

**PALOMAR COLLEGE
CURRICULUM COMMITTEE MEETING
AGENDA**

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

I. CALL TO ORDER

II. MINUTES OF MAY 5, 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 2009:

A. Credit Course/Program Packages

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

B. Noncredit Course/Program Packages

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

C. New Programs

1. Program Title: Spanish
Discipline: Spanish (SPAN)
Award Type: A.A. Degree Major or Certificate of Achievement
Total Units: 18 – 20
Kathleen Sheahan

D. Program Changes

1. Program Title: Administration of Justice - General
Discipline: Administration of Justice (AJ)
Award Type: A.A. Degree Major
Total Units: 36.00
To satisfy the 3 unit internship requirement, students may take AJ 280 or CE 100. Also added note indicating Cooperative Education must be related to major.
Kevin Barrett
2. Program Title: Administration of Justice - Homeland Security
Discipline: Administration of Justice (AJ)
Award Type: A.A. Degree Major (18 units or more)
Total Units: 36
To satisfy the 3 unit internship requirement, students may take AJ 280 or CE 100. Also added note indicating Cooperative Education must be related to major.
Kevin Barrett
3. Program Title: Administration of Justice - Investigations
Discipline: Administration of Justice (AJ)
Award Type: A.A. Degree Major (18 units or more)
Total Units: 36
To satisfy the 3 unit internship requirement, students may take AJ 280 or CE 100. Also added note indicating Cooperative Education must be related to major.
Kevin Barrett
4. Program Title: Administration of Justice - Law Enforcement
Discipline: Administration of Justice (AJ)

Award Type: A.A. Degree Major (18 units or more)

Total Units: 36

To satisfy the 3 unit internship requirement, students may take AJ 280 or CE 100. Also added note indicating Cooperative Education must be related to major.

Kevin Barrett

E. Program Deactivations

1. Program Title: Fashion Merchandising Sales Associate

Discipline: Fashion (FASH)

Award Type: Certificate of Proficiency

Total Units: 9

Reason for deactivation: Not enough interest; low completion rate.

Nancy Galli

F. Credit Courses - New

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

G. Credit Course - Change

1. Course Number and Title: ESL 101 Written Communication I

Discipline: English as a Second Language (ESL)

Course Included in the Following Programs:

- A. A.A. Degree Major - General Studies-Emphasis in Arts and Humanities

Prerequisites: Eligibility established through the English as a Second Language placement process, or ESL 36

Associate Degree General Education - C Humanities

CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages - C2 - Humanities

Transfer Acceptability: CSU

Added ESL 36 as Prerequisite Option, Minor Formatting Updates to Course Objectives and Outline, Added Required Reading, Added Critical Thinking, Added Method of Assessment

Colleen Weldele

H. Credit Courses - Reactivations

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

I. Credit Courses - Deactivations

1. Course Number and Title: ART 241 Computer Graphics
Discipline: Art (ART)

Course Included in the Following Programs:

- A. *A.A. Degree Major/Certificate of Achievement* - Drafting
Technology –Multimedia
- B. *A.A. Degree Major/Certificate of Achievement* - Interactive Media
Design-Emphasis in 3D Modeling and Animation
- C. *Certificate of Proficiency* – Video Game Artist

Recommended Prep: ARTD 150

Transfer Acceptability: CSU

Distance Learning Offering(s): Computer Assisted, Telecourse, Online

Repeatability: May be taken 2 times

Reason for deactivation: Course Material included in ARTD 150. ART
241 Inactive.

Jay Schultz

2. Course Number and Title: ART 248 Character Animation
Discipline: Art (ART)

Course Included in the Following Programs:

- A. *A.A. Degree Major/Certificate of Achievement* - Interactive Media
Design-Emphasis in 3D Modeling and Animation

Transfer Acceptability: CSU

Repeatability: May be taken 3 times

Reason for deactivation: Inactive. No plans to offer.

