
LOS RIOS COMMUNITY COLLEGE DISTRICT

District Curriculum Coordinating Committee

Main Conference Room

March 27, 2015

2:30 p.m. to 4:30 p.m.

Minutes

Attendees:

ARC: Kirsten Corbin (DCCC Chair), Julie Chung, Adam Karp, Marie Schirmer, Bill Simpson

CRC: Lynn Fowler (AO), Lisa Lawrenson, Jamey Nye, Amanda Paskey, Lee Weathers

FLC: Monica Pactol, Eric Wada, Debi Worth

SCC: Lonnie Larson, Dyan Pease

1. Call to Order 2:44pm
2. Recorder for meetings
March: FLC
April: SCC
3. Approval of Agenda—**Approved by consensus**
4. Approval of Minutes: February 27 meeting—**Approved by consensus**
5. Announcements/Updates
 - a. New members—**None**
 - b. Guests—**None**
6. Competency Committee Report
 - a. Reading Competency (Chair: Shihni Giedd, CRC): None
 - i. SCC PHIL 306 Environmental Philosophy
 - b. Math Competency (Chair: LeLe Trieu, FLC):
 - i. Update on re-evaluation of all courses that currently meet competency:
Temporary approval was granted because courses were not reviewed against the rubric. This temporary approval was granted in order for all courses to amend the course outlines to adhere to math competency criteria; then, the courses would be reviewed in a year.
Questions/comments:
 - **Courses that are out-of-discipline (e.g. ECON) were previously reviewed by looking at syllabi and assessments (i.e. using materials other than the COR). The review should be based on the rubric, and should involve looking at the COR.**
 - **Granting temporary approval seems ineffective. No feedback is given to curriculum developers about whether the current COR is going to meet math competency.**
 - **It does not make sense to grant (temporary) competency for a course that may not meet competency.**

- Is it possible that the rubric is too rigorous?
- Removing competency based on a subsequent review does not seem fair. **Historical perspective: When competency was increased to MATH 120, courses with numbers greater than MATH 120 were granted competency automatically. Those (non-MATH) courses that met competency under the old level (MATH 100), were not reviewed using the new criteria, and those that had MATH 120 as a prerequisite were automatically granted competency.**
- For counselors, it may raise an issue when a course is applicable to IGETC, but does not meet our graduation requirement.

Decision:

The committee recommends that the courses granted temporary approval should be re-reviewed according to the rubric, and that the rubric should be applied to future reviews (not previous reviews).

- c. Writing Competency (Chair: Kathy Leland, FLC): None
 - i. Revising the rubric
 - ii. CRC ENGWR 341 Introduction to Technical and Professional Writing
 - iii. SCC ENGWR 488 Honors College Composition and Research

Note: SCC had not requested competency for SOC 482

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: Motion = Fowler; Second = Pease; Approved unanimously

Programs: Motion = Larson; Second = Fowler; Approved unanimously

CRC

Courses: Motion = Simpson; Second = Pease; Approved unanimously

Programs: Motion = Simpson; Second = Chung; Approved unanimously

FLC

SCC

Courses: Motion = Worth; Second = Schirmer; Approved unanimously

Programs: Motion = Pease; Second = Worth; Approved unanimously

- b. Status of Collaboration Requests

- i. Ready to move: MUSM 350
- ii. TAP 361, 362, 363 (FLC still to catalog)
- iii. Cataloged since last meeting: GEOL 390 (FLC still to catalog)

- c. Course Designator/Thematic Block Forms

- i. First Reading
 - 1. ARC BIOL Thematic Block request

This is a request for an A&P prep course at the <100 level to help support students. The course cannot be degree applicable since it is a support course.
- ii. Second Reading
 - 1. ARC Welding Thematic Block request

Motion = Fowler; Second = Worth; Approved unanimously

d. Information Item

- i. 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

8. DAS Senate Report – 3/3 & 3/17

LMS workgroup: DAS wants greater representation from curriculum (e.g. one faculty member from each college plus a representative from DCCC). Is this a workgroup or a committee? Suggestions: have all curriculum chairs (or designee) and the DCCC chair (or designee) serve on this workgroup. Consider adding a procedure to regularly evaluate the LMS. Consider moving the meeting dates to Fridays.

