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LOS RIOS COMMUNITY COLLEGE DISTRICT  
**District Curriculum Coordinating Committee**  
Main Conference Room  
February 27, 2015  
2:30 p.m. to 4:30 p.m.

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**Minutes**

Present:

ARC: Kirsten Corbin (DCCC Chair), Julie Chung, Adam Karp, Marie Schirmer, Bill Simpson, Dave Redfield  
CRC: Kale Braden (DAS President), Michael Lawlor, Jamey Nye  
FLC: Monica Pactol, Eric Wada, Debi Worth  
SCC: Lonnie Larson, Dyan Pease, Richard Yang  
DO: Sue Lorimer

1. Call to Order – K. Corbin called the meeting to order at 2:32 PM.
2. Approval of Agenda - The agenda was approved by consent.
3. Approval of Minutes - The minutes from the January 27, 2015 meeting were approved by consent.
4. Announcements/Updates
  - a. New members – David Redfield (ARC) joined DCCC.
  - b. Guests - None
  - c. Announcements: Sue Lorimer stated her review of the colleges' self-studies reflects the good work done by LRCCD Curriculum Committees.
5. Competency Committee Report
  - a. Reading Competency (Chair: Shihni Giedd, CRC): No report. The following courses are awaiting review.
    - i. SCC PHIL 306 Environmental Philosophy
  - b. Math Competency (Chair: LeLe Trieu, FLC):
    - i. The Math Competency committee granted temporary approval of two courses, ECON 310 at CRC and MATH 121 at SCC, until Spring 2016. They also plan to re-evaluate all courses approved for math competency in Spring 2016 using only their course outlines of record. After some discussion, the DCCC committee agreed that the approval of the two courses need not be temporary, but rather be unconditional, as the same criteria will be used to re-evaluate them in Spring 2016. Furthermore, before taking on a re-evaluation of all courses approved for math competency, the chair of the Math Competency committee should appear at a future DCCC meeting to explain the rationale. Comments from DCCC members included
      - re-review sets a dangerous precedent

- courses not re-approved should be given a “warning” and recourse measures before removing approval
- c. Writing Competency (Chair: Kathy Leland, FLC): No report. The following courses are awaiting review.
- i. CRC ENGWR 341 Introduction to Technical and Professional Writing
  - ii. SCC SOC 482 Sociology of Race, Ethnicity, and Inequality - Honors
  - iii. K. Braden agreed that DAS will direct the Writing Competency committee to revise their rubric.

6. Curriculum Proposals:

- a. Courses/Programs by College - All Courses/Programs are organized by college and listed at the end of these minutes:

<b>ARC</b>	Courses: MSP M. Lawlor, D. Worth Programs: None	Approved unanimously
<b>CRC</b>	Courses: MSP L. Larson, D. Worth Programs: None	Approved unanimously
<b>FLC</b>	Courses: MSP J. Chung, R. Yang Programs: MSP B. Simpson, L. Larson	Approved unanimously Approved unanimously
<b>SCC</b>	Courses: MSP M. Lawlor, J. Chung Programs: MSP D. Worth, J. Chung	Approved unanimously Approved unanimously

- b. Status of Collaboration Requests

- i. Ready to move: TAP 361, 362, 363
- ii. Chairs are directed to encourage completion of MUFHL 310, 311, 400, 401, 410, 411. MUSM 496 has still not been signed by CRC.

- c. Course Designator/Thematic Block Forms

- i. First Reading  
ARC Welding
- ii. Second Reading  
ARC FITNS Thematic Block request – MSP R. Yang, D. Pease—Approved unanimously  
ARC ENGWR Thematic Block request – MSP to complete an electronic vote for this request once all signatures have been obtained.  
Approved via electronic vote: ENGWR Thematic Block request  

Bill Simpson: yes	Amanda Paskey: yes
Lynn Fowler: yes	Richard Yang: yes
Lonnie Larson: yes	Michael Lawlor: yes
Eric Wada: yes	Debi Worth: yes
Dyan Pease: yes	

- d. Update to PPC list
  - i. FLC Radiologic Technology. These programs aren't new, rather are just specialized sub-categories of the existing approved program. All VPI's and related departments have been notified and there are no concerns.
    - CT (Computed tomography)
    - MRI (Magnetic Resonance Imaging)
    - IR (Interventional Radiology)
    - Neuro-IR
    - Neuro-MRI
- e. Information Items
  - i. Thematic Block Changes to PMED (ARC-only) designator to better match courses:
    - 100-109: Survey Courses in Paramedicine
    - 110-119: Paramedic Didactic
    - 120-129: Paramedic Clinical Internship
    - 130-139: Paramedic Field Internship
    - 140-149: Seminar Courses in Paramedicine
    - 150-159: Seminar Courses in Paramedicine
    - 160-169: Wilderness Medicine, Search and Technical Rescue
    - 170-179: Community Paramedicine
    - 240-249: Paramedic Refresher Courses
    - 1000-1009: Other Refresher Courses
  - ii. Thematic Block Changes to PSTC (ARC-only) designator:
    - 1270-1279: Corrections

