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LOS RIOS COMMUNITY COLLEGE DISTRICT  
**District Curriculum Coordinating Committee**  
Main Conference Room  
August 28, 2015  
2:30 p.m. to 4:30 p.m.

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***Minutes***

**Attendees**

Kirsten Corbin (DCCC Chair), Jamey Nye (DO), Lynn Fowler (AO)  
ARC: Steven Boyd, Joe Gilman, Marie Schirmer, Bill Simpson (Chair)  
CRC: Michael Lawlor, Amanda Paskey (Chair), Torence Powell  
FLC: Monica Pactol, Eric Wada (Chair), John Alexander  
SCC: Dyan Pease (Chair), Mary Turner  
Sue Lorimer (DO) was present at the start of the meeting.

1. Call to Order
2. Recorder for meetings
  - August: ARC
  - September: CRC
  - October: FLC
  - November: SCC
3. Approval of Agenda
4. Approval of Minutes: May 1 meeting. Approved by consensus.  
Kirsten thanked Lonnie Larson and Debi Worth for their service on DCCC and their respective colleges as chairs, Julie Chung for her service on DCCC and as Vice Chair of the Curriculum Committee at ARC, and Lee Weathers for his service on DCCC and CRC's curriculum committee.
5. Announcements/Updates
  - a. New members: John Alexander (FLC), Torence Powell (CRC), Joe Gilman (ARC), Steven Boyd (ARC)
  - b. Guests  
Sue reported that she has read the Accreditation report, specifically sections that pertain to the curriculum processes within the District. In addition, she has been in contact with members of the site team and reported that the team is already impressed by us.
6. Competency Committee Report  
Kirsten reported that she will discuss reviewing the charge of the competency committees with the District Academic Senate.
  - a. Reading Competency (Chair: Shihni Giedd, CRC)
  - b. Math Competency (Chair: LeLe Trieu, FLC)
  - c. Writing Competency (Chair: Kathy Leland, FLC)

- i. Revising the rubric
- ii. CRC ENGWR 341 Introduction to Technical and Professional Writing
- iii. SCC ENGWR 488 Honors College Composition and Research

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 (Lynn Fowler), seconded (Dyan Pease). Passed unanimously.

**CRC** courses: moved (Lynn Fowler), seconded (Dyan Pease). Passed unanimously.

**FLC** courses: moved (Michael Lawlor), seconded (Dyan Pease). Passed unanimously.

**SCC** no items.

b. Status of Collaboration Requests

Ready to move: MUFHL 310, 311, 401, 410, 411; MUIVI 345, 346

Kirsten will follow up with Phil on the ENGLT courses: when the collaboration request was submitted, a draft of the COR should have been created for all the colleges that have the course.

c. Course Designator/Thematic Block Forms

i. First Reading

- 1. SCC ETHNS (New Designator) \*\*
- 2. ARC LRC (New Designator)
- 3. ARC PSTC (Thematic Block)
- 4. FLC IMAGE (New Designator)
- 5. SCC WGS (New Designator)\*\*

ii. Second Reading

- 1. ARC IDES Thematic Block -- approval vote: moved (Lynn Fowler), seconded (Michael Lawlor), passed unanimously.

iii. Information Items

- 1. ARC Access to TAFILM
- 2. SCC Access to DEAF

\*\* Dyan Pease requested that the rules be suspended for the WGS and ETHNS designator requests, bypassing second reading: moved (Mary Turner), seconded (Marie Schirmer), passed unanimously. Approval vote for new designators: moved (Lynn Fowler), seconded (Bill Simpson), passed unanimously.

8. DAS Senate Report – 5/5

A Learning Management System (LMS) work group is being formed; it will regularly review likely will review Canvas (incentive to use: free or greatly reduced cost)

9. SAG requests/report – no meetings yet this semester.

10. Distance Education

## 11. Music Courses Families Update

In May, Kirsten met with the music department chairs and a few other music faculty to discuss categorizing some of the music courses into families. In August, ARC hosted a District-wide music department meeting; those in attendance reviewed the work done at the May meeting suggested improvements. Once it is finalized or closer to being finalized, it will come before DCC for approval.

As a music faculty member, Joe offered to meet with Kirsten to learn about this issue and then to work with his colleagues across the District on a solution, which he will present at a future DCCC meeting.

## 12. Other

- a. SPORT 90 & Enrollment Limitation—follow up from January meeting

The original question is now moot as the college is moving this course under HCD.

- b. Course equivalencies across the District—follow up from January meeting

It's not known if a master list exists of equivalencies beyond same as/cross-listed courses though there probably should be (i.e., three-attempts rule).

- c. High School Articulation Protocol

Dual enrollment is not worth talking about now since AB 228 is making its way through State; if it passes, then LRCCD will be developing policies and regs. in response.

Lynn: This item is not about dual enrollment. The issue is high schools asking for a high school course to articulate to a specific college course. Such requests need to come through curriculum committee so that more people know what's going on, and so that the course has a more thorough review, including evidence to justify articulation. I'm concerned that UC or CSU will question the articulation and without evidence would not give students credit for the course.

