

**PALOMAR COLLEGE
CURRICULUM COMMITTEE MEETING
AGENDA**

Wednesday, May 7, 2008
Room NS-139 at 3:00 p.m.

- I. CALL TO ORDER**
- II. MINUTES OF April 2, 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: Add New Course FASH 175 to Programs
Discipline: Fashion (FASH)
Description: Adding new course FASH 175 to Fashion Merchandising AA Degree Major and Fashion Merchandising Certificate of Achievement
Nancy Galli

A. Package Program Changes

- i. Program Title: Fashion Merchandising/Entry-Level
Discipline: Fashion (FASH)
Award Type: Certificate of Achievement
Total Units: 25 – 26
Added FASH 175 as Program Requirement, Increased Total Unit Range
Nancy Galli
- ii. Program Title: Fashion Merchandising/Technical
Discipline: Fashion (FASH)
Award Type: A.A. Degree Major
Total Units: 39 – 40
Added FASH 175 as Program Requirement, Increased Total Unit Range
Nancy Galli

2. Package Title: State Fire Marshall Unit update
Discipline: Fire Technology (FIRE)
Description: Updated increase of units
Changed programs to reflect increased unit value of FIRE 175, 180, 181, 185, 190, 193 and 194
Carl Lofthouse

A. Package Program Changes

- i. Program Title: Fire Technology - Emergency Management
Discipline: Fire Technology (FIRE)
Award Type: A.A. Degree Major or Certificate of Achievement
Total Units: 30.00
Changed to reflect increased unit value of FIRE 175, 180, 181, 185, 190, 193 and 194
Carl Lofthouse
- ii. Program Title: Fire Technology - General
Discipline: Fire Technology (FIRE)
Award Type: A.A. Degree Major or Certificate of Achievement
Total Units: 31.00

Changed to reflect increased unit value of FIRE 175, 180,
181, 185, 190, 193 and 194

Carl Lofthouse

B. New Programs

1. There are no New Programs for this agenda

C. Program Changes

1. Program Title: Physical Education
Discipline: Physical Education (PE)
Award Type: A.A. Degree Major
Total Units: 35.00 - 41.00
Deleted ZOO 205, Replaced ZOO 205 with ZOO 203, Adjusted Total
Units
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

1. Course Number and Title: ACCT 110 Quickbooks
Discipline: Accounting (ACCT)
Prerequisites: ACCT 103, or ACCT 203, or BUS 105
Course Included in the following programs:
 - A. Accounting - A.A. Degree Major or Certificate of Achievement,
Bookkeeping/Accounting Clerk – Certificate of ProficiencyTransfer Acceptability: CSU
Distance Learning Offering(s): Online
Added Online, Added Methods of Instruction, Updated Textbooks, Added
Required Reading and Critical Thinking, Updated Textbook, Suggested
Reading and Required Writing, Added Methods of Assessment
L. Jackie Martin-Klement
2. Course Number and Title: GEOG 120 Introduction to Geographic
Information Systems and GIS Software
Short Title: Intro to GIS and GIS Software
Discipline: Geography (GEOG)
Recommended Prep: GEOG 100, and CSIT 105
Course Included in the following programs:

A. Archaeology - A.A. Degree Major, Geographic Information Systems – Certificate of Proficiency
 Transfer Acceptability: UC, CSU
 Distance Learning Offering(s): Video Two Way, Video One Way, Telecourse
 Changed CSIS 105 to CSIT 105 due to Computer Science Renumbering, Updated Scope, Updated Objectives, Added Methods of Instruction, Updated Outline, Updated Textbooks, Added Required Reading, Added Critical Thinking, Updated Required Writing, Added Methods of Assessment
Wing Cheung

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**

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>
ACCT 110	<u>Online</u>
GEOG 120	Video Two Way, Video One Way, Telecourse

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

B. **NEW PROGRAM AND PROGRAM CHANGE PROPOSAL (Attachment B)**

C. DETERMINE DATE TO MOVE STUDENT LEARNING OUTCOMES FROM PILOT TO IMPLEMENTATION

D. DISTANCE LEARNING REVIEW AND APPROVAL (Handout)

E. INFORMATION/DISCUSSION

1. Status of Course Outline Reviews

A. The following courses have completed the course outline review process between March 31 and April 23, 2008, and are effective Fall 2008.

