

Palomar College
Curriculum Committee Minutes
 Wednesday, May 16, 2018

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

Members Present Rita Campo Griggs, Sarah DeSimone, Patti Dixon, Jim Eighmey, James Fent, Jack Kahn, Paul Kurokawa, Adam Meehan, Benjamin Mudgett, Wendy Nelson, Lillian Payn, Kevin Powers, Candace Rose, Suzanne Sebring, Shayla Sivert, Justin Smiley, Gary Sosa

Absent Carol Bruton, Dena Eaton, Craig Forney, Marlene Forney, Margie Fritch, Luis Guerrero, Pearl Ly, John Ohrin, Julia Robinson, Nichol Roe, Carla Thomson, Lori Waite

Guests Jenny Fererro

Staff Cheryl Kearse (Recorder), Richard Loucks

II. **Minutes of the May 2, 2018 Curriculum Committee Meeting**

MSC (Powers, Campo Griggs) Minutes of the May 2 meeting accepted and approved with minor changes (two abstentions)

III. **Announcements**

- There will be unit threshold changes for programs coming from the state. Units are changing from the current range of 12-17 to a range of 9-16. There will also be changes to apportionment. The new thresholds will allow lower unit certificates to be transcribed paving the way for more stackable certificate opportunities. Palomar needs to look at converting current Certificates of Proficiency to Certificates of Achievement. The memo will be distributed to the committee.

IV. **Agenda Changes** - First read items will need to be moved to action (see below).

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

A. **New Credit Courses**

1. Course Number and Title: AODS 299L/PSYC 299L/SOC 299L Directed Field Experience II Lab
 Short Title: Directed Field Exper. II Lab
 Discipline: Alcohol and Other Drug Studies (AODS) / Psychology (PSYC) / Sociology (SOC)
 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)/Sociology (SOC)/Alcohol and Other Drug Studies (AODS)
 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**.

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

D. Distance Learning

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

<u>Catalog/Subject Number</u>	<u>Learning Offerings</u>
ENG 100	Online

E. Credit Course Package – Deactivations

Package Title: Program Deactivation Campaign May 16 Meeting
 Discipline: *ASTR CHEM, GCMW, GCIP, CSWB*

Description: Programs with low completion rates. Deactivating at the request of departments.
Package Submitted by Instructional Services (see courses for faculty)

1. **Credit Program Deactivations**

- a. *Pulled*
- b. Program Title: Digital Animation, Compositing, and Music
Discipline: Graphic Communications - Multimedia and Web (GCMW)
Award Type: Certificate of Proficiency
Total Units: 13.00 - 15.00
Justification: Deactivated due to low completion rates at the request of departments.
Ken Dodson
- c. Program Title: Digital Prepress Operator
Discipline: Graphic Communications - Imaging and Publishing (GCIP)
Award Type: Certificate of Proficiency
Total Units: 6
Justification: Deactivated due to low completion rates at the request of departments.
Ken Dodson
- d. Program Title: E-Commerce Design
Discipline: Graphic Communications - Multimedia and Web (GCMW)
Award Type: Certificate of Proficiency
Total Units: 13
Justification: Deactivated due to low completion rates at the request of departments.
Ken Dodson
- e. Program Title: Electronic Publisher
Discipline: Graphic Communications - Imaging and Publishing (GCIP)
Award Type: Certificate of Proficiency
Total Units: 12
Justification: Deactivated due to low completion rates at the request of departments.
Ken Dodson
- f. Program Title: Fine Art Traditional Photography
Discipline: Photography (PHOT) (PHOT)
Award Type: Certificate of Proficiency
Total Units: 15
Justification: Deactivated due to low completion rates at the request of departments.
Wendy Nelson
- g. Program Title: Web Data Base Design
Discipline: Graphic Communications - Multimedia and Web (GCMW)
Award Type: Certificate of Proficiency
Total Units: 12.00
Justification: Deactivated due to low completion rates at the request of departments.
Ken Dodson
- h. Program Title: Web Developer with Emphasis in Windows
Discipline: Computer Science and Information Technology - Web Technology (CSWB)
Award Type: Certificate of Proficiency
Total Units: 12
Justification: Deactivated due to low completion rates at the request of departments.
Terrie Canon

