Palomar College
Curriculum Committee Minutes
Wednesday, April 18, 2018

I. **Call to Order -** meeting called to order at 3:05 pm

Members Present	Carol Bruton, Sarah DeSimone, Patti Dixon, Jim Eighmey, James Fent, Marlene Forney, Luis Guerrero, Jack Kahn, Paul Kurokawa, Pearl Ly, Benjamin Mudgett, Wendy Nelson, John Ohrin, Lillian Payn, Nichol Roe, Candace Rose, Suzanne Sebring, Justin Smiley, Gary Sosa, Carla Thomson, Lori Waite
Absent	Rita Campo Griggs, Dena Eaton, Craig Forney, Margie Fritch, Kathryn Kailikole, Adam Meehan, Kevin Powers, Julia Robinson, Shayla Sivert
Guests	Jason Jarvinen, Lorraine Pagni-Kiefer
Staff	Cheryl Kearse (Recorder), Richard Loucks

II. **Minutes of the April 4, 2018 Curriculum Committee Meeting**

MSC (Thomson, Dixon) Minutes of the April 4, 2018 meeting were accepted and approved

III. **Announcements**

A. **ESL Classes at Harrah's** – The second noncredit ESL class began at Harrah's with 17 students registered and 15 more added.

B. **T.O.P. Code Alignment** - The TOP Code Alignment party will take place in an MD computer lab on Friday, April 20. Approximately 12 faculty have signed up to attend one of the two sessions. About half of the disciplines have approved the suggested changes. Wendy has not heard from 1 or 2 individuals but will be following up. This process will hopefully clarify questions about TOP Codes.

C. **GE ILO Assessment** – For the spring, LOC is assessing the GE ILO Teamwork to accompany our "Better Together" campus theme. Faculty who have mapped to teamwork are being contacted to participate. A group met in the fall to finalize an assessment survey. Palomar has never used a survey to assess a GE ILO. The survey will ask students whether they are being taught teamwork. A focus group will follow.

IV. **Agenda Changes**

V. **FIRST READING**–The following items will be brought back for Curriculum action effective **FALL 2018** pending appropriate approvals:

A. **Credit Course Changes**

1. Course Number and Title: CE 100 Cooperative Education
Discipline: Cooperative Education (CE)
Transfer Acceptability: CSU
Added 0.5 option to variable units, removed lecture hours, updated lab hours to 2.0-18.5, updated description, objectives and outside assignments, removed repeatability.
Jason Jarvinen

2. Course Number and Title: CE 110 Cooperative Education - General
Short Title: Cooperative Education-General
Discipline: Cooperative Education (CE)
Transfer Acceptability: CSU
Added 0.5, 1, 3 and 4 to variable units, removed lecture hours, updated lab hours to 2.0-18.5, updated description, objectives and outside assignments, removed repeatability.
Jason Jarvinen

3. Course Number and Title: CE 150 Cooperative Education Internship
Short Title: Cooperative Education Intrnshp
Discipline: Cooperative Education (CE)
Transfer Acceptability: CSU
Added 0.5, 1, 3 and 4 to variable units, removed lecture hours, updated lab hours to 2.0-18.5, updated description, objectives, methods of instruction, outside assignments and methods of assessment, removed repeatability.
Jason Jarvinen

4. Course Number and Title: GEOG 138 GIS Internship
Discipline: Geography (GEOG)
Prerequisites: GEOG 120
Transfer Acceptability: CSU
Added 0.5, 1 and 1.5 variable units, updated lab hours to 2.0-18.5, updated description and methods of instruction.
Wing H. Cheung

5. Course Number and Title: PSYC 298 / SOC 298 / AODS 298 Directed Field Experience I
Discipline: Psychology (PSYC) / Sociology SOC/Alcohol and Other Drug Studies (AODS)
Co-requisites: PSYC 298L / SOC 298 / AODS 298
Transfer Acceptability: CSU
Decreased unit value from 5 to 3, removed lab hours, added PSYC/SOC/AODS 298L as corequisites, updated description, objectives, methods of instruction, outline, required reading, suggested reading and methods of assessment.
James Fent

B. **New Credit Courses**

1. Course Number and Title: PSYC 298L / SOC 298 / AODS 298 Directed Field Experience I
Discipline: Psychology (PSYC) / Sociology (SOC)/Alcohol and Other Drug Studies (AODS)
Transfer Acceptability: CSU
Justification: Course created to correctly align with Title 5 Guidelines.
James Fent

Internship courses have been updated and new courses created in order to comply with Title 5 guidelines.

VI. **ACTION – Remove 50% 'In Residence' Requirement for Certificates of Achievement**
Certificate of Achievement (CA) Requirements

Students who wish to use coursework from other institutions towards the certificate or wish to pursue additional Palomar degrees should submit official transcripts to the Records Office. Students will be eligible to receive a Certificate of Achievement if they complete the specific course requirements as listed under the majors in the next section of the catalog. In addition to the course requirements, students should be aware of the following guidelines.

