
LOS RIOS COMMUNITY COLLEGE DISTRICT
District Curriculum Coordinating Committee
Main Conference Room
January 30, 2015
2:30 p.m. to 4:30 p.m.

Minutes

Present:

ARC: Bill Simpson, Julie Chung, Adam Karp, Marie Schirmer, David Hylton II (Student),
Kirsten Corbin (DCCC Chair)
CRC: Michael Lawlor, Jamey Nye, Amanda Paskey, Lynn Fowler (AO)
FLC: Monica Pactol, Eric Wada, Debi Worth
SCC: Lonnie Larson, Richard Yang, Dyan Pease
DAS: Kale Braden
DO: Sue Lorimer

1. Call to Order 2:30 PM
2. Recorder for meetings
 - January: ARC
 - February: CRC
 - March: FLC
 - April: SCC
3. Approval of Agenda:
SCC asked to remove from the agenda the CIS programs that are being deleted: Active Server Pages Developer, International Computer Driving License, Webmaster Level 1, and Webmaster Level 2. Programs removed, and agenda approved by consensus.
4. Approval of Minutes for November 21 meeting: by consensus
5. Announcements/Updates
 - a. New members: Monica Pactol, AVP FLC; Adam Karp, Dean Fine & Applied Arts ARC
 - b. Guests: none
6. Competency Committee Report
 - a. Reading Competency (Chair: Shihni Giedd, CRC): None
 - b. Math Competency (Chair: LeLe Trieu, FLC): None
 - i. CRC ECON 310 Economic Statistics
 - c. Writing Competency (Chair: Kathy Leland, FLC): None
 - i. Revising the rubric: the DAS agreed to direct the committee to revise the rubric
 - ii. CRC ENGWR 341 Introduction to Technical and Professional Writing

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 by Debi and seconded by Richard
Approved unanimously
Programs: moved by Lynn and seconded by Dyan
Approved unanimously

CRC none

FLC Courses: moved by Lonnie and seconded by Julie
Approved unanimously
Programs: moved by Lynn and seconded by Julie
Approved unanimously

SCC Courses: moved by Dyan and seconded by Debi
Approved unanimously
Programs: moved by Julie and seconded by Marie
Approved unanimously

b. Status of Collaboration Requests

- i. Ready to move: ART 302, 304, 305; SPORT 313
- ii. CRC Chair will work on MUVI 345 and 346.

c. Course Designator/Thematic Block Forms

i. First Reading

1. ARC

FITNS Thematic Block request: Because available numbers are scattered, there is not a good spot to house the Dynamics Fitness courses. Thus, 340-349 block is being requested. 2nd reading will take place during next meeting.

ENGWR Thematic Block request: Because courses are no longer repeatable, this allows a series of parallel courses to be created for paring purposes to help students.

d. Consent Item

SCC is requesting for Catalog department for Education/Teaching as ARC did in Fall 13. The committee agrees that this should be a consent or info item, so it is on record, and the DCCC chair can then pass on the request to Phil.

8. DAS Senate Report – 12/2

DE policy 7145: At the November meeting, the committee instructed the DCCC Chair to request language be added to the policy to have DCCC give input on any new platforms. However, in the most recent draft, the language establishing who would review new platforms was removed. DAS discussed including instruction faculty on the IT side in order to consider the pedagogical and curricular needs; ed tech committee has members

on the selection group—DCCC might want to have members included on that group as well.

Online Education Initiative (OEI), with a committee 75, is not mandated but can run at low costs. The committee has narrowed the platforms down to three finalists; D2L is not one of them.

9. SAG requests/report

a. Report from the January 30 meeting.

- i. The DE Taskforce has developed four recommended modifications to the Distance Education sections of Socrates:
 - Eliminate additional sections for homework assignments, instruction methods, and evaluation methods that are specific to DE modalities.

The practice at all four colleges is to make the DE sections identical to the non-DE, so a separate entry for DE is unnecessarily redundant.
 - Eliminate the “Allocation of Instructional Time” where instructional hours are associated with various DE methods of instruction.

This is not required for non-DE courses or outside reviewing agency; in addition, different sections can vary this allocation, which makes it unnecessary.
 - Eliminate the “Regular Instructional Contact” section where numbers of different types of DE instructor-student contacts are listed.

This section causes much confusion sometimes resulting in an unfeasible, if not impossible, series of contacts. Calling the contacts “representative” allows for variation, thus making them unnecessary. The work group considered present a list for developers to check but presumed that developers would check them all. The group recommends replacing this section with a statement noting that each section of the course would have effective and regular contact comparable to that of a face-to-face course.
 - Change the initial DE screens to include declaring the percentage of a course that may be taught through DE. This includes adding the “Formats” input screen. It also includes eliminating check boxes for specific DE modalities.

