Palomar College
Curriculum Committee Minutes
Wednesday, May 2, 2018

I. **Call to Order** – meeting called to order at 3:08 pm

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

II. **Minutes** of the **April 18, 2018** Curriculum Committee Meeting
MSC (DeSimone, Campo Griggs) Minutes of the April 18 meeting accepted and approved with minor changes

III. **Announcements**

- **MODA Fashion Show - May 11, 7 pm, Escondido Center for the Arts** – There will be 10 featured collections of original designs. Alumnus Yoli Bennett, Costume Supervisor for Legoland will be the keynote speaker
- **Palomar Jazz – A Night of Big Bands, May 4, 7:30 pm, Howard Brubeck Theatre-**Guest artists Willie Murillo on trumpet and Becky Martin, vocals
- **May 9, 5-9 pm** - **American Welding Society Technical** meeting – Featuring robotics and other demos

IV. **Agenda Changes**

V. **ACTION – SECOND READING** – The following curriculum changes, pending appropriate approvals, will be effective **Fall 2018:**

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

C. **Requisites and Advisories**

The establishment of the following advisories meets Title 5 Regulations 55003, effective Fall 2018.

Catalog Number	Type	Description	Proposal Type
GEOG 138	Prerequisite	GEOG 120	Change
PSYC/SOC/AODS 298	Corequisite	PSYC 298L / SOC 298 / AODS 298	Change

MSC (Powers, Rose) to approve item V.

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

A. **New Credit Courses**

1. Course Number and Title: AODS 299L/PSYC 299L/SOC 299L Directed Field Experience II Lab
Short Title: Directed Field ExperinceI I Lab
Discipline: Alcohol and Other Drug Studies (AODS)
Justification: This cooperative work experience is required in conjunction with AODS 299 lecture as outlined by the State accrediting/certifying agency.
James Fent

2. Course Number and Title: PSYC 140L Introduction to Psychological and Social Services Lab
Short Title: Intro to Psych and Soc Lab
Discipline: Psychology (PSYC)
Recommended Prep: AODS/PSYC/SOC 255
Justification: To be in compliance with State regulations this cooperative work experience course needs to be added to the concurrent lecture component.
James Fent

B. **Credit Course Changes**

1. Course Number and Title: DBA 298 Broadcast Internship
Discipline: Digital Broadcast Arts (DBA)
Transfer Acceptability: CSU
Grading Basis: Grade Only
Changed course number 298A to 298, added 1 and 2 variable unit, decreased lab hours from 9 to 4-13, updated description, objectives, methods of instruction, content outline, required reading, suggested reading, outside assignments, critical thinking, required writing and methods of assessment.
Lisa Carmichael

2. Course Number and Title: ENG 100 English Composition
   Discipline: English (ENG)
   Prerequisites: ENG 50, ENG 50A, or eligibility for ENG 100, as determined through the English placement process.
   Associate Degree General Education - A1: English Composition
   CSU GE Area A: English Language Communication and Critical Thinking - A2: Written Communication
   IGETC Area 1: English Communication - 1A: English Composition
   Transfer Acceptability: UC, CSU
   Distance Learning Offering(s): Online
   Grading Basis: Grade Only
   Added ENG 50A as prerequisite, updated objectives, textbooks, required reading, outside assignments and required writing.
   Adam Meehan

3. Course Number and Title: PSYC 140/SOC 140/AODS 140 Introduction to Psychological and Social Services
   Short Title: Intro Psyc and Social Services
   Discipline: Psychology (PSYC)/Sociology (SOC)/Alcohol and Other Drug Studies (AODS)
   Co-requisites: PSYC 140L
   Transfer Acceptability: CSU
   Decreased units from 4 to 3, removed lab hours, added PSYC 140L corequisite, updated description, objectives, methods of instruction and methods of assessment.
   James Fent

4. Course Number and Title: PSYC 299/AODS 299/SOC 299 Directed Field Experience II
   Discipline: Psychology (PSYC) / Alcohol and Other Drug Studies (AODS) / Sociology (SOC)
   Prerequisites: AODS 140/SOC 140/PSYC 140, or AODS 298/SOC 298/PSYC 298, and AODS 250/SOC 250/PSYC 250, and AODS 255/SOC 255/PSYC 255,
   Co-requisites: AODS 299L/PSYC 299L/SOC 299L
   Transfer Acceptability: CSU
   Decreased units from 6 to 3, removed lab hours, added AODS 299L corequisite, updated description, methods of instruction and textbooks.
   James Fent

C. **Requisites and Advisories**

The establishment of the following advisories meets Title 5 Regulations 55003, effective Fall 2018.

Catalog Number	Type	Description	Proposal Type
PSYC 140L	Recomm. Prep.	AODS/PSYC/SOC 255	New
ENG 100	Prerequisite	ENG 50, ENG 50A, or eligibility for ENG 100, as determined through the English placement process	Change
PSYC/SOC/AODS 140	Corequisite	PSYC 140L	Change
PSYC/AODS/SOC 299	Prerequisite	AODS 140/SOC 140/PSYC 140, or AODS 298/SOC 298/PSYC 298, and AODS 250/SOC 250/PSYC 250, and AODS 255/SOC 255/PSYC 255,	Change
	Corequsite	AODS 299L/PSYC 299L/SOC 299L	

D. **Distance Learning**

The following courses may be offered as distance learning and meet Title 5 Regulations 55200-55210, effective Fall 2018.