Jay Schultz

3. Course Number and Title: ES 105 Earth System Science: Climate Change
Short Title: Earth Sys Science:Climate Chng
Discipline: Earth Sciences (ES)

Transfer Acceptability: UC, CSU

Distance Learning Offering(s): Online

Reason for Deactivation: Course no longer fits program goals.

Patricia Deen

J. Noncredit Course - New

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

K. Noncredit Course - Change

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

L. Noncredit Course - Deactivation

1. There are no Noncredit Course Deactivations for this agenda

M. **Distance Learning**

1. There are no Distance Learning approvals for this agenda

N. **Requisites and Advisories***

The establishment of the following advisories meets Title 5 Regulation 55003, effective Fall 2008:

<u>Catalog</u>			
<u>Subject/Number</u>	<u>Type</u>	<u>Description</u>	<u>Proposal Type</u>
ESL 101	Prerequisite <u>Prerequisite</u>	ESL placement process, <u>or ESL 36</u>	Credit Course Change
GEOG 134	Prerequisite	GEOG 120	Credit Course Change
GEOG 136	Prerequisite	GEOG 120	Credit Course Change

*underline indicates new, ~~strikethrough~~ indicates deletion, plain text indicates no change

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

B. COURSE NUMBERING GUIDELINES (ATTACHMENT B)

1. Updated to include new noncredit category, Workforce Preparation.

C. INFORMATION/DISCUSSION

1. Technical Corrections

A. The Method of Assessment for **N CTED 602** was corrected from “Performance” to “Competency based written and practical tests which demonstrate the student’s ability to apply skills and concepts learned to minimum standards established by the instructor.”

B. Four Aviation Sciences courses corrected to reflect components and hours:

AVIA 75 - 4 hours L/L

AVIA 80 - 4 hours L/L

AVIA 85 - 6 hours L/L

AVIA 90 – 2 hours L/L

2. Status of Course Outline Reviews

A. The following courses have completed the course outline review process

between April 23 and September 8, 2008, and are effective Fall 2008.

ART	120	Life Drawing and Composition I
ART	125	Head Drawing
ART	145	Design in Mixed Media
ART	146	Design in Wood
ART	147	Design in Enamels
ART	151	Jewelry and Metalsmithing Design II
ART	155	Stained Glass I
ART	213	Illustration/Life Drawing
ART	220	Oil Painting I
ART	221	Oil Painting II
ART	225	Acrylic Painting I
ART	226	Acrylic Painting II
ART	230	Airbrush Painting I
ART	231	Airbrush Painting II
ART	270	Jewelry and Metalsmithing Design III
ART	276	Cold Glass Design
ART	277	Glass Casting
ART	295	Directed Study in Art
BIOL	101	General Biology
BIOL	110	Human Genetics
BIOL	160	Biotechnology Preparatory Course
BIOL	195B	Field Studies in Ecology
BIOL	295	Directed Study in Life Science
BIOL	215	Introduction to Biostatistics
ENG	10	English Essentials
ENG	50	Introductory Composition
ENG	150	Introduction to Linguistics
ENG	210	Survey of British Literature I
ENG	215	Introduction to the British Novel
ESL	98.1	Vocational ESL I
ESL	98.2	Vocational ESL II
ESL	98.3	Vocational ESL III
GEOG	100L	Physical Geography
GEOG	110	Meteorology: Weather and Climate
GEOG	138	GIS Internship
GEOL	197	Geology Topics
HIST	141	History of the Americas
MATH	205	Calculus with Analytic Geometry, Third Course
MICR	197	Microbiology Topics
PSYC	130	Psychology of Women
READ	115	Vocabulary Enhancement
READ	120	Critical Reading
ZOO	145L	Introductory to Anatomy and Physiology Laboratory
ZOO	197	Zoology Topics