Developers will have a drop-down menu, from which they will select the maximum percentage of the course that can be taught online. They will then be able to add any other limitations or restrictions on the DE portion of the course, such as requiring in-person orientations or exams.
- ii. The committee discussed what would be involved if the CORs for all DE courses offered in Fall 2015 were revised to follow this new format, but it did not decide to make this recommendation. Among the issues to consider is the time for training, discussions within departments, and actually inputting in Socrates.
- iii. There is no timeline for the role out, but February 14 was suggested as a possible date for the new changes to go live.

10. Distance Education

- a. There is some pressure within the District to have a District-wide definition of “fully define.” Does it mean students do not come to campus at all or just for orientation?

DAS's unofficial position is instructors need to have the right to ask students to come on site for orientations and to take tests.

- b. The committee discussed that DE courses mandating on-site meeting(s) be advertised as such in the schedule of classes.
- c. It was suggested that proctored exams be included in the COR; this lead to the question of how specific the COR should be.
- d. ADA accessibility is also a concern for DE courses, particular for publisher packs; for example, MyMathLab is not ADA compliant. The courses need to be ADA compliant even if there is not a student enrolled in that class. This is a college responsibility because the District does not have a say on what tools are used. There are work-arounds, but they are not easy. A Regional DE Institute will bring in DSPS experts, so stay tuned for program details in the near future.

11. Title 5 Changes to Repeatability: Music Courses: Kirsten is taking on this issue and will be calling the chairs of the music department and curriculum committees together.

12. Other

- a. Course Designator/Thematic Block form:
The language will change from "delete" to "remove," because these designators still need to exist in Socrates. Please be ready to vote on this next meeting.
- b. DE Options in Socrates:
TV is not an appropriate option for DE as it would result in a correspondence course. However, Interactive TV would work, so it should be added as an option. This is being addressed in the revision proposed by the DE work group.
- c. Changing single-college thematic blocks:
The committee determined the following practice for changing thematic blocks that are used by only one college:
If no other college is currently planning to add on the thematic block, then the local curriculum committee would need to approve and then report the change to DCCC Chair, who will add it to the agenda for the next meeting as an information item. At that time, the chair will ask the Socrates programmer (Phil) to make the change.
- d. SPORT 90 & Enrollment Limitation:
These are academic support courses for athletes. In importing these from SCC recently, ARC noted the courses were limited to athletes and wondered whether that was acceptable within Title 5 rules. Sue will ask Theresa Matista and keep DCCC posted.
- e. Course equivalencies across the District:
So far the list that Kirsten received from Sue only includes cross-listed courses, so Sue will find out more about this for next meeting.

13. Future Meetings:

Spring: 2/27/15, 3/27/15 (before spring break), 5/01/15

Course/Program items for today's meeting:

(Please note: The Board agenda will be sent out on Wednesday, February 4, so please move all approved curriculum to Board status by Monday, February 2.)

Programs:

ARC	Diesel/Clean Diesel Technology	Clean Diesel Hybrid Technology	New Program
ARC	Diesel/Clean Diesel Technology	Clean Diesel Management Systems	New Program
ARC	Sign Language Studies	Sign Language Studies: Business	Deletion
ARC	Sign Language Studies	Sign Language Studies: Business	Deletion
FLC	Economics	Economics	New Program
FLC	Music	Commercial Music: Music Entrepreneurship	New Program
SCC	Computer Information Science	Web Production Specialist	New Program
SCC	Computer Information Science	Front-End Web Developer	New Program
SCC	Interdisciplinary Studies	Interdisciplinary Studies: Arts and Humanities	New Program
SCC	Interdisciplinary Studies	Interdisciplinary Studies: Math and Science	New Program
SCC	Interdisciplinary Studies	Interdisciplinary Studies: Social and Behavioral Sciences	New Program
SCC	Interdisciplinary Studies	Liberal Arts	Deletion
SCC	Liberal Studies for Elementary Teachers	Liberal Studies for Elementary Teachers	Deletion
SCC	Photography	Stock Photography	Deletion

Courses:

ARC	ANTH	315	Cultures in Focus	Deletion
ARC	AT	334	BAR Specified Diagnostic and Repair Training	New to District
ARC	DCDT	107	Hybrid Diesel Power Trains	New to District
ARC	DCDT	108	Hybrid Diesel High Voltage Systems	New to District
ARC	DCDT	109	Hybrid Diesel Component Application	New to District
ARC	DCDT	113	Diesel Hybrid Motor Generators	New to District

