



## District Curriculum Coordinating Committee (DCCC)

September 23, 2016  
2:30 p.m. to 4:30 p.m.  
Main Conference Room

### MINUTES

#### Members:

Lynn Fowler (AO, ARC), Alisa Shubb (DAS, ARC)  
ARC: Joe Gilman (Chair), Hugh Howard, Marie Schirmer  
CRC: Michael Lawlor (DCCC Chair), Brian Noel (Chair)  
FLC: John Alexander, Eric Wada (Chair)  
SCC: Dyan Pease (Chair), Brett Thomas, Richard Yang

#### Guests:

Kale Braden (ARC, rep. Lisa Lawrenson), Dennis Holden (ARC, SAG)

- I. Call to Order – The meeting was called to order at 2:35 PM.
- II. Approval of Agenda – The agenda was approved by consent.
- III. Approval of Minutes from August 26 meeting – The minutes were approved by consent.
- IV. Announcements/Updates
  - A. Introductions, New members, Guests – Dennis Holden (ARC/SAG) and Kale Braden (ARC, representing L. Lawrenson) were guests.
  - B. DCCC Membership – Membership from each college was confirmed.
  - C. Music Family Deletion Status – Popular Music and World Music families have been removed from Socrates. Vocal Ensemble was chosen as a family in several courses. It will be removed once those courses have been revised.
  - D. CISS 301 – ARC and CRC are deleting CISS 301. SCC wants to revise their current CISS 301 (unit change) and is unable to until the deletions are processed. FLC has a new course (CISS 303) that appears to be similar but is 3 units. CRC has replaced CISS 301 with CISS 356. ARC also has a new course (CISS 371) that appears to be similar. Lynn Fowler suggests that FLC, SCC, and ARC have discussions to consider moving forward with one shared course. Dyan Pease will recommend the faculty have discussions with the sister colleges and consider moving forward with one of the new course options to avoid delays.
  - E. Repetition of Work Experience Update – Work Experience coordinators across the district had a discussion and decided that a change to the current Board regulations was not necessary.
- V. Competency Committee Report – No reports. Committee Chairs have been appointed and they are working on determining membership.
  - Math Competency Chair: Jean Vrechek (F) Joseph Steever (Sp) (SCC)
  - Reading Competency Chair: Debora Larry-Kearney (FLC)

- Writing Competency Chair: Josh Roberts (SCC)

VI. Curriculum Proposals:

A. Courses/Programs by College

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

ARC - M/S/P Noel/Wada, Approved unanimously

CRC - M/S/P Wada/Pease, Approved unanimously

FLC – No items

SCC - M/S/P Noel/Yang, Approved unanimously

- B. Status of Collaboration Requests – ENGR 412 and CHEM 306 collaboration requests are in early stages. A brief discussion regarding ENGR 412 ensued - SCC and CRC are revising the course from 3 to 4 units. ARC has a similar course at 4.5 units as ENGR 413. Chairs will encourage faculty to discuss option of utilizing a single shared course.

C. Course Designator/Thematic Block Requests

1. First Reading – LRNSKL. FLC has a new designator request for LRNSKL (Learning Skills) for their tutor training courses that they feel do not belong within the HCD designator. Lynn Fowler mentioned existing designators LRC and LTAT within the district that seem to have the same intent. The committee discussed the creation of new LRNSKL designator versus adopting an existing designator, and advises against creation of a new designator. Eric will recommend faculty adopt the existing LRC or LTAT designator.
2. Second Reading - None

VII. Updates from the District – No report.

VIII. DAS Report - No report.

IX. SAG Report – Dennis Holden, SAG Chair, provided a SAG report.

- Review of recent accomplishments: Creation of C-ID section, Addition of ‘Out-of-class’ hours to COR, UC/CSU transfer status now ‘sticks’ during revisions, Programs locked against edits once at DCCC status, Effective dates implemented for programs, Report for standalone courses
- Phil Smith is working on the ‘leapfrogging’ issue for collaboration requests. A model is in place but it still needs additional work.
- An HTML based catalog is in the planning stages, will require many changes to SOCRATES since the current software is dynamic and live whereas an HTML catalog must be static to account for catalog rights.
- Phil plans to work on a feature to allow alphanumeric ordering of courses within the ‘Program Requirements’ section.
- Joe Gilman voiced concern over Out-of-Class hours and variable unit courses. Dennis will ensure Phil is aware of the problem.
- Joe also asked about the possibility of somehow streamlining the Dean list and Discipline Contact lists in SOCRATES.

X. Other

- A. SAG – TBA Hours. Dennis Holden led a discussion of TBA hours.
- SAG decided to remove TBA hours after realizing that they were still in existence, but this was a low priority concern.
  - Dennis found an example of a course utilizing TBA hours that could create concerns at the CCCCCO level (CHEM 400 at SCC).
  - Dennis asked for feedback on whether we should stick to PCAH recommendations regarding unit/hour calculations, or allow for some deviation when it still meets CCCCCO requirements. Committee recommended maintaining current standards that align with PCAH recommendations.
  - The committee agrees that TBA hours do not exist at a curriculum level.
  - Michael will move further discussion to the VPI level.
  - Dennis and Phil will send out a report of courses utilizing TBA hours.
- B. Disciplines List and COR – Eric Wada shared questions/concerns over faculty discipline selection in SOCRATES and what implications it actually has and who checks this. Kale Braden mentioned that FSAs and TOP codes are used to determine preference in teaching assignments. Dennis clarified that SOCRATES does not allow “ANDs” for disciplines. Dennis recommended that faculty discipline be checked during curriculum processes as they can help ensure correct minimum qualifications.

XI. Future Agenda Items

- A. ARTS (Art Studio) designator request – No updates.

XII. Adjournment – The meeting adjourned at 4:02 PM.

**Course/Program items:**

**Courses:**

|     |       |     |  |                 |
|-----|-------|-----|--|-----------------|
| ARC | CARPT | 182 | Finishing and Repairing Floors                         | New to District |
| ARC | IW    | 101 | OSHA 30 for Ironworkers                                | New to District |
| CRC | BIOL  | 439 | Human Cadaver Dissection                               | New to District |
| CRC | ENGLT | 488 | Honors - Literature Adapted into Film                  | New to District |
| CRC | HONOR | 378 | Honors - Literature Adapted into Film                  | New to District |
| CRC | RTVF  | 310 | History of American Radio 1920-1950                    | Deletion        |
| CRC | RTVF  | 351 | Introduction to Motion Graphics for Film: Apple Motion | Deletion        |
| CRC | RTVF  | 353 | Color Correction for Film and Video: Apple Color       | Deletion        |
| CRC | RTVF  | 372 | Sports Broadcasting                                    | Deletion        |
| CRC | RTVF  | 374 | Multiple Camera Remote TV Production (TRUCK)           | Deletion        |
| CRC | RTVF  | 379 | Television Performance Techniques                      | Deletion        |
| SCC | MGMT  | 306 | Introduction to Public Administration                  | Deletion        |

**Programs:**

|     |                                |                                  |             |
|-----|--------------------------------|----------------------------------|-------------|
| CRC | Deaf Culture and ASL Studies   | Deaf Studies                     | New Program |
| CRC | Building Inspection Technology | Concrete Construction Inspection | Deletion    |