

**PALOMAR COLLEGE
CURRICULUM COMMITTEE MEETING
AGENDA**

Wednesday, April 2, 2008
Room SU-18 at 3:00 p.m.

- I. CALL TO ORDER**
- II. MINUTES OF March 19, 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. There are no Credit Course/Program Packages for this agenda

B. New Programs

1. There are no New Programs for this agenda

C. **Program Changes**

1. Program Title: Adult Fitness/Health Management
Discipline: Physical Education (PE)
Award Type: Certificate of Achievement
Total Units: 38.00 - 41.00
Deleted ZOO 205, Replaced ZOO 205 with ZOO 203, Adjusted Total Units,
Changed CSIS 105 to CSIT 105 due to Computer Science Dept. Renumbering
Robert Vetter

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**

2. There are no Credit Course Changes for this agenda.

G. **Credit Courses - Deactivations**

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

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**

1. There are no Distance Learning Approvals for this agenda.

B. RESUMPTION OF REGULAR AGENDA

A. ITEMS REMOVED FROM THE CONSENT CALENDAR

B. TECHNICAL CORRECTIONS

1. **Apprenticeship Courses** – The following Apprenticeship courses were approved at prior Curriculum Committee meetings but have had a repeatability option added. The following courses may be taken two times:

- A. AP C 250
- B. AP C 251
- C. AP C 252
- D. AP C 253
- E. AP C 254
- F. AP C 255
- G. AP C 256
- H. AP C 257
- I. AP C 258
- J. AP C 260

C. INFORMATION/DISCUSSION

1. **Status of Course Outline Reviews**

- A. The following courses have completed the course outline review process between October 9, 2007 and March 25, 2008 and are effective Fall 2008.

ANTH 105 Introduction to Cultural Anthropology
ANTH 160 Major Themes and Discoveries in Anthropology
ASTR 100 Principles of Astronomy
ASTR 105L Introduction to Astronomy Laboratory
ASTR 197 The Universe: Contemporary Topics in the Space Sciences
ASTR 210 Life in the Universe
CHEM 197 Chemistry Topics
CHEM 295 Directed Study in Chemistry
HIST 130 Women in United States History
ID 198 Skills in Quick Sketch
MATH 120 Elementary Statistics
NURS 140 Adult Health Assessment
NURS 197 Nursing Topics
NURS 295 Directed Study in Nursing

2. **Program Review Process and Cycle** (Attachment B)

3. **Distance Learning Review** – New Form
4. **Curriculum Season Wrap-Up**
 - A. **Review Goals**
 - B. **Curricunet** – Functionality, Approval, Support, Training
 - C. **Other Curriculum Issues**

D. REPORTS

1. **Title 5, Chapter 6 Change Update**
2. **Curriculum Planning Subcommittee**
3. **Information Competency/Computer Literacy**
4. **Technology, Media, & Instruction Subcommittee**
5. **Academic Technology**
6. **Learning Outcomes/Basic Skills**

E. FUTURE ITEMS FOR DISCUSSION

F. UPCOMING MEETINGS

Wednesday, April 30, 2008
3:00 p.m. Room SU-18

G. ADJOURNMENT

**PALOMAR COLLEGE
CURRICULUM COMMITTEE MEETING
MINUTES**

Wednesday, April 2, 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 3:09 p.m.

MEMBERS PRESENT

Norma Bean
Monika Brannick
Berta Cuaron
Judy Dolan
Judy Eckhart
Candi Francis
Anne Hohman
Gloria Kerkhoff
Stephen McDonald
Patrick Mills
Lillian Payn

Carla Thomson
Mark Vernoy

LEARNING OUTCOMES LIAISON

Marty Furch

SUPPORT STAFF PRESENT

Cheryl DeLoatch
Diane Veach

II. MINUTES OF March 19, 2008

MSC Eckhart, Hohman to approve the minutes of the March 19, 2008 Curriculum Committee as amended.

