

**PALOMAR COLLEGE
CURRICULUM COMMITTEE MEETING
AGENDA**

Wednesday, February 20, 2008
Room SU-18 at 3:00 p.m.

- I. CALL TO ORDER**
- II. MINUTES OF JANUARY 30, 2008** (Attachment A)
- III. ANNOUNCEMENTS**
- IV. ACTION ITEMS**

Details of all program and course proposals can be viewed at:
<http://www.curricunet.com/palomar>

- Select Track, All Proposals.
- From the list of pending proposals, select the Check Status button for the program or course you wish to view.
- Select the Pencil Icon in order to navigate through the various pages of the proposal, or
- Select the "WR" Icon to view the Course Outline of Record or Program Report, or
- Select the "CC" Icon to view a report that displays proposed changes for the course outline of record or program
- Select the "CR" Icon to view a report that displays ALL proposed changes for the course

To view Packages:

- Select Packages under Create/Edit Proposals, then select the Pencil Icon to see the individual proposals included in the Package. Various Icons will be accessible for creating Reports or viewing the various pages of each proposal.

A. CONSENT CALENDAR

There will be no separate discussion of these items unless a Curriculum Committee member or guest requests that a particular item be removed from the Consent Calendar. Items so removed will be considered separately. All matters remaining under Consent Calendar are considered to be routine and will be approved by one motion.

The following curricular changes, pending appropriate approvals, will be effective FALL 2008:

A. Credit Course/Program Packages

1. **Package Title: Apprenticeship Deactivations FA07**
Discipline: AP Carpentry (AP C)
Description: Instructional Services Deactivation on Behalf of AP dept
Instructional Services on behalf of Mollie Smith

A. Credit Course – Deactivations

- i. Course Number and Title: AP C 222 Roof Framing II
Discipline: AP Carpentry (AP C)
Prerequisites: AP C 221
Repeatability: May be taken 2 times
Reason for Deactivation: Inactive
Instructional Services on behalf of Mollie Smith
- ii. Course Number and Title: AP C 224 Commercial Framing
Discipline: AP Carpentry (AP C)
Repeatability: May be taken 2 times
Reason for Deactivation: Inactive
Instructional Services on behalf of Mollie Smith

2. **Package Title: CSIS Deactivations**
Discipline: Computer Science and Information Systems (CSIS)
Description: Instructional Services Deactivations on Behalf of Computer Science dept.
Instructional Services on behalf of Richard Stegman

A. Credit Course – Deactivations

- i. Course Number and Title: CSIS 167 Designing Network Infrastructure
Short Title: Design Network Infrastructure
Discipline: Computer Science and Information Systems (CSIS)
Recommended Prep: CSIS 164
Reason for Deactivation: Inactive
Instructional Services on behalf of Richard Stegman
- ii. Course Number and Title: CSIS 197B Computer Science and Information Systems Topics in Microsoft Office
Short Title: CSIS Topics/Microsoft Office
Discipline: Computer Science and Information Systems (CSIS)
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Repeatability: May be taken 4 times
Reason for Deactivation: Inactive
Instructional Services on behalf of Richard Stegman

- iii. Course Number and Title: CSIS 218 Visual Basic for Applications
Discipline: Computer Science and Information Systems (CSIS)
Prerequisites: CSIS 217
Transfer Acceptability: CSU
Distance Learning Offering(s): Computer Assisted, Telecourse, Online
Reason for Deactivation: Inactive
Instructional Services on behalf of Richard Stegman

- iv. Course Number and Title: CSIS 264 TCP/IP Internet Architecture and Protocols
Short Title: TCP/IP Internet Arch/Protocols
Discipline: Computer Science and Information Systems (CSIS)
Distance Learning Offering(s): Computer Assisted, Telecourse, Online
Repeatability: May be taken 2 times
Reason for Deactivation: Inactive
Instructional Services on behalf of Richard Stegman

B. New Programs

- 1. There are no New Programs for this agenda

C. Program Changes

- 1. Program Title: Music
Discipline: Music (MUS)
Award Type: A.A. Degree Major
Total Units: 38 – 42
Added MUS 187 as elective
Madelyn R Byrne

D. Program Deactivations

- 1. There are no Program Deactivations for this agenda.

E. Credit Courses - New

- 1. There are no New Credit Courses for this agenda.

