



**District Curriculum Coordinating Committee
(DCCC)**

March 24, 2017
2:30 p.m. to 4:30 p.m.
Chancellor's Conference Room

MINUTES

Members Present:

Lynn Fowler (AO), Alisa Shubb (DAS), Shania Pence (Student rep)
ARC: Joe Gilman (Chair), Hugh Howard, Marie Schirmer
CRC: Michael Lawlor (DCCC Chair), Marjorie Duffy (for T. Powell)
FLC: John Alexander, Eric Wada (Chair)
SCC: Dyan Pease (Chair), Brett Thomas

- I. Call to Order: The meeting was called to order at 2:32 PM.
- II. Approval of Agenda: The agenda was amended, with the four SCC AH courses and program being tabled. The amended agenda was approved by consent.
- III. Approval of Minutes from February 24 meeting: The minutes from the February 24, 2017 meeting were approved by consent.
- IV. Announcements/Updates
 - A. Introductions, New members, Guests: Marjorie Duffy attended on behalf of R. Montanez/T. Powell at CRC.
 - B. Announcements
 1. FITNS Families Update: Departments from the four colleges will hold a conference call next week to determine what families are needed.
- V. Competency Committee Reports
 - A. Reading Competency (Chair: Debora Larry-Kearney, FLC): CRC SOC 305 is under review. The committee has not yet acted on the proposal.
 - B. Math Competency (Chair: Jean Vrechek, Joseph Steever, SCC): None
 - C. Writing Competency (Chair: Josh Roberts, SCC): CRC RTVF 368, SCC ARTH 301 denied competency. The committee has not yet conducted a re-vote for the purpose of establishing accurate documentation of the vote. (The first vote was not recorded accurately.)
- VI. Curriculum Proposals:
 - A. Courses/Programs by College
(All Courses/Programs are organized by college and listed at the end of this agenda.)
ARC: All courses and programs were approved unanimously (MSP Pease/Wada).
CRC: All courses and programs were approved unanimously (MSP Alexander/Fowler).

FLC: All courses and programs were approved unanimously (MSP Pease/Fowler).
SCC: The AH courses and program were tabled. There was extensive discussion regarding the proposed deletion of SCC's Elementary Teacher Education program. It is an AA-T program, and there was concern that the Board of Trustees and State Chancellor's Office might question its cancellation. The proposal was withdrawn, and all other proposals (except AH) were approved unanimously (MSP Fowler/Wada)

B. Status of Collaboration Requests:

CHEM 306: All four colleges are in agreement with the request, except that there is some concern regarding the title, as it is the same as CHEM 305. Tentatively, the proposal will be withdrawn and resubmitted to include a title change.

ENGR 300: All colleges have signed off on the request for a unit change.

FITNS 441/442/443/444: This request to change to variable units was recently submitted, with the result that no action has been taken yet.

C. Course Designator/Thematic Block Requests

1. First Reading – ACT 180-189, 190-199, 240-249, 280-289 (ARC); DCDT 180-189, 240-249, 260-269, 280-289 (ARC); VITI 310-319, 320-329 (FLC)
No concerns were expressed. The rules were suspended to move all requests to second reading (MSP Gilman/Schirmer)

2. Second Reading – CHEM 80-89 (ARC), MIDWIF (ARC),
MUIVI 200-209 (ARC), HMONG (CRC)

All requests, including the ACT, DCDT, and VITI thematic block requests, were approved unanimously (MSP Alexander/ Fowler)

VII. Updates from the District: No report. (Jamie Nye was at the North-Far North meeting.)

VIII. DAS Report:

- Carlos Lopez (FLC) will be the next DAS President.
- DAS is forming a workgroup to explore whether course outlines of record should include class size recommendations. DAS has no agenda in this matter and is simply exploring the concept. The workgroup has asked that a DCCC member join them.