7. DAS Senate Report –

- DE – DAS requests that local Curriculum committees discuss and approve the recommended changes to the DE section of Socrates (see item 8 below) and notify their Senate President before the changes are made.
- Reading Depts: DAS will discuss at their next meeting a plan to bring representatives of Reading together with Curriculum Chairs to discuss coordination, limits, etc.
- DE Policy: A second reading of the revised DE policy is scheduled for the next DAS meeting.
- District Committee Structures: DAS plans to look into the structure and membership of District committees, especially the District IT committee, in the near future.

8. SAG Report from February 27 meeting

- DE Fields – The separate homework and evaluation methods sections for DE will be removed. Choice of modalities will also be removed. Rather, if “Distance Education” is selected, the developer will choose the maximum percentage of contact hours (25%, 33%, 50%, 67% or 75%) that will be through distance education. Developers may set additional limits to the DE modality if desired. The COR will include a statement regarding regular and effective faculty-directed contact.
- “TV” DE courses – P. Smith will run a query to find any courses that have selected the “TV” modality. That modality should be immediately removed from those courses.

Note: this refers only to the TV modality, not Interactive TV. The non-interactive TV modality is not Distance Education; it would be considered correspondence.

- AO Reporting Needs – P. Smith will continue to develop new reports useful for Articulation Officers after completing the DE changes.
- Requisite Reports – After a discussion of potential requisite reports, it was agreed that the instruction offices should produce a detailed list of the data needed for CCCCCO reports regarding requisites.
- New-to-District/New-to-College – SAG agreed that when several colleges are developing the same new course, the first one to DCCC status should be re-designated the “new-to-district” course to prevent potential troubles.

9. Distance Education

- a. Defining “fully online” – DCCC declined to define this term, as different sources (state, federal, etc.) define it differently.
- b. ADA accessibility & Pearson products – Pearson is working on the ADA accessibility of its educational software products. In the meantime, faculty should be trained to understand the limits of these products and potential work-arounds.
- c. Level of specificity in COR – DCCC agreed that the level of specificity, for example whether or not to include “proctored exams” in the COR, should be left to the discrepancy of the local curriculum committee. However, it is a good idea for DE committees to encourage/recommend instructors to state in their syllabi how they will be doing regular and effective contact for the course.

10. Title 5 Changes to Repeatability: Music Courses – Report from the 2/27/2015 meeting.

K. Corbin and most of the curriculum chairs met with representatives from the local Music departments.

- Several MUIVI courses will be put into families
- Applied Music courses will not be put into families
- Ensemble Classes – These are limited to four enrollments, but some transfer universities require music majors to be enrolled in an ensemble class every semester in college. This is a problem, as many students take longer than four semesters to transfer. CCCCCO states that districts may allow additional repeats, but will not receive apportionment. LRCCD will review these on a case-by-case basis, and will allow additional repeats when necessary and reasonable.

11. Other

- a. Course Designator/Thematic Block form – The revised Course Designator was approved (MSP R. Yang, D. Pease) and should now be used by local committees.
- b. Noncredit Regional Meeting: Friday, March 20, 2015, 9:30am-2:00pm, Foothill College in Los Altos Hills (South Bay). Representatives from LRCCD are encouraged to attend. It was stressed that LRCCD is not seeking to move existing courses to non-credit, nor is it seeking Adult Education.