III. ANNOUNCEMENTS

Vice President Cuaron announced a meeting between herself, Palomar Physics and Engineering Faculty, Interim Dean Candi Francis, Southern California Edison, and the San Onofre Nuclear Power Plant to discuss the proposed Nuclear Operations Certificate. The meeting is scheduled for Tuesday April 8 and will reiterate Curriculum procedures here at Palomar, bring Faculty into the development of this certificate program, and confirm Palomar's willingness to work within its approved process to create and launch this program.

IV. ACTION ITEMS

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A. CONSENT CALENDAR

MSC Vernoy, Hohman to approve the items of the April 2, 2008 Consent Calendar.

A. Credit Course/Program Packages

1. There are no Credit Course/Program Packages for this agenda

B. New Programs

1. There are no New Programs for this agenda

C. Program Changes

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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

2. There are no Credit Course Changes for this agenda.

G. Credit Courses - Deactivations

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

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

1. There are no Distance Learning Approvals for this agenda.

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

There were no items removed from the Consent Calendar.

B. TECHNICAL CORRECTIONS

MSC Dolan, Hohman to approve the Technical Corrections of the April 2, 2008 agenda.

1. **Apprenticeship Courses** – The following Apprenticeship courses were approved at prior Curriculum Committee meetings but have had a repeatability option added. The following courses may be taken two times:

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MATH 120 Elementary Statistics
NURS 140 Adult Health Assessment
NURS 197 Nursing Topics
NURS 295 Directed Study in Nursing

2. Program Review Process and Cycle (Attachment B)

Vice President Cuaron reported that our intent is to integrate two processes, creation of new programs and program review, into Curricunet and align both with requirements and language from the System Office. The first step will allow us to integrate elements from the Application For Approval—New Credit Program into Curricunet. Program issues will be addressed up front utilizing text and dropdown boxes. Once Curricunet is tailored to mirror the System Office application, we will revisit the process to determine which elements would need to be addressed during the Program Review process.

Some of the proposed changes to the Program pages in Curricunet were reviewed. The page currently named Cover will be changed to Planning Summary and the Description page will be renamed Mission and Curriculum. In response to a question, Ms. Cuaron acknowledged that the System Office form recently changed to coincide with Title 5 language revisions in July 2007, but reported that she doesn't expect any additional changes for some time. She confirmed that a supplemental Program Learning Outcomes page will be added to Curricunet to address accreditation requirements. A review would cover minimal elements in a two or five year cycle.

It was pointed out that we could begin the program review process next year. As we proceed, we can make improvements or adjustments as needed.

3. Distance Learning Review – New Form

Ms. Payn reported that the group is still awaiting input on the draft Distance Ed Form which was distributed at the March 19 meeting. They have not received any feedback to date.

Ms. Hohman stated that she is on this committee but has never been notified of a committee meeting. Ms. Hohman has not seen the form since it was a handout at a meeting she was not able to attend. The form will be forwarded to her so that she may review it. Ms. Hohman clarified that she was just curious about the notion of committee membership and would like to make a general recommendation that as a committee, committee membership is honored. Ms. Brannick noted her recommendation.

4. Curriculum Season Wrap-Up

Ms. Brannick asked the committee to review the 2007-08 goals in preparation for the last meeting so that accomplishments may be highlighted. She also asked the group to be prepared to offer feedback on Curricunet issues relating to functionality, the approval process and training. Regarding training, there has been low attendance at the training sessions offered. This was good as a lot of individual attention was given. However, Ms. Brannick felt that other options for training should be considered in order to maximize training benefits. Ms. Hohman suggested offering training during department meetings. Diane Veach stated that training was given at a Life Sciences department meeting and it worked well. She confirmed that trainings could be given at meetings at the department's request. Interim Dean Steve McDonald recommended extending an offer to train at department meetings rather than waiting for departments to request it. Ms. Furch suggested utilizing training videos. Ms. Veach responded that training videos and online tutorials are being considered. Ms. Brannick stated that she would send an email to department chairs to offer training at department meetings.

Interim Dean Candi Francis stated that she had some questions and comments. First, she pointed out that the staff has been extremely helpful with her individual needs, however it is frustrating to have to call for help to correct minor errors and typos when discovered in the Launch stage. She also stated that when there is software as powerful and with as many capabilities as Curricunet, it can become less user friendly as we build in more functionality. Anything that can be done to make it more user friendly would be welcome. Lastly, she asked when Learning Outcomes information would become more visible in Curricunet. Currently it is not readily accessible in the approval process.