BIOL	47	Biology Topics
BIOL	197	Biology Topics
ENG	226	Literature of the United States II
ENG	250	Introduction to Shakespeare
ENG	290	Comic Books as Literature
FCS	185	Science of Human Nutrition
GEOG	132	Database Management and Data Acquisition
GEOG	195	Regional Field Studies in Geography
GEOG	295	Directed Study in Geography
GEOL	195	Regional Field Studies in Geology
HIST	135	American Involvement in Vietnam, 1945-1975
HIST	140	History of the America Through 1800
HUM	100	Introduction to Humanities
HUM	101	Introduction to Humanities
PSYC	205L	Data Analysis in Psychology and Sociology
READ	5	Corrective Learning and Reading Skills/Learning Disabled

2. Curriculum Season Wrap-Up

A. Curriculum Committee Timeline 2008-09 (Attachment C)

B. Review 2007-08 Goals (Attachment D)

C. Curricunet

I. Activity Summary

Total New Courses – 62

Total Course Revisions – 203

Total Course Deactivations – 31

Total Course Reviews (4/18) – 29

Total New Programs – 16

Total Program Revisions – 85

Total Program Deactivations – 6

Total Activity – 432

II. Curricunet User's Group Summary

- a. COR search from www.palomar.edu
- b. Syllabus Module
- c. CurricuSearch/CurricUNET Forums

III. Curricunet User Feedback

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
7. Accreditation Self-Study Update

E. FUTURE ITEMS FOR DISCUSSION

F. UPCOMING MEETINGS

Proposed - Wednesday, September 17, 2008
3:00 p.m. Room SU-18

G. ADJOURNMENT

**PALOMAR COLLEGE
CURRICULUM COMMITTEE MEETING
MINUTES**

Wednesday, May 7, 2008
Room NS-139 at 3:00 p.m.

I. CALL TO ORDER

Ms. Brannick determined that a quorum was established and called the meeting to order at 3:05 p.m.

MEMBERS PRESENT

Monika Brannick
Judy Cater
Berta Cuaron
Judy Dolan
Judy Eckhart
Matt Estes
Candi Francis
Pat Hahn
Gloria Kerkhoff
Teresa Laughlin
Jackie Martin-Klement

Stephen McDonald
Lillian Payn
Gary Sosa
Mark Vernoy

LEARNING OUTCOMES LIAISON

Marty Furch

SUPPORT STAFF PRESENT

Cheryl DeLoatch
Diane Veach

II. MINUTES OF April 2, 2008 (Attachment A)

MSC Laughlin, Estes to approve the minutes of the April 2, 2008 Curriculum Committee with minor corrections.

III. ANNOUNCEMENTS

Ms. Brannick reminded members that Friday May 9 was the deadline to extend expiring terms for three years. She also encouraged the body to recruit and recommend new members.

Ms. Brannick also announced that she would be training one new Dean for Standalone Course Approval. She had a time already set to train Dean Stephen McDonald. She also congratulated both Dean McDonald and Dean Candi Francis on their permanent selection as Deans.

IV. ACTION ITEMS

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A. CONSENT CALENDAR

MSC Cater, Laughlin to approve the items of the May 7, 2008 Consent Calendar.

A. Credit Course/Program Packages

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 Transfer Acceptability: CSU
 Distance Learning Offering(s): Online
 Added Online, Added Methods of Instruction, Updated Textbooks, Added
 Required Reading and Critical Thinking, Updated Textbook, Suggested
 Reading and Required Writing, Added Methods of Assessment
L. Jackie Martin-Klement

2. Course Number and Title: GEOG 120 Introduction to Geographic
 Information Systems and GIS Software
 Short Title: Intro to GIS and GIS Software
 Discipline: Geography (GEOG)
 Recommended Prep: GEOG 100, and CSIT 105
 Course Included in the following programs:
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 Systems – Certificate of Proficiency
 Transfer Acceptability: UC, CSU
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B. RESUMPTION OF REGULAR AGENDA**A. ITEMS REMOVED FROM THE CONSENT CALENDAR**

There were no items removed from the Consent Calendar.