A. ~~Fifty percent (50%) of a certificate program must be taken in residence at Palomar College. The remaining courses may be completed at other accredited institutions. Substitutions or waivers must be approved by the appropriate Department Chair/Director.~~

B. A grade of 'C' or higher must be achieved in all certificate courses except where other grade requirements are specified by law. A Department Chair/Director may waive one (1) 'D' grade with written justification.

C. Equivalent courses from other institutions may be determined by the Evaluations Office with the exception of Water/Wastewater Technology Education. Certificate credits or courses may be substituted or further equivalencies determined with written justification and approval of the Department Chair/Director.

D. Continuous enrollment is defined as attendance in one semester or two quarters (excluding summer) within a calendar year (January through December) in the CSU, UC, or California Community Colleges system following initial enrollment at Palomar. If a student does not maintain continuous enrollment, the evaluation will be based on the requirements in effect at the time of return to Palomar College, or the date the degree is awarded.

E. It is the responsibility of the student to ensure satisfactory completion of the certificate requirements. When all requirements are completed or in-progress, students should submit a Petition for Graduation to the Evaluations Office in the Student Services Center, room SSC-40. Petitions are available in the Counseling or Transfer Centers, the Evaluations Office, or online. Deadlines are strictly adhered to; petitions must be submitted no later than the dates listed below:

Spring graduation – February 28th
Summer graduation – June 30th
Fall graduation – September 30th

The committee agreed with the removal of this requirement but there were some concerns raised by Ben Mudgett. The Evaluations and Records office specifically wants to know if anything else needs to be considered when awarding certificates. If students come here with only one class to complete, should a certificate be awarded? They would like clarification for implementation. The committee concurred with the removal of the 50% requirement with the consensus that if Palomar, by process of transfer, accepts a course as meeting a requirement, that decision is sufficient. As long as the student completes at least one course here, that is sufficient to award the certificate.

MSC Dixon, Rose to remove the 50% 'In Residence' Requirement for awarding Certificates of Achievement

VII. **DISCUSSION**

A. **Scheduling Classes – Agreements in Curricunet**
Scheduling agreements are being housed on the Curriculum website under Cross-listing and Scheduling along with the policy and sign-off as previously decided. The decision was made to integrate the scheduling information into the cross-listing form rather than having two forms. The question was asked whether curriculum is delving into an area that is not appropriate to curriculum. Ultimately, this information will be contained in the new scheduling software. This is not a widespread concern but is something that needs to be addressed. There are personnel changes and often no official record of agreements. This is a way of institutionalizing our current practice. The suggestion was made to add a stream or instructions about distribution.

A. **Policy Updates**
There are two policies which focus on curriculum. For **course outlines of record**, the policy has been updated to reflect changes from the chancellor's office including hours and other updates. Friday is the deadline for input so that the suggestions can be evaluated and potentially integrated. For the COR, the out-of-class (homework) hours will be included. Richard has been adding the out-of-class hours as he submits to the Chancellor's Office but it will become an item which needs to be included. Out-of-class hours are not required for noncredit classes. The inclusion of these hours gives students a more accurate picture of what their realistic commitment will be. Auto calculating for these hours is available but not currently used. It may be used in the future. Course outcomes are also being added. Methods of instruction were not included and some of the previous language was removed as it was no longer needed.

For **Curriculum and Course Development**, there are also many updates due to changes from the Chancellor's Office. The annual certification for credit courses covers many of these as colleges are responsible for their own local approval and accuracy with the Chancellor's Office really being more of a recorder of the changes. This is part of the reason we are updating our internship courses.

B. **Cross-listed Courses**
Potential issues:
- Minimum qualifications - We will have to address this in our upcoming accreditation report
- FTES assignment – Desire to give FTES to a department other than the one that the instructor is actually teaching.
- Assessing SLOs
- Adding enrollment –Which department gets "credit" during reporting
- Is content from all disciplines included in cross-listed course outlines of record? Does this always happen?
- Extra work to maintain – scheduling courses, catalog, new META process for cross-listed
- Are we clear on the benefits to the student?
- Clarification: Are cross-listed and interdisciplinary the same things?
- Instructors get two different rosters and have to conduct census on both
- Students are not confused but the concept is difficult to explain to them
- An issue during the T.O.P. Code alignment project

Advantages
- More flexibility with instructors who can teach the course/additional expertise
- An opportunity to enrich and enhance student's learning experience because the subject field is brought into the instruction

- Both departments feel ownership of content
- Get content the student would not normally get…a unique combined experience
    - Could pathways improve alerting students to the different class
- Allows them to be staffed from either department
- Higher enrollment for lower enrolled areas
- Appears in multiple areas

There is no negative or positive impact for articulation as long as minimum qualifications are met. Removing cross-listings could be challenging especially to explain to students.