ZOO 295 Directed Study in Zoology

3. Catalog Notes for POSC 102 and POSC 120.
 - A. POSC 102 - Not open to students with credit in POSC 120
 - B. POSC 120 - Not open to students with credit in POSC 102
4. Stand-Alone Course Approval Certification Update
5. 2008-2009 Goals (Attachment C)
6. Distance Learning Subcommittee- Change in Governance Structure (Attachment D)
7. Program Review
 - A. SLOs for Programs (Certificates or Degrees) (Attachment E)
 - B. Determining Components for 2 year and 5 year cycle (Attachment F)
8. Requisites Procedures/Pages (Attachment G)
9. Transition of Lecture/Laboratory Courses

D. REPORTS

4. Title 5, Chapter 6 Change Update
5. Curriculum Planning Subcommittee
6. Information Competency/Computer Literacy
7. Technology, Media, and Instruction Subcommittee
8. Academic Technology
9. Learning Outcomes/Basic Skills

E. FUTURE ITEMS FOR DISCUSSION

F. NEXT MEETING

Wednesday, October 15, 2008
3:00 pm, Room SU-18

G. ADJOURNMENT

**PALOMAR COLLEGE
CURRICULUM COMMITTEE MEETING
MINUTES**

Wednesday, September 17, 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 3:05 p.m.

MEMBERS PRESENT

Norma Bean
Monika Brannick
Carol Bruton
Berta Cuaron
Judy Dolan
Matt Estes
Candi Francis
Anne Hohman
Gloria Kerkhoff
Jackie Martin-Klement
Stephen McDonald
Wilma Owens
Lillian Payn

Carla Thomson
Mark Vernoy

ASG REPRESENTATIVE

Claudia Duran

LEARNING OUTCOMES LIAISON

Marty Furch

SUPPORT STAFF PRESENT

Linda Cox
Cheryl DeLoatch
Diane Veach

II. MINUTES OF MAY 5, 2008

MSC Estes, Thomson to approve the minutes of the April 2, 2008 Curriculum Committee meeting.

III. ANNOUNCEMENTS

Ms. Brannick welcomed new committee members Carol Bruton, and Mary Ann Drinan as well as ASG Representative Claudia Duran. She also announced that members should pick up a Curriculum Reference Guide if they did not already have one.

IV. ACTION ITEMS

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A. CONSENT CALENDAR

MSC Dolan, Bean to approve the items of the September 17, 2008 Consent Calendar.

A. Credit Course/Program Packages

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

B. Noncredit Course/Program Packages

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

C. New Programs

1. Program Title: Spanish
 Discipline: Spanish (SPAN)
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Colleen Weldele

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I. Credit Courses - Deactivations

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 Discipline: Art (ART)

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- A. *A.A. Degree Major/Certificate of Achievement* - Drafting Technology –Multimedia
- B. *A.A. Degree Major/Certificate of Achievement* - Interactive Media Design-Emphasis in 3D Modeling and Animation
- C. *Certificate of Proficiency* – Video Game Artist

Recommended Prep: ARTD 150

Transfer Acceptability: CSU

Distance Learning Offering(s): Computer Assisted, Telecourse, Online

Repeatability: May be taken 2 times

Reason for deactivation: Course Material included in ARTD 150. ART 241 Inactive.

Jay Schultz

2. Course Number and Title: ART 248 Character Animation
 Discipline: Art (ART)

Course Included in the Following Programs:

- A. *A.A. Degree Major/Certificate of Achievement* - Interactive Media Design-Emphasis in 3D Modeling and Animation

Transfer Acceptability: CSU

Repeatability: May be taken 3 times

Reason for deactivation: Inactive. No plans to offer.