IX. SAG Report:

- It was recently discovered that SOCRATES will not automatically upload to PeopleSoft zero unit, zero hour courses such as LTAT 1000 and HCD 1000. They must be added to PeopleSoft manually.
- The leapfrogging issue has been fixed.
- Ken Sorensen from District IT discussed some features in Socrates that would enable programs to be compared side by side.
- SAG priorities were discussed, with priority being given to the following:
 - establish a page to document appropriate disciplines anytime “Interdisciplinary Studies” is selected as one of the faculty disciplines for a course;
 - Program Socrates so that course listings in program outlines appear in alpha numeric order;

- Prefix SLOs and course topics with numbers instead of bullets for easy reference during tech review. The numbers would revert to bullets after a course is cataloged.

X. Discussion Items

- A. Catalogued TEMP Courses: Some TEMP courses have been cataloged as curriculum chairs explore Socrates' capabilities. The committee determined that there was no need to delete these courses at this time. The courses can be revised as part of future experimentation.
- B. Requisite alignment: This will remain a standing discussion item for the near future. It was suggested that whenever courses undergo revision, tech review committees (and/or the AOs) should check whether identical courses at other colleges have advisories or prerequisites so as to help ensure alignment.
- C. ADA Compliance Statement in DE Sections of COR: Socrates was recently updated so that all course outlines indicate that DE courses include regular and substantive contact. It has been proposed that Socrates be updated so that all course outlines include a statement regarding ADA compliancy. A workgroup is developing proposed language.
- D. Community Health Worker Program: Tabled

XI. Future Agenda Items

- A. Community Service Courses
- B. Added during the meeting: Code Alignment Project: Project to align TOP/CIP/SOC and SAM codes across the district.

XII. Adjournment: The committee adjourned at 4:03 PM.

NEXT MEETING: 4/28/17

Approved Course/Program Items:

Courses:

ARC	ELTRN	110	Electrician Trainee I	New to District
ARC	ELTRN	111	Electrician Trainee II	New to District
ARC	ELTRN	120	Electrician Trainee III	New to District
ARC	ELTRN	121	Electrician Trainee IV	New to District
ARC	ELTRN	130	Electrician Trainee V	New to District
ARC	ELTRN	131	Electrician Trainee VI	New to District
ARC	ELTRN	180	Electrical Workers State Certification Preparation	New to District
ARC	ESL	181	ESL Center: Integrated Topics in ESL	Deletion
ARC	HCD	380	Specific Learning Skills Assessment	Deletion
ARC	NATR	340	John Muir "Conservationist"	Deletion
ARC	WELD	103	Gas Metal Arc Welding of Sheet Steel	Deletion
CRC	ENGRD	113	Reading and Writing Skills for College	New to District
CRC	ENGWR	109	Reading and Writing Skills for College	New to District
CRC	ESLL	114	Intermediate Listening and Speaking for Allied Health Careers	New to District
CRC	ESLR	114	Intermediate Reading for Allied Health Careers	New to District
CRC	ESLW	114	Intermediate Writing for Allied Health Careers	New to District
FLC	HCD	335	Career Development	Deletion
SCC	OTA	124	Introduction to Electronic Documentation for the OTA	New to District
SCC	FITNS	321	Core Conditioning	New to College
SCC	FITNS	337	High Intensity Boot Camp Fitness	New to District
SCC	FITNS	359	Intermediate Trim and Tone Conditioning	New to District

Programs:

ARC	Electronics Technology	Advanced Electronics Communication	New Program
CRC	Business	Business Administration	Deletion
CRC	Business	Business, Administrative Professional	Deletion
CRC	Business	Business, E-Business and the Internet	Deletion
CRC	Business	Business, General	New Program
CRC	Business	Business, Office Technician	Deletion
CRC	Early Childhood Education	Early Childhood Education, Home Early Care and Education	Deletion
CRC	Marketing	Marketing	New Program
SCC	Fashion	Custom Apparel Construction and Alterations	Deletion
SCC	Fashion	Custom Apparel Construction and Alterations	Deletion
SCC	Fashion	Fashion Design and Production	Deletion