12. Adjournment – The meeting adjourned at 4:28 PM.

**Course/Program items:**

## Courses:

ARC	ENGR	320	Manufacturing Processes	Deletion
ARC	ENGR	430	Dynamics	Deletion
ARC	FREN	351	Conversational French, Elementary	Deletion
ARC	FREN	352	Conversational French, Elementary	Deletion
ARC	FREN	361	Conversational French, Intermediate	Deletion
ARC	FREN	362	Conversational French, Intermediate	Deletion
ARC	IDES	361	Beginning Kitchen Design	Deletion
ARC	IDES	362	Advanced Kitchen Design	Deletion
ARC	IDES	375	Beginning Bath Design	Deletion
ARC	IDES	376	Advanced Bath Design	Deletion
ARC	SCSD	1109	Sheriff's Department Citizen's Academy	Deletion
ARC	SCSD	1209	Disaster Preparedness	Deletion
ARC	SCSD	1221	Firearms Tactical Rifle - Sheriff	Deletion
ARC	SPD	1100	Basic Police Academy	Deletion
ARC	SPD	1101	Pre-Academy	Deletion
ARC	SPD	1115	Mobile Data Computer Training	Deletion
ARC	SPD	1181	Public Safety Communication Academy-Police	Deletion
ARC	SPD	1200	Public Safety Dispatcher	Deletion
ARC	SPD	1201	Communications Training Officer	Deletion
ARC	SPD	1203	Radio Dispatch Academy-Police (REVISED 181B)	Deletion
ARC	SRCP	1116	Law Enforcement Chaplain's Academy	Deletion
ARC	SRCP	1190	Technical Courses	Deletion
ARC	SRCP	1216	Community Chaplain's Academy	Deletion
ARC	IDES	101	Interior Design Careers	New to District
ARC	IDES	102	Working with Clients	New to District

ARC	IDES	103	Furniture Markets	New to District
ARC	IDES	104	Home Staging	New to District
ARC	IDES	108	Lighting For Better Health	New to District
ARC	IDES	109	Interior Design Specifications	New to District
ARC	IDES	120	Seasonal Decorating	New to District
ARC	PSTC	1684	Continued Professional Training - Sacramento Police Department	New to District
ARC	PSTC	1804	Informant Development and Maintenance	New to District
ARC	PSTC	1807	Advanced Identification of Organized Criminal Street Gangs and Criminal Gang Activities	New to District
CRC	BIT	132	Steel Construction Principles & Inspection	Deletion
CRC	BIT	134	Soils and Asphalt Principles and Inspection	Deletion
CRC	BIT	136	Concrete Principles & Inspection	Deletion
CRC	BIT	138	Masonry Principles & Inspection	Deletion
CRC	PHIL	328	Critical Reasoning and Composition	Deletion
FLC	NUTRI	200	General Nutrition - Healthy Eating, Healthy Living	Deletion
FLC	PHOTO	260	The Eastern Sierra Landscape, Yosemite Valley	Deletion
FLC	PHOTO	264	The Pacific Coast Landscape	Deletion
FLC	PHOTO	370	Portraiture and Wedding Photography	Deletion
FLC	PHOTO	415	Advanced Digital Photo Restoration and Retouching	Deletion
FLC	MUP	424	Commercial Music Ensemble	New to College
FLC	PACT	310	Badminton I	New to College
FLC	HCD	315	Freshman Seminar	New to District
SCC	GEOG	390	Field Studies in Geography	Deletion
SCC	RAILR	297	Internship in Railroad Operations	Deletion
SCC	SPORT	315	Basketball, Intercollegiate-Women	Deletion
SCC	TA	310	Introduction to Film	Deletion
SCC	TA	312	History of Film	Deletion

SCC	TA	314	History of Film: 1880's through 1950's	Deletion
SCC	TA	315	History of Film: 1950's to Present	Deletion
SCC	TA	318	Diversity in American Film	Deletion
SCC	TA	320	Cinema Genres	Deletion
SCC	TA	322	An American Musical: Stage and Film	Deletion
SCC	TA	323	From Stage to Screen, Production Design and Art Direction	Deletion
SCC	TA	331	Film Making	Deletion
SCC	TA	332	Film-Making Projects	Deletion
SCC	TA	333	Film Editing with Final Cut Pro	Deletion
SCC	TA	334	Advanced Film Editing with Final Cut Pro	Deletion
SCC	TA	335	Introduction to DVD Production	Deletion
SCC	TA	336	Introduction to Motion Graphics for Film: Apple Motion	Deletion
SCC	TA	337	Color Correcting and Grading for Film	Deletion
SCC	TA	339	Screenwriting	Deletion
SCC	GEOG	391	Field Studies in Geography: Mountain Landscapes	New to College
SCC	ENGLT	328	Literature and The Environment	New to District

### Programs:

FLC	Nutrition	<a href="#">Nutrition and Dietetics</a>	New Program
SCC	Computer Information Science	<a href="#">Active Server Pages Developer</a>	Deletion
SCC	Computer Information Science	<a href="#">International Computer Driving License</a>	Deletion
SCC	Computer Information Science	<a href="#">Webmaster Level 1</a>	Deletion
SCC	Computer Information Science	<a href="#">Webmaster Level 2</a>	Deletion
SCC	English	<a href="#">Liberal Studies</a>	Deletion