Jay Schultz

3. Course Number and Title: ES 105 Earth System Science: Climate Change
 Short Title: Earth Sys Science:Climate Chng

Discipline: Earth Sciences (ES)
 Transfer Acceptability: UC, CSU
 Distance Learning Offering(s): Online
 Reason for Deactivation: Course no longer fits program goals.
Patricia Deen

J. **Noncredit Course - New**

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

K. **Noncredit Course - Change**

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

L. **Noncredit Course - Deactivation**

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M. **Distance Learning**

1. There are no Distance Learning approvals for this agenda

N. **Requisites and Advisories***

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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. COURSE NUMBERING GUIDELINES

MSC Vernoy, McDonald to approve the Course Numbering Guidelines with minor changes.

C. INFORMATION/DISCUSSION

1. Technical Corrections

A. The Method of Assessment for **N CTED 602** was corrected from “Performance” to “Competency based written and practical tests which demonstrate the student’s ability to apply skills and concepts learned to minimum standards established by the instructor.”

B. Four Aviation Sciences courses corrected to reflect components and hours:

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CURRICULUM COMMITTEE MINUTES

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ENG	210	Survey of British Literature I
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ESL	98.1	Vocational ESL I
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GEOG	110	Meteorology: Weather and Climate
GEOG	138	GIS Internship
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MICR	197	Microbiology Topics
PSYC	130	Psychology of Women
READ	115	Vocabulary Enhancement
READ	120	Critical Reading
ZOO	145L	Introductory to Anatomy and Physiology Laboratory
ZOO	197	Zoology Topics
ZOO	295	Directed Study in Zoology

3. Catalog Notes for POSC 102 and POSC 120.

- A. POSC 102 - Not open to students with credit in POSC 120
- B. POSC 120 - Not open to students with credit in POSC 102

Ms. Brannick reported on behalf of MaryAnn Drinan of the Economics, History, and Political Science Department. Ms. Drinan requested that a limitation on enrollment or note be added to the college catalog and class schedule as an advisory to students wishing to take POSC 102 or POSC 120. She states that Political Science faculty have observed confusion among students regarding which course they should take. POSC 102 satisfies the American History and Institutions/California Government requirement. POSC 120 is designed for students who have satisfied the American Institutions requirement and only need the California government portion in order to satisfy the graduation requirement. The proposed note would state that students who complete POSC 102 may not take POSC 120, and vice versa. The committee has decided to carry this item forward for further discussion when Ms. Drinan is present.

Gloria Kerkhoff and Dean Vernoy expressed concern as to whether this was a necessary action for POSC 102 since it is a rare occurrence that students try to enroll in one of the courses after completing the other.

Discussion followed about whether departmental issues should be placed on the Curriculum Committee agenda without going through the department chair and dean. Ms. Brannick and other committee members expressed the need for faculty to feel they can come before the Curriculum Committee at any time regarding any matters of importance related to curriculum. In this particular matter, the department chair was alerted and had a choice as to whether to act upon it.

4. Stand-Alone Course Approval Certification Update

Ms. Brannick reported that she is still in the process of training for Standalone Course Approval Certification. There are approximately four individuals left to be trained. The System Office requires that everyone involved in the approval of courses be trained by September 30.

5. 2008-2009 Goals

Some discussion was held. The committee decided to carry the goals forward to the next meeting for further discussion and modification.

6. Distance Learning Subcommittee--Change in Governance Structure (Attachment D)

The Curriculum Committee's Governance Structure was evaluated in order to add a subcommittee for Distance Learning. Title 5 requires separate evaluation and approval of distance learning courses. Effective Fall 2008, the Curriculum Committee and Faculty Senate approved the implementation of revised distance learning pages in Curricunet. The newer pages ask for more detail than the previous distance learning pages. It is recommended that a subcommittee be created to be responsible for reviewing the distance learning pages and for working with faculty members as needed to ensure the information submitted for distance learning meets Title 5 guidelines.

The committee discussed the governance structure. After recommending adding a Distance Learning subcommittee and editing the tasks of the Curriculum Planning Subcommittee, Ms. Brannick suggested bringing the revised Governance Structure back for discussion and action at the next Curriculum Committee meeting.