B. NEW PROGRAM AND PROGRAM CHANGE PROPOSAL (Attachment B)

MSC Laughlin, Dolan to approve the New Program And Program Change Proposal

Vice President Cuaron reiterated that the New Program and Program Change proposal was designed to address all the requirements of the System Office up front. This process may be modified as needed. Ms. Laughlin asked if the Learning Outcomes questions referenced are the ones previously recommended. Ms. Brannick confirmed that they were. Ms. Laughlin recognized that the questions may be modified as necessary. They will be looked at again to make sure they're aligned with what is currently proposed.

C. DETERMINE DATE TO MOVE STUDENT LEARNING OUTCOMES FROM PILOT TO IMPLEMENTATION

MSC Laughlin, Dolan to approve moving the Student Learning Outcomes From Pilot To Implementation effective Fall 2008 for Course Reviews and New Courses

Ms. Laughlin commented that 25% of Course Reviewers participated in the Learning Outcomes Pilot. From that number, there were a minimal number of comments which fell into three basic categories. First, there were concerns that there was no report. Secondly, due to uncertainty as to how to address the last set of textboxes, it was recommended that successes, challenges, opportunities and problems be combined into one. The third category of concern was that the process takes time. Ms. Laughlin agreed that it does take time but it is a necessary part of complying with accreditation standards. She observed that incorporating it into an existing process is as efficient a way as possible to comply while keeping it open-ended and preserving academic freedom.

Dean Francis inquired about the quality of the responses which have been received. Ms. Laughlin stated that some were more refined than others and discipline specific. She said that there were none which she didn't consider an outcome. Ms. Furch is facilitating some training opportunities to provide instruction with writing the outcomes. Ms. Francis asked at what point she should intervene regarding the quality of the responses. Ms. Laughlin recommended that she not approve any which she didn't consider correct.

Ms. Furch stated that the questions are designed to have faculty work together. Dean McDonald observed that the questions seemed overly complicated. Ms. Laughlin responded that unfortunately, the SLO assessment cycle is a bit complicated but it is dictated to us by accreditation. It is open-ended so that it can become more meaningful and hopefully the second time, with more research and training, it won't seem so complicated.

Ms. Furch added that in her department, they are testing a process where they are selecting 2-3 courses over the next year and getting together to write the SLOs. They are developing a template which may be used and is tailored specifically toward their department. Ms. Brannick added that they are taking the opportunity provided by having to do the SLOs to look at all of their courses to address changes to instructional processes. Gary Sosa relayed his communications with part-time faculty and pointed out the need for direction when they're teaching in so many different places. Ms. Furch confirmed that part-time faculty need to be engaged to participate in this as well.

D. DISTANCE LEARNING REVIEW AND APPROVAL (Handout)

MSC Laughlin, Dolan to approve Distance Learning Review and Approval Process with modifications.

E. ONLINE CLASS INFORMATION SHEET (Handout)

Ms. Brannick reported that she had been approached with questions regarding this form. Diane Veach explained that the form has been used in the past in order to collect information so that Instructional Services had the necessary information to properly enter classes. Since ADAs enter their own schedules, the form was no longer being required. However, there have been inquiries regarding Palomar's use of videos and the fees associated with that use. If they are produced by Palomar, no fees are necessary. In addition, we also need to submit this information to the System Office. The form will provide the necessary information as well as allow us to track fees being paid. Completing the form also facilitates proper scheduling of orientations. Departments have been notified that the form is now required and must be sent to Instructional Services. Ms. Cuaron added that the form is an additional piece of information which ties into scheduling. This is not a form that instructors which teach hybrid classes will need to complete nor does it validate any faculty training or lack thereof. The Curriculum Committee acknowledged that the form must be completed and submitted and will send it on to the Faculty Senate as information.

F. INFORMATION/DISCUSSION

1. Status of Course Outline Reviews

- A. The following courses have completed the course outline review process between March 31 and April 23, 2008, and are effective Fall 2008.