Eric: It's important for college curriculum committees to be aware, curriculum chair needs to sign off, but there is a push to not have as many signatures on such requests. Tend to come in over the summer when faculty aren't around. Should also have AOs look at it and/or sign off; they may see ramifications curriculum chairs would not.

Jamey: Focus on the conversation between high school and colleges faculty to see if courses line up.

Lynn: Important for AOs to be involved to consider issues down the road/down-stream implications

- d. Course number when reviving a deleted course—follow up from May meeting

Jamey: The current policy of not being able to revive/resurrect/etc a course makes it difficult to clean up catalogues; no one will want to delete a course if they cannot bring it back. What am I missing?

Bill: Talk with Phil about the concerns; one issue was a developer who picked a number not knowing it had been used, but then created an entire different course.

Jamey: What is the right timeline to remove the course from a catalogue that isn't being offered?

Dyan: Once the board approves the deletion.

Lynn: This is more important as we have fewer stand-alone courses. As a counselor, the new number is problematic as well.

Bill: Need to talk with Phil about how big of a change this is. Or put one on ice so that it does not go into the catalog.

Maybe have two process: one to delete, one to put ice (cryogenics)

John: This would be consistent with the Chancellor's Office which identifies courses as active or not active

Jamey: Don't want to do all the articulations again.

e. DANCE Designator for non-activity courses

ARC instructor wanted to create a dance history course. FLC has a thematic block and the GE pattern info excludes those numbers.

f. KINES Conditioning Courses

The plan is to make them gender-neutral. Liz (Dean at CRC) created a list that shows the changes to be made and who is responsible for making the changes. Amanda will email the list to Kirsten and the curriculum chairs.

g. Converting Hours to Units

Bill: We should be consistent across the District in how we do this.

Amanda: Curriculum institute last semester: .2 round down, .3 round up (but not clear to what)

John: This year's curriculum institute says cannot round up.

Jamey: Try to stay at half units.

John: You can add a couple of hours to get it to the unit, but can be scheduled at 89% or more of those hours.

Jamey will get more information about how each college handles this. Can we agree to aim for half units since quarter units are not beneficial for students?

Lynn: But quarter units do add up nicely to whole numbers.

John: When curriculum comes through, consider how the course will be scheduled.

Joe: Can have .5 units but can have fewer (pages 80-83 in 5<sup>th</sup> ed of PCAH).

Bill: General guidelines from district would be good.

h. Process for accessing course designators in transfer programs

Since one college cannot block another college from access to such designators, such requests will be added to the agenda as information items so that there is a record of the work Phil needs to do.

i. Process for adding to the PPC list

Bill: The bane of my existence is the PPC list. What is the process? Seems like a black hole.

Jamey: We are on this and working to fix it. I believe the list is getting transferred to me. The group will try to meet regularly—got off of regular meeting because with the recession, no program were being added.

Bill: It would be good to have set dates for when the PPC will be released. Is that possible?

Jamey: Yes, I believe so. We will create a basic timeline.

j. Curriculum Institute, July 10-12

Deadline for the AB 440 is August 31. We won't meet it for CIS.

Jamey: Looked at catalogs, and there are several degrees, but only need to pull the one that is closest to the ADT/with the same top code.

Lynn: C-ID descriptor is up for 5-year review, so can go in and give feedback.

Suggest CIS and Math folks go on and give feedback.

Mary: Sue wants to get a conversation started about unit values.

Jamey: CSUs having that conversation, difficult conversations, but they are decreasing the number of units.

Joe: In session, may get the point that we have tried everything and legislature may say ok gave it our best shot. OK with it.

Jamey provided two updates:

(1) Automated prereq checker—moving forward; has to be agreement on alignment of prereqs despite ARC's belief that IT could make it happen if not aligned. Need language from DCCC that names a course and says assessment; if any courses in Socrates says eligibility, then there needs to be a course connected with that in order for there to be automation. May need consistency across the District.

Lynn: Regarding lit course prereq, I suggest looking at C-ID descriptor.

(2) Independent studies: ARC went to lab-only for independent studies, which is a cleaner way to go. Issue is have to do a check on IS against the catalog; sometimes the catalog says lecture-only but it is scheduled in a way that does not match that. Would like to have that discussion.

### 13. Future Meetings:

Fall: 9/25/15, 10/30/15, 11/20/15

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

## **Course/Program items for today's meeting:**

(Please note: The Board agenda will be sent out on Wednesday, September 2, so please move all approved curriculum to Board status by Monday, August 31.)

### **Courses:**

ARC	SPORT	403	Pre-Season Conditioning for Volleyball	New to College
CRC	DEAF	310	American Sign Language I	New to College
CRC	DEAF	312	American Sign Language II	New to College
CRC	DEAF	314	American Sign Language III	New to College
CRC	DEAF	316	American Sign Language IV	New to College
CRC	PACT	391	Tennis II	New to District
CRC	PACT	393	Tennis III	New to District
CRC	SPORT	318	Pre-Season Conditioning for Women's Basketball	New to College
FLC	MUP	426	World Music Ensemble	New to College

**Programs:** None