Catalog/Subject Number	Learning Offerings
ENG 100	Online

VII. **DISCUSSION**

A. **T.O.P Code Alignment Project – Takeaways**
The full list of recommended changes was evaluated. There was good discussion. Most of the recommended changes were made. A few areas had questions and concerns and their suggestions were

kept. Some looked at courses which were not on the list and made adjustments. The entire project needs to be finalized by the end of the month. The process worked well and is a good model for future large projects. Part of the struggle is that some have been taught to think of vocational and transfer as different. It doesn't matter if a course is a transfer course. If the course teaches skills that may be used in a career, it is vocational. The institution as a whole needs to be educated in this regard. Perhaps a workshop for these and other curriculum issues needs to be held. California is the only state that uses TOP Codes and they are a funding mechanism. Vocational and transfer courses are not "different". CSUs and UCs don't use TOP Codes and never see TOP Codes. Course Outlines will need to be updated moving forward.

B. **New Program Approval Process**
This draft is an attempt to fine-tune the process and in still being developed. Currently an originator is able to input and launch a program without any discussion. Discussion of the form took place with suggestions to add necessary codes (T.O.P., etc.). There were questions regarding vocational and transfer as well as courses in non-transfer programs. Phase two of the form was discussed with questions of what needs to be clarified and how the discussion will take place (face-to-face meeting or other methods). This process could tie into program review. Clarification of regional overlap was discussed including college and name of the program. There was a question as to whether this form needs to address general education and transfer. All agreed with the general premise of this process. The form will continue to be developed.

C. **Proposed Changes to Title 5 related to Distance Education**
The Chancellor's Office proposal was discussed. There is an opportunity for the public to offer comments. The Chancellor's Office and ACCJC are looking at Distance Education (DE). The intent is to more clearly define the way colleges review and evaluate DE courses/classes. The directive for instructor contact continues to be clarified. Regular effective contact is being replaced with substantive contact between instructor and student (specifically called regular and substantive interaction). The goal is to align with the federal education code. Our regional SDICCA (San Diego & Imperial Counties Community Colleges Association) doesn't agree with this total alignment and has submitted their comments. Our current checklist needs to be revised as there is no way to substantiate the responses on the DE pages. Any changes made need to be reflected in our Board Policy. An addendum to the official COR addressing how outcomes will be achieved and how substantive interaction is met needs to be added. Accessibility needs to be addressed as well. Faculty may ask that their courses be reviewed by Academic Technology but they are not forced. Support for DE students is being addressed but now accessibility needs to be addressed as it could impact civil rights. We need to start DE conversations for new courses and update out checklist. Discussion about validation of courses and classes and who should perform this needs to be addressed. Should the curriculum committee be the one to oversee this? Some departments require POET but not all do. Other colleges require a certification (40 hours) where an instructional designer evaluates and addresses contact requirements. In addition to POET, Palomar is nearing completion of a DE pilot. The process to meet the law is extremely demanding. Mandatory training may be required in order to meet ADA standards although the Faculty Senate is resisting. POET includes a robust accessibility section which is being constantly upgraded to address requirements. The demands of DE courses can be more than those of face-to-face. It is the law that we meet these requirements. Accessibility lawsuits are happening. Accessibility of videos, textbooks and all course materials needs to be addressed. Southwestern College has hired an accessibility specialist who corresponds with publishers to meet these requirements. Publishers' materials are not meeting requirements. Should curriculum oversee this (COR with addendum and connection of outcomes)? The number of courses offered online and in Canvas was discussed.

D. **Cross-listed Courses**
Next year, we will look at all cross-listed courses and evaluate whether they should continue to be cross-listed. There may be some courses which may be able to have their cross-listing removed. The real issue with these courses is minimum qualifications. Though Palomar's process has improved, it still needs work.

E. **Redesigning America's Community Colleges** – This was not discussed.

VIII. **INFORMATION**

A. The following courses have completed the course outline review process between April 14, 2018 and April 27, 2018 and are effective Fall 2018.
COUN   110   College Success

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

Proposal Type	Current Agenda (Actions)	2017-2018 Cumulative
Course Reviews (4/14/2018 – 4/27/2018)	1	25
Course Reviews/Added DE	0	10
Credit Course Changes	5	85
Credit Course Deactivations	0	211
Credit Course Reactivations	0	11
Credit Program Changes	0	21
New Credit Courses	1	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	**7**	**459**

IX. **REPORTS**

A. **Academic Technology/Payn**
POET progress: 38 instructors have been validated to teach online this past academic year so far. The total since Jan. 2012 is 178 instructors. If Curriculum Committee Members would like to see a summary of the Distance Education data that has been collected for San Diego and Imperial Counties' colleges from 2011-2017, please see: https://goo.gl/cpwS7p.

B. **Accreditation/Kahn** – *There was no report.*

C. **Articulation/Mudgett -** *There was no report.*

D. **Basic Skills/Sivert -** *There was no report.*
The integration of BSI will be presented at SSCC's next meeting. The 3rd learning partnership meeting with San Marcos Unified School District, Palomar and CSU reps will be taking place. Discussion centers on how best to assist students in moving from one level to the other. These meetings will continue next year in order to assist and hopefully attract students. Discussion includes high school level classes versus college-level classes, time management and organization.

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.*
This spring, the college is assessing the GE ILO Teamwork. Twenty-eight faculty are participating. Students in courses where teamwork is being taught will be asked to complete a survey. Teamwork is an important soft skill.

I. **Multicultural Approvals/Thomson** – *(Submitted via email) There were no approvals.*

J. **Prerequisite Approvals/Dixon -** *There was no report.*

X. **FUTURE ITEMS FOR DISCUSSION**
New Program Approval, Technical Review Process, 2018-2019 Timeline, META

XI. **ADJOURNMENT** - Next meeting May 16, 2018 – 3:00 pm, Room AA-140
The meeting adjourned at 4:55 pm