ARC	DCDT	163	Industrial Software and Systems	New to District
ARC	ECE	120	Effective Discipline for Foster Parents	Deletion
ARC	ECE	122	Competence in Diversity	Deletion
ARC	ENGLT	365	Introduction to Gay, Lesbian, Bisexual and Transgender Literature	New to College
ARC	FIRE	1634	Fire Command 2C	New to District
ARC	FIRE	1685	Prescribed Fire Mangement (RX-310) (RX-410)	Deletion
ARC	FIRE	1790	Incident Safety Officer (S-404)	Deletion
ARC	GEOG	331	Exploring Maps and Geographic Technologies	New to College
ARC	HORT	204	Sympathy Tributes	Deletion
ARC	HORT	205	Oriental Floral Design	Deletion
ARC	HORT	206	Floral Arranging for Bereavement	Deletion
ARC	HORT	207	Floral Designs For Special Events	Deletion
ARC	HORT	310	Nursery Practices	Deletion
ARC	INDIS	400	Teaching Online	Deletion
ARC	KINES	312	Theory and Techniques of Adapted Physical Education	Deletion
ARC	KINES	313	Laboratory in Adapted Physical Education	Deletion
ARC	MKT	330	Internet Marketing	New to College
ARC	PSTC	1505	California Highway Patrol Basic Law Enforcement Academy	New to District
ARC	PSTC	1506	Sacramento Police Department Basic Academy	New to District
ARC	PSTC	1507	Sacramento Police Department Pre-Academy	New to District
ARC	PSTC	1648	Firearms Tactical Rifle SSD	New to District
ARC	PSTC	1870	Disaster Preparedness	New to District
ARC	SILA	305	American Sign Language 1	Deletion
ARC	SILA	306	American Sign Language 2	Deletion
ARC	SILA	315	American Sign Language 3	Deletion
ARC	SILA	316	American Sign Language 4	Deletion

ARC	SILA	317	ASL Linguistics	Deletion
ARC	SILA	318	American Sign Language 5	Deletion
ARC	SILA	330	Introduction to Deaf Culture	Deletion
ARC	SILA	332	Educating Deaf People	Deletion
ARC	SILA	344	ASL Numbers 1	Deletion
ARC	SILA	346	Fingerspelling I	Deletion
ARC	SILA	348	Fingerspelling II	Deletion
ARC	SILA	350	Classifiers	Deletion
ARC	SILA	354	Life Situations	Deletion
ARC	SILA	356	Pronominals	Deletion
ARC	SILA	360	Non-Verbal Communication	Deletion
ARC	SILA	362	Introduction to the Interpreting Profession	Deletion
ARC	SILA	364	Political and Legal Signs	Deletion
ARC	SILA	368	Signs for Sports	Deletion
ARC	SILA	370	Non-Manual Signals in ASL	Deletion
ARC	SILA	494	Topics in Sign Language Studies	Deletion
ARC	SILA	495	Independent Studies in Sign Language Studies	Deletion
ARC	SILA	498	Work Experience in Sign Language Studies	Deletion
ARC	SPORT	368	Pre-Season Conditioning for Softball	New to College
FLC	ART	391	Intermediate Ceramics	New to College
FLC	BUSTEC	121	Next Skills: Skills for Today's Workforce	Deletion
FLC	BUSTEC	190	Business Technology for English Language Learners	Deletion
FLC	BUSTEC	303	Computer-Keyboard Formatting	Deletion
FLC	COMM	498	Work Experience in Communication and Media Studies	New to District
FLC	HORT	498	Work Experience in Horticulture	Deletion
FLC	RE	141	Advanced Appraisal	Deletion

FLC	RE	161	Advanced Escrow Procedures	Deletion
FLC	SPORT	316	Basketball, Intercollegiate-Women, Fall	New to College
FLC	SPORT	317	Basketball, Intercollegiate-Women, Spring	New to College
SCC	ENGCW	430	Creative Non-Fiction Writing Workshop	New to College
SCC	ENGWR	480	Honors College Composition	Deletion
SCC	JOUR	402	College Newspaper Production	Deletion
SCC	JOUR	404	Editing and Production	Deletion
SCC	JOUR	405	Publications Production Skills Lab	Deletion
SCC	JOUR	406	Online Production	Deletion
SCC	JOUR	407	College Magazine Production II	New to District
SCC	JOUR	408	College Magazine Production III	New to District
SCC	MET	250	Introduction to Mechanical-Electrical Technology	New to District
SCC	MUIVI	300	Beginning Instruments	Deletion
SCC	MUIVI	376	Popular Electric Guitar and Bass Practice Lab	Deletion
SCC	MUP	356	Advanced College Choir	New to District
SCC	MUSM	340	Introduction To Desktop Audio	Deletion
SCC	MUSM	351	Analog Recording Consoles and Tape Machines	Deletion
SCC	MUSM	355	Advanced Microphone Techniques and Analog Session Outboard Gear	Deletion
SCC	MUSM	359	Analog and Digital Recording Consoles and Techniques	Deletion
SCC	OTA	123	Fundamentals of Clinical Documentation	New to District
SCC	OTA	162	Practice Skills for First Rotation OTA Level II Field Work	New to District
SCC	OTA	163	Practice Skills for Second Rotation OTA Level II Field Work	New to District
SCC	SOC	318	Introduction to Crime, Deviance, and Social Control	New to College
SCC	SPORT	303	Pre-Season Conditioning for Baseball	New to College
SCC	SPORT	357	Pre-Season Conditioning For Women's Soccer	New to College