Ms. Brannick stated that we're still in the pilot phase where Faculty is using the current format and offering feedback. Ms. Cuaron stated that the Student Learning Outcomes Council is waiting for a recommendation from the Curriculum Committee based on feedback from those who are participating in the pilot. Ms. Brannick informed the committee that there have already been some very good questions, and resources have been added to the Curricunet Links area in order to assist Faculty

with the writing of Outcomes. However, there is no set time to end the pilot and to begin to make the Outcomes a requirement. At this time, a report has not been developed to extract the Outcomes in a report format. Discussion was held about some options to pursue to provide easier viewing of the SLOs in Curricunet.

Discussion led to Interim Deans having dual roles and being able to originate proposals as well as approve them. Ms. Francis was able to access and edit a review that she'd previously begun. She thought that it would be a good learning experience and give her some insight into writing Student Learning Outcomes. It was confirmed that Deans should not be able to originate proposals and Ms. Francis was asked to pass the review that she began to a Faculty member. She agreed that she would.

Ms. Furch then encouraged the Curriculum Committee to establish a timeline for when Student Learning Outcomes would be required. Ms. Brannick expressed that the committee decided to make it a pilot, and it is too early in the process for final implementation. Ms. Cuaron stated that part of the determining factor would be the number of responses and feedback received from Faculty to date. Ms. Hohman recommended soliciting feedback from faculty as to why there wasn't more faculty participation in the pilot.

A. Review Goals

B. Curricunet – Functionality, Approval, Support, Training

C. Other Curriculum Issues

D. REPORTS

1. Title 5, Chapter 6 Change Update

This group will meet again next week. Ms. Dolan asked about the opportunity to change Certificates of Proficiency to Certificates of Achievement. She wanted to discuss this matter because there is a deadline. She asked Ms. Cuaron if the option to change these certificates was announced. Ms. Cuaron confirmed that she mentioned it, along with other immediate Title 5 changes, at a Chair/Director meeting. Ms. Dolan also requested verification of the change in total number of hours required per unit. She commented that she would like the workgroup to address these two issues.

2. Curriculum Planning Subcommittee

Ms. Payn reported that there were two approvals, zero denials. One was a student petition and the other was a reaffirmation of HIST 140 to meet the Multicultural Course requirement.

3. Information Competency/Computer Literacy

Ms. Dolan reported that there was a small group meeting. They still want to

combine Computer Literacy with Information Competency. They looked at three websites and Computer Literacy USA which contains the national standard for computer literacy. There are many discussions going on regarding computer literacy and information competency including, whether there should be a pre-test or post test or both, how it's being done and to what extent. The group is putting this all together and wondering if there is a standard test which can be used and how it could be implemented. They will try to meet in April to put something in place.

4. Technology, Media, & Instruction Subcommittee

There was no report.

5. Academic Technology

There was no report.

6. Learning Outcomes/Basic Skills

The new Campus Explorations theme has been selected for next year. It is "The Environment and Sustainable Living: Global Crises and Solutions."

Ms. Furch commented that the pilot Student Learning Outcomes page could be fine-tuned a bit and that is completely doable. She reported that the Learning Outcomes Website contains a link to Basic Skills where the meeting minutes are located. The Learning Outcomes can be accessed from the Quick Links menu on the Palomar homepage. There is also a link to the SharePoint where there is information on Writing and Assessment. This information is also contained on the Learning Outcomes website. Ms. Furch recommended Curriculum Committee members get have access to the SharePoint. Ms. Furch also reported that she would like to add links to Habitat for Humanity as well as other activities which celebrate Student Learning Outcomes accomplishments at Palomar.

E. FUTURE ITEMS FOR DISCUSSION

F. UPCOMING MEETINGS

Wednesday, April 30, 2008
3:00 p.m. Room SU-18

G. ADJOURNMENT

The meeting was adjourned at 4:05 p.m.