Policy on minors in classes: Board Reg 2212 addresses this topic. Faculty should be informed of minors enrolled in their classes, and faculty should have the ability to restrict enrollment in courses that may teach material inappropriate for minors. An appropriate warning should appear in the course description. Comments: Parents (and minor students) should be aware of what is possible in college curriculum. There may be issues with excluding people from classes based on content. Discussions should occur between high school counselors and students. Once a student has been admitted, we should not be violating FERPA by disclosing information about students. Warnings about content don't belong in the course description or other parts of the course outline because of the variety of ways classes can be taught; if something needs to be added, it should, instead, be included in class notes listed in the schedule of classes. It is possible that students will eventually be allowed to take up to four college classes at once.

ENGRD summit: DCCC does not restrict colleges from developing courses. DCCC coordinates curriculum. The curriculum committee approves the curriculum, which includes faculty discipline information (this effectively determines min quals for a course). The curriculum committee must work with developers to ensure that the faculty discipline listed is appropriate. New courses were marketed as an “alternative” pathway or a “pilot” but that did not accurately represent the course proposal; therefore, curriculum chairs are asked to watch for the use of such language to make sure it accurately reflects the intent of the department.

9. SAG requests/report

- a. Report from March 27 meeting

If a course (offered by only one college) was deleted, and then it is re-developed (even if it has the same content), the new course must have a new course number. The Board approved the course deletion, and for that reason the course cannot be re-added. This policy also will keep course numbers from being re-assigned to different courses. In the case that the deleted course was/is

offered by a sister college, and the deleted course is re-developed, it may retain the same course number.

Comments: Cataloged courses should be offered regularly. For accreditation purposes, all courses in the catalog must have SLOs assessed. If a 300- or 400-level course is revived, it must also go through the articulation approvals, which lengthens the delay.

Now that the changes to DE have been implemented, Phil is turning his attention to other projects:

Changes to AO screens

For example, the C-ID screen will change to clarify when combinations of courses are equivalent to C-ID.

Public catalog

Interfacing SOCRATES with the new ASSIST

10. Distance Education

- a. Changes to Socrates implemented March 12

Thanks to Phil Smith for his efforts in implementing these changes.

- b. DE Course Checklist

ARC's DE course checklist: Used for faculty to review their DE courses for REC and ADA compliance. There is an "audit" of DE courses to check for the above. The hope is that the auditors will be using this checklist. Suggestion: Share this checklist with DE coordinators at all colleges and solicit feedback.

11. Title 5 Changes to Repeatability: Music Courses

- a. **No update**

12. Other

- a. SPORT 90 & Enrollment Limitation (follow up from January meeting): **no update**

- b. Course equivalencies across the District (follow up from January meeting): **no update**

- c. Noncredit Regional Meeting Friday, March 20, 2015: **no DCCC members attended**

- d. High School Articulation Protocol

History: To reduce the chances that a student takes the same course in college that they did in high school (CRC's policy only allows for 100 or 200 level/CTE courses to articulate). UC/CSU does not like high school course articulations at community college because it suggests that college-level work can be completed in high school. When a course is articulated with high schools, the community college is then suggesting that the high school course is UC/CSU transferable. Comments: No other districts/colleges seem to have wording restricting which high school courses can articulate, so our policies should not be any more restrictive than any other college.

- e. Course number when reviving a deleted course

See SAG report above.

13. Future Meetings:
 Spring: 5/01/15

Course/Program items for today's meeting:

(Please note: The Board agenda will be sent out on Wednesday, April 1, so please move all approved curriculum to Board status by Monday, March 30.)

Courses:

ARC	CISP	372	Beginning Visual Basic for Applications Programming	Deletion
ARC	JOUR	402	College Newspaper Production	Deletion
ARC	JOUR	405	Publications Production Skills Lab	Deletion
ARC	GEOG	391	Field Studies in Geography: Mountain Landscapes	New to College
ARC	ARTNM	406	Design for Tablets	New to District
ARC	HIST	374	History of Latin America to 1830	New to District
ARC	PSTC	1685	Patrol Entry and Search Training- SPD	New to District
ARC	PSTC	1770	Peer Support	New to District
ARC	PSTC	1808	Advanced Organized Gang Investigations	New to District
ARC	PSTC	1853	Integrated Narcotics Training	New to District
CRC	BUS	170	Introduction to Insurance: Life Agents	Deletion
CRC	BUS	171	Introduction to Insurance: Fire & Casualty	Deletion
CRC	BUS	210	The Business Plan	Deletion
CRC	BUS	222	Going International	Deletion
CRC	BUS	490	Individualized Projects in Business	Deletion
CRC	CISC	320	Operating Systems	Deletion
CRC	CISC	321	Intermediate Operating Systems	Deletion
CRC	CISC	322	Advanced Operating Systems	Deletion
CRC	CISN	324	Designing Windows Networking Services	Deletion
CRC	CISP	371	Intermediate Visual Basic	Deletion
CRC	ECE	304	Family to Family: Introduction to Family Child Care	Deletion