Moving forward, cross-listed courses may be evaluated for recency to determine if needs are still the same. Also, are there urgent minimum qual. issues which need to be dealt with? The committee discussed developing a checklist to address these concerns. The question Palomar must address for ACCJC is "Is it okay for instructors with very different preparation to teach the course if they don't meet the cross-listed area's minimum qualifications? Our process is more structured than before but this still needs to be addressed.

C. **Deactivations**
This spring's deactivation campaign was successful and faculty were okay with it but there was a caution not to "pummel" them with demands to deactivate. There was discussion about allowing the Curriculum Specialist to put through deactivation packages administratively in order to assist departments. The thinking is that departments would have already approved them, so putting them through the curriculum process is a formality. When looking at courses that have not been offered, the reason, such as whether it has been offered or was not offered due to low enrollment, needs to be specified. Developing more streamlined and structured practices will allow us to operate more efficiently.

D. **Redesigning America's Community Colleges**
Discussion of the book moved toward program mapping. The college reported 72% assessment for its annual report but meaningful program assessment needs to be addressed. Examples of mapping may be brought to a future meeting for further consideration. Discussion also moved toward providing reminders for course reviews as was done in the past. The report in Curricunet is helpful but often forgotten.

VIII. **INFORMATION**

A. The following courses have completed the course outline review process between March 30, 2018 and April 13, 2018 and are effective Fall 2018.

CHDV	102	Working with Parents and Families
CHDV	120	Health, Safety. And Families
CHDV	145	Understanding Child Abuse and Family Violence
CHDV	195	Adult Supervision/Mentor Teacher Preparation
PSYC	100	Introduction to Psychology

B. **2017-2018 Curriculum Activity Summary**

Proposal Type	Current Agenda (Actions)	2017-2018 Cumulative
Course Reviews (3/30/2018 – 4/13/2018)	6	25
Course Reviews/Added DE	0	10
Credit Course Changes	0	81
Credit Course Deactivations	0	211
Credit Course Reactivations	0	11
Credit Program Changes	0	21
New Credit Courses	0	19
New Credit Programs	0	26
New Noncredit Courses	0	35
New Noncredit Programs	0	4

Noncredit Course Changes	0	5
Noncredit Course Deactivations	0	2
Noncredit Deactivations	0	2
Noncredit Reactivations	0	0
Program Deactivations	0	3
Total Activity	**6**	**455**

IX. **REPORTS**

A. **Academic Technology/Payn**
Progress toward development of a fully online college is moving forward with a mission to prepare the stranded worker. Developers of Career Technical (CTE) curriculum are concerned with the fully online curriculum as much of needed CTE training is hands-on. Brick and mortar colleges must address these issues so that an online college is not needed. More progress needs to be made toward addressing student and industry needs by building in course flexibility and less structured semester/course offerings. It was noted that intercession distance education courses do very well. A 16-week traditional course does not always meet student needs which in turn impacts enrollment. We need to be more responsive to community needs. This discussion will continue at future meetings.

B. **Accreditation/Kahn**
Our ACCJC liaison, Dr. Stephanie Droker, visited to tour the south campus with the purpose of confirming its existence. She also made herself available to meet with constituent groups for informal question and answer sessions. The South Center is amazing and there were no concerns. However, since students may fully obtain a degree at the North Center, a substantive change report will be needed. We are currently working on our midterm report. VPI Kahn will send the newest drone video of the South Center.

C. **Articulation/Mudgett**
Ben attended the Faculty Senate Plenary. There are lots of curriculum updates. There is discussion about changing unit ranges for the certificate of achievement to 8-16. The CSU's advanced placement policy changed to remove how students are counseled toward admission to the CSU. Units for the CSU are dependent upon each individual campus' policy. Emergency resolution to reinstate the policy is being requested. An MOU for curriculum pathways similar to the ADTs has been signed with the UC system. Twenty-one different majors have common curriculum. This curriculum, along with GPA, will be accepted. A forum on articulation and transfer was hosted by UCSD. Related to the distance education discussion, it was found that 10-week accelerated courses prepared students the most for the UC because most UC courses are 10 weeks.

D. **Basic Skills/Sivert** – *There was no report.*

E. **Counseling/Waite** - *There was no report.*

F. **Distance Learning Approvals/Sosa** - *There was no report.*

G. **General Education** - *There was no report.*

H. **Learning Outcomes/Nelson** - *There was no report.*

I. **Multicultural Approvals/Thomson** - *There was no report.*

J. **Prerequisite Approvals/Dixon** - Four courses were approved. Faculty for the rest have been contacted and two have not responded at all.

X. **FUTURE ITEMS FOR DISCUSSION**
New Program Approval, Technical Review Process

XI. **ADJOURNMENT** - Next meeting May 2, 2018 – 3:00 pm, Room AA-140
The meeting adjourned at 5:02 pm.