F. Credit Course - Change

1. Course Number and Title: MUS 100 Music Appreciation
 Discipline: Music (MUS)
 Course Included in the following programs:
 - A. General Studies-Emphasis in Arts and Humanities, Music - A.A. Degree Major, Dance - A.A. Degree Major or Certificate of Achievement
 Associate Degree General Education - C Humanities
 CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages - C1 - Arts, Dance, Music, Theater
 IGETC Area 3: Arts and Humanities - A. Fine Arts
 Transfer Acceptability: UC, CSU
 Distance Learning Offering(s): Online
 Added Online
Ellen Weller

2. Course Number and Title: MUS 102 Introduction to Jazz
 Discipline: Music (MUS)
 Course Included in the following programs:
 - A. General Studies-Emphasis in Arts and Humanities - A.A. Degree Major
 Associate Degree General Education - C Humanities
 CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages - C1 - Arts, Dance, Music, Theater
 IGETC Area 3: Arts and Humanities - A. Fine Arts
 Transfer Acceptability: UC, CSU
 Distance Learning Offering(s): Online
 Added Online, Edited Course Objectives, Added Methods of Instruction, Added Textbook Option, Edited Outside Assignments, Added Methods of Assessment
Ellen Weller

3. Course Number and Title: RS 105 Ritual/Symbol/Myth: Ways of Understanding Religion
 Short Title: Ritual/Symbol/Myth
 Course Included in the following programs:
 - A. General Studies-Emphasis in Arts and Humanities - A.A. Degree Major
 Discipline: Religious Studies (RS)
 Associate Degree General Education - C Humanities
 CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages - C2 - Humanities
 IGETC Area 3: Arts and Humanities - B. Humanities
 Transfer Acceptability: UC, CSU
 Distance Learning Offering(s): Online
 Changed Course Title, Changed Course Short Title, Updated Scope, Edited Course Objectives, Added Methods of Instruction, Added Online, Edited, Added and Deleted Course Outline Content , Updated Textbooks,

Added Required Reading, Added Suggested Reading, Added Critical Thinking, Updated Required Writing, Added Methods of Assessment

Craig Forney

G. Credit Courses - Deactivations

1. There are no individual Credit Course Deactivations for this agenda. Please see the 'Packages' section for Credit Course Deactivations contained within packages.

H. Credit Courses - Reactivations

1. There are no Credit Course Reactivations for this agenda.

I. Noncredit Course - New

1. There are no New Noncredit Courses for this agenda.

J. Noncredit Course - Change

1. There are no Noncredit Course Changes for this agenda.

K. Noncredit Course - Deactivation

1. There are no Noncredit Course Deactivations for this agenda.

L. Distance Learning

The following courses may be offered as distance learning and meet Title 5 Regulations 55370, 55372, 55374, 55376, 55378 and 55380, effective Fall 2008:

<u>Catalog Subject/Number</u>	<u>Distance Learning Offering (s)</u>
MUS 100	<u>Online</u>
MUS 102	<u>Online</u>
RS 105	<u>Online</u>

B. RESUMPTION OF REGULAR AGENDA
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A. ITEMS REMOVED FROM THE CONSENT CALENDAR

B. TECHNICAL CORRECTIONS

1. ZOO 205 was deactivated at the department's request. Course should therefore be removed from the General Studies-Emphasis in Science and Mathematics A.A. Degree Major which was updated and approved at the January 30 Curriculum Committee meeting. Removal of ZOO 205 had been inadvertently omitted.

2. The **Medical Office Management A.A. Degree Major and/or Certificate of Achievement** program was approved by the Chancellor's Office effective Fall 2007 contingent upon the amending of the program description as follows:

Provides preparation for a career as an assistant office manager in a medical setting. This certificate is the capstone program for students who have successfully completed a certificate program in Medical Office Specialist, Medical Administrative Assistant, or Medical Assisting. Students are encouraged to pursue an Associates Degree leading to a Bachelors Degree in health care management.

C. AA DEGREE MULTICULTURAL COURSE REQUIREMENT INSTRUCTIONS
(Attachment B)

Adoption of rewritten instructions to Faculty and for Catalog regarding course criteria for meeting AA Degree Multicultural Course Requirement

D. INFORMATION/DISCUSSION

1. **Program Review**

E. REPORTS

1. **Title 5, Chapter 6 Change Update**

A. Prioritize Tasks

2. **Curriculum Planning Subcommittee**
3. **Information Competency/Computer Literacy**
4. **Technology, Media, & Instruction Subcommittee**
5. **Academic Technology**
6. **Transfer Certificate of Achievement**
7. **Learning Outcomes/Basic Skills**

F. FUTURE ITEMS FOR DISCUSSION

G. UPCOMING MEETINGS

1. *Proposed Additional Meeting* - Wednesday, March 19, 2008
3:00 p.m. Room SU-18
2. Wednesday, April 2, 2008
3:00 p.m. Room SU-18

H. ADJOURNMENT

**PALOMAR COLLEGE
CURRICULUM COMMITTEE MEETING
MINUTES**

Wednesday, February 20, 2008
Room SU-18 at 3:00 p.m.

I. CALL TO ORDER

Ms. Brannick determined that a quorum was established and called the meeting to order at 3:10 p.m.