CRC	ECE	334	Laboratory with Infants and Toddlers	Deletion
CRC	MGMT	240	How to Build Employee Morale and Motivate Employees	Deletion
CRC	MGMT	242	Applied Motivational Practices	Deletion
CRC	MGMT	244	Stress Management	Deletion
CRC	MGMT	246	Improving Individual Performance, Perception and Personality	Deletion
CRC	MGMT	248	Ethics, Values and Emotions in the Workplace	Deletion
CRC	MGMT	250	Communicate Successfully in the Organization	Deletion
CRC	MGMT	252	Building Great Teams	Deletion
CRC	MGMT	254	Getting Employees Involved in Management Decisions	Deletion
CRC	MGMT	256	How to Make Great Decisions	Deletion
CRC	MGMT	258	Power and Politics in the Business and How to Use Them	Deletion
CRC	MGMT	260	What is Conflict?	Deletion
CRC	MGMT	262	Steps to Being a Great Leader	Deletion
CRC	MGMT	264	Using Change to Improve an Organization	Deletion
CRC	MGMT	266	The Culture of Organizations	Deletion
CRC	MGMT	268	Making Employees Feel at Home	Deletion
CRC	MGMT	270	Design a Winning Organizational Structure	Deletion
CRC	MGMT	272	Interview, Select and Retain Good Employees	Deletion
CRC	MGMT	274	Day Trading-Investing on the Internet	Deletion
CRC	MGMT	360	Management Communication	Deletion
CRC	PSYC	353	Psychology of Adjustment	Deletion
CRC	PSYC	360	Psychology of Women	Deletion
SCC	DANCE	310	Jazz Dance I	Deletion
SCC	DANCE	320	Ballet I	Deletion
SCC	DANCE	330	Modern Dance I	Deletion
SCC	DANCE	340	Ballroom Dance	Deletion

SCC	DANCE	370	Dance Composition & Production	Deletion
SCC	DANCE	499	Experimental Offering	Deletion
SCC	MATH	315	Exploratory Field Experience in Mathematics	Deletion
SCC	NURSE	426	Nursing in Health Problems Through the Adult Years	Deletion
SCC	TA	407	Children's Theatre	Deletion
SCC	TA	461	Rehearsal and Performance - Drama	Deletion
SCC	TA	462	Rehearsal and Performance - Comedy	Deletion
SCC	TA	463	Rehearsal and Performance - Classical	Deletion
SCC	TA	464	Rehearsal and Performance - Children's Show	Deletion
SCC	TA	465	Rehearsal and Performance - Musical	Deletion
SCC	TA	466	Rehearsal and Performance - Musical Ensemble	Deletion
SCC	TA	477	Fundamentals of Repertory Production	Deletion
SCC	MATH	340	Calculus for Business and Economics	New to College
SCC	SPORT	314	Pre-Season Conditioning for Men's Basketball	New to College
SCC	SPORT	332	Pre-Season Conditioning for Football	New to College
SCC	CISC	101	Introduction to Computers	New to District
SCC	SPORT	318	Pre-Season Conditioning for Women's Basketball	New to District

Programs:

ARC	Computer Information Science	Internet Marketing	New to College
CRC	Computer Information Science	CIS - Enterprise Administrator	Deletion
CRC	Computer Information Science	CIS - Enterprise Administrator	Deletion
CRC	Computer Information Science	CIS - Software Development Using Visual BASIC.NET	Deletion
SCC	Administration of Justice	Correctional Services	Deletion

SCC	Administration of Justice	Police Services	Deletion
SCC	Art	Fine Arts	Deletion
SCC	Humanities	Humanities	Deletion