7. Program Review

A. SLOs for Programs (Certificates or Degrees)

Ms. Brannick recommended the committee look at the proposed Student Learning Outcomes questions for programs. The questions will be brought back to the next Curriculum Committee meeting for action in order to implement into the Program Review process.

B. Determining Components for 2 year and 5 year cycle

Ms. Brannick recommended the committee look over the document containing the fields for a new program and determine which ones would be appropriate to include as part of the 2 year (for Vocational programs) and 5 year (for Academic programs) program review cycles we must implement.

8. Requisites Procedures/Pages

A workgroup comprised of Monika Brannick, Judy Dolan and Jackie Martin-

Klement recommended that the Requisite pages be accessible during a Course Review in Curricunet in order to comply with Title 5 regulations that requisites be reviewed and validated on a regular basis. Draft revisions to the Requisite pages were presented to the Curriculum Committee for review.

Diane Veach explained that requisite validation has been occurring since before Curricunet, but much of the validation information is still only in hard copy format in the Office of Instructional Services. The new pages for Curricunet are an effort to provide more explanation and assistance in validating requisites to bring us into compliance with Title 5. Instructional Services will provide the hard copies of Requisite Validation forms on file, if faculty members wish to transfer validation information from those forms into Curricunet. There was discussion as to how requisites involving Cut Scores are validated.

Ms. Brannick asked the committee if they wanted time to consider the requisite page changes before approving the implementation. The committee confirmed the need for additional time. Ms. Brannick responded that the changes will appear on the next meeting agenda as an action item.

9. Transition of Lecture/Laboratory Courses

The transition is ongoing. Departments are in the process of planning.

D. REPORTS

1. Title 5, Chapter 6 Change Update

Title 5 changes are ongoing.

2. Curriculum Planning Subcommittee

Lillian Payn reported that one student petition was denied due to lack of 2 American subcultures and gender. Four courses undergoing review were re-confirmed to meet the Multicultural Requirement: AIS 100, AIS 110, AIS 120, and AIS 140.

3. Information Competency/Computer Literacy

Ms. Martin-Klement reported that Diane McAllister in Assessment has volunteered to perform the assessment in her area. There is also someone from My IT Lab who will help develop the computer literacy test. The test has been piloted and is being refined. It should be ready shortly, perhaps even this semester, to present to the Curriculum Committee. Ms. Martin-Klement suggested the committee have a meeting in her classroom so that committee members will be able to participate in the Assessment. This will give faculty a way to have input into the things they would like their students competent in.

4. Technology, Media, and Instruction Subcommittee

There was no report. This subcommittee will not be meeting this year.

5. Academic Technology

There was no report.

6. Learning Outcomes/Basic Skills

Our goal is to have SLOs attached to all courses by 2012 and our accreditation goal is to be at level 3 of 4 on the ACCJC rubric. We are moving toward having SLOs attached to 33% of our courses in the first year.

The Learning Outcomes Council's goal is to provide abundant PD opportunities to assist faculty with writing SLOs. As a result, several work sessions have been scheduled in order for departments to get together and talk through SLOs for their courses. The steering committee is lacking two members. Ms. Brannick volunteered to assist with the workshops. LOC members are also going to department meetings to support the development of SLOs.

Ms. Martin-Klement expressed concern for the current formatting of the SLOs in Curricunet. Discussion followed describing the attempts at reformatting them. Ms. Furch elaborated that SLOs will be completed in a variety of ways. Everyone will answer the questions in their own way. They are looking for departments who will volunteer to make their SLOs accessible so that other departments can view them as models.

E. FUTURE ITEMS FOR DISCUSSION

F. NEXT MEETING

Wednesday, October 15, 2008

3:00 pm, Room SU-18

G. ADJOURNMENT

The meeting was adjourned at 4:47 p.m.