MEMBERS PRESENT

Monika Brannick

Berta Cuaron

Judy Cater

Judy Eckhart

Matt Estes

Anne Hohman

Gloria Kerkhoff

Teresa Laughlin

Jackie Martin-Klement

Stephen McDonald

Patrick Mills

Wilma Owens

Thomas Powers

Gary Sosa

Carla Thomson

LEARNING OUTCOMES LIASION

Marty Furch

ASG REPRESENTATIVE

Jesse Lyn

SUPPORT STAFF PRESENT

Cheryl DeLoatch

Diane Veach

II. MINUTES OF JANUARY 20, 2008 (Attachment A)

Ms. Dolan requested a change to the minutes via email due to her absence from the meeting. The change requested was to Item E1. under Reports regarding Title 5, Chapter 6 Change Update. To the second paragraph, please add the following text in reference to Attachment D, Title 5 Changes Prioritized, Page 4, Row 54, Column D: Ms. Dolan asked, "Do we have any CPs we want to convert to CAs?" Ms. Dolan questioned whether that would apply to any of the Certificates of Proficiency for the Business Administration Department. She stated she would like to pursue §55070 Credit Certificates of Title 5 Chapter 6 more thoroughly.

MSC Laughlin, Estes to approve the minutes of the January 20, 2008 meeting as amended.

III. ANNOUNCEMENTS

There were no announcements

IV. ACTION ITEMS

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A. CONSENT CALENDAR

MSC Laughlin, Estes to approve the items of the February 20, 2008 Consent Calendar.

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Short Title: Ritual/Symbol/Myth

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B. TECHNICAL CORRECTIONS

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C. AA DEGREE MULTICULTURAL COURSE REQUIREMENT INSTRUCTIONS
(Attachment B) – *This item was moved to the next meeting due to the subcommittee chair's absence.*

Adoption of rewritten instructions to Faculty and for Catalog regarding course criteria for meeting AA Degree Multicultural Course Requirement

D. INFORMATION/DISCUSSION

1. Program Review

Vice President Cuaron recapped that the committee endorsed the concept of utilizing the

criteria the System Office requires for creation of a new program in creating a new streamlined Program Review process. A workgroup has been meeting to create a template to bring to the committee but it is currently in the very raw stages.

The goal is to create a program approval process that can also be used for program review. Faculty would see the same screens but would only have to complete the fields required for review. This will parallel our current course review process.

Ms. Brannick suggested we run a pilot once a process is approved by the committee and in place. This will allow us to ask for feedback and input from users and fine-tune the process before it is finalized.

Ms. Cuaron recommended a supplemental page for Program Learning Outcomes similar to the existing one for Learning Outcomes in the Course Review. She recommended that we parallel these procedures in order to simplify the process for faculty.

E. REPORTS

1. Title 5, Chapter 6 Change Update

A. Prioritize Tasks

The workgroup is meeting for the first time today in order to recommend priorities for Title 5 update tasks.

2. Curriculum Planning Subcommittee

Report was submitted from Ms. Payn via email and presented to the committee by Ms. Brannick. There were 2 course petitions submitted for approval to satisfy the Multicultural Requirement. One course petition, ANTH 105, was approved. The other, a student transfer application for a music course, was denied. Ms. Payn also reported that the subcommittee is waiting for more Title 5 clarification to determine whether other requested subcultures may be added to the list. Ms. Cuaron confirmed that additional Title 5 documentation has been sent to Ms. Payn.

3. Information Competency/Computer Literacy

Ms. Martin-Klement reported that there was a meeting and the group was expanded to include Terry Gray. The meeting was brief but they are moving forward and will meet again soon.

4. Technology, Media, & Instruction Subcommittee

Mr. Estes reported that the group met and has developed a working document utilizing the existing approval document for online/hybrid courses. They are applying the correct Title 5 requirements, creating a checklist for approvals, and discussing where to include textboxes to incorporate the current Learning Outcomes goals so that courses may be thoroughly evaluated. The group will continue to meet

to do more work on the document.

5. Academic Technology

There was no report.

6. Transfer Certificate of Achievement

This Certificate of Achievement has been created. This can be removed from the agenda as a standing report.

7. Learning Outcomes/Basic Skills

Ms. Furch reported that we are currently waiting for implementation of Student Learning Outcomes into the Course Review process of Curricunet. Governet currently has the form and we expect to have it implemented shortly. The committee requested that the page appear as a sub-menu of the Objectives page in Curricunet. Once that happens, a link to Curricunet will be posted on the Learning Outcomes website. Volunteers are already in place, however, it was suggested that another email be sent to Faculty requesting additional volunteers.

The website will also contain a discussion board to engage Faculty and the campus community in discussions regarding Learning Outcomes. Blackboard cannot be utilized to facilitate these discussions since there is currently no classified access and Information Services cannot implement this access until Fall of 2008. The committee is returning to Sharepoint as a vehicle and has already designed a site loosely modeled after the Accreditation site. The site has not been finalized but a draft has been completed. Additionally Learning Outcomes has completed its 1st draft of Standard 2A. Ms. Laughlin reported that the draft will be distributed to the Curriculum Committee since most of the work resides there. She requests that the committee carefully review the report and give input where necessary.

F. FUTURE ITEMS FOR DISCUSSION

G. UPCOMING MEETINGS

1. An additional meeting to address approval deadlines and a possible template for Program Review will be held on Wednesday, March 19 at 3:00 p.m. in Room SU-18.
2. Wednesday, April 2, 2008
3:00 p.m. Room SU-18

H. ADJOURNMENT