BIOL	47	Biology Topics
BIOL	197	Biology Topics
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FCS/BIO	185	Science of Human Nutrition
GEOG	132	Database Management and Data Acquisition
GEOG	195	Regional Field Studies in Geography
GEOG	295	Directed Study in Geography
GEOL	195	Regional Field Studies in Geology
HIST	135	American Involvement in Vietnam, 1945-1975
HIST	140	History of the America Through 1800
HUM	100	Introduction to Humanities
HUM	101	Introduction to Humanities
PSYC	205L	Data Analysis in Psychology and Sociology
READ	5	Corrective Learning and Reading Skills/Learning Disabled

2. Curriculum Season Wrap-Up

- A. Curriculum Committee Timeline 2008-09 (Attachment C)

The 2008-09 Curriculum Committee timeline was acknowledged.

- B. Review 2007-08 Goals (Attachment D)

- C. Curricunet

I. Activity Summary

Total New Courses – 62
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 Total Course Deactivations – 31
 Total Course Reviews (4/18) – 29
 Total New Programs – 16
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Total Activity – 432

II. Curricunet User's Group Summary

- a. COR search from www.palomar.edu

Search from curriculum website and catalog page. Open Student Learning Outcomes for public access along with Course Outlines of Record. Include Curriculum site in Quick Links.

- b. Syllabus Module

Committee is interested in seeing module.

- c. CurricuSearch/CurricUNET Forums

Access to other Curricunet users via the forums for questions etc. Access to Course Outlines of Record for other colleges via CurricuSearch.

III. Curricunet User Feedback

- a. Concern brought by Anne Hohman via email regarding potential disciplinary overlaps not caught by Curricunet. These were caught more often with a paper process. Ms. Brannick asked if we can discuss in the future whether Curricunet could address this issue. She also suggested that we encourage discussion between disciplines. Search suggestions using keywords were discussed. Ms. Brannick also recommended this be discussed again in the fall.

D. REPORTS

1. 2007-08 Articulation Officer's Report

The Articulation Officer's Report was distributed. The only denial was ANTH 137 because UC had no comparable course. RS 102 and RS 103 received partial approval as a pair. It was recommended that the faculty member, Craig Forney, revise RS 103 in order to receive full approval. He has decided not to pursue full approval at this time. The courses will not be approved for AH & I requirement but will satisfy GE, IGETC, CSU, and AA requirements.

2. Title 5, Chapter 6 Change Update

Implement the ability to open the Requisite page for review and editing during the Course Outline Review process.

3. Curriculum Planning Subcommittee

One approval for HIST 141. One student petition was denied for HIST 20 from Sierra College. There was no gender component.

4. Information Competency/Computer Literacy

Ready to implement for the fall semester. However, there is no hands-on application testing. So, for the time being volunteers from four departments, Business, CSIS, ROP, and Information Technology will incorporate a testing module into their classes. For the fall a true/false multiple choice test may be integrated into these classes to test computer concepts and technologies. For the hands-on assessment, a delivery method is still being sought and funds will be necessary in order to implement. A place for the testing to take place has yet to be found. Information Competency is a state standard so it fits as a part of the Basic Skills Initiative.

5. Technology, Media, & Instruction Subcommittee

Form new subgroup which will review requests for courses to be offered online.

6. Academic Technology

There was no report.

7. Learning Outcomes/Basic Skills

New Steering Committee members are Marty Furch and Berta Cuaron, co-chairs, Jose Fernandez from Counseling, Martha Martinez from Mathematics and Judy Wilson from Psychology. Learning Outcomes is still seeking membership. Ms. Brannick reported that there has been a callout and there have been a few to respond. Ms. Furch also mentioned the new SLO link in Curricunet.

8. Accreditation Self-Study Update

There was no report.

Ms. Brannick announced that she will be continuing as Curriculum Committee co-chair for a new two-year term and thanked the committee for all of their hard work.

E. FUTURE ITEMS FOR DISCUSSION

F. UPCOMING MEETINGS

Proposed - Wednesday, September 17, 2008
3:00 p.m. Room SU-18

G. ADJOURNMENT

The meeting was adjourned at 4:53 p.m.