2. **Credit Program Changes (Deactivations)**

- a. Program Title: Graphic Communications: Emphasis in Management
Discipline: Graphic Communications - Imaging and Publishing (GCIP)
Award Type: A.S. Degree Major
Total Units: 28
Justification: Deactivated CA due to low completion rates at the request of departments.
Ken Dodson
- b. Program Title: Graphic Communications: Emphasis in Production
Discipline: Graphic Communications - Imaging and Publishing (GCIP)
Award Type: A.S. Degree Major
Total Units: 28
Justification: Deactivated CA due to low completion rates at the request of departments.
Ken Dodson
- c. Program Title: Interactive Web Multimedia and Audio
Discipline: Graphic Communications - Multimedia and Web (GCMW)
Award Type: A.S. Degree Major
Total Units: 30
Justification: Deactivated CA due to low completion rates at the request of departments.
Ken Dodson

Chemistry program pulled from deactivation list as program may be viable and changes are being discussed. MSC (Dixon, 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: CHDV 201A Supervised Field Experience in Early Childhood Education
Short Title: Supervised Field Exp in ECE
Discipline: Child Development (CHDV)
Prerequisites: Bachelor's degree (in any field), and CHDV 100, and CHDV 115, and any 6 additional units of ECE/CHDV coursework.
Transfer Acceptability: CSU
Justification: Increased industry need for supervised field experience placement under Option 2 of the Child Development Permit matrix issued by the State Commission on Teacher Credentialing.
Jenny Ferrero

The course is a capstone which allows students to teach classes. The changes to the program with the addition of this course addresses a permit issue for students who need to take it to complete their program. The current course is open to bachelor's degree students as well as existing Palomar students. As such, all of the spaces may be occupied by bachelor's students leaving no space for Palomar students. This newly created course will combine existing courses to accommodate both student groups. This is a short-term solution as the industry changes to allow CHDV to serve more students.

B. **Credit Course Changes**

1. Course Number and Title: ANTH 298 Internship in Archaeology
Discipline: Anthropology (ANTH)
Transfer Acceptability: CSU
Changed lab hours from 3-9 to 3.75-12.5 for compliance, updated methods of instruction
James D. Eighmey

The hours for this course were changed to meet state requirements. MSC (Dixon, Mudgett) to move First Reading items to action

MSC (Rose, Eighmey) to approve item VI

VII. **ACTION – 2018-2019 Curriculum Timeline**

The deadlines were adjusted slightly to give faculty more time in the fall. Flexibility may be built in as necessary. It should be noted that the current plan to merge summer and fall registrations will necessitate earlier deadlines. Additionally, a workshop for new programs as well as the conversion of Certificates of Proficiencies to Certificate of Achievements will need to be offered. Finally, Ben asked that a note be added to inform that the UC/CSU General Education process is a 2-year process.

MSC (Rose, Mudgett) to approve the 2018-2019 Curriculum Timeline

VIII. **DISCUSSION**

A. **New Program Approval Process**

Further discussion about the new program approval process took place. It was decided to move forward with the template as presented after adding a place for T.O.P. and S.A.M. Codes. The document can be updated in the future if necessary.

MSC (Dixon, Rose) New Program Approval process template with the addition of T.O.P. and S.A.M. Codes to action

ACTION – New Program Approval Process MSC (Dixon, Rose) to approve

B. **Technical Review**

There has been concern that all involved parties aren't closely involved in the review of curriculum. Specific concerns surrounding SLOs, Distance Education and Requisites, among others, need to be addressed. There has been discussion to include a technical review role as a part of the approval process as well as work groups. Origination roles were discussed along with the role of department chairs and/or discipline initiators. This discussion be brought back to the first meeting in September.

C. **Distance Education (DE) Proposals**

Wendy and Gary met to discuss how changes to Title 5 will affect our distance education approval process. Based on the changes, our process will need to be re-evaluated to more adequately address contact, materials and accessibility. Curriculum Committee only evaluates and approved curriculum changes. There is no approval for how the course is actually taught. The college needs to have a discussion regarding these elements as well as determining if our DE courses meet ADA and other guidelines. More work on this will continue over the summer and be brought back in the fall.

D. **Goals**

Goals	In Progress	On Hold	Accomplished	Minutes from 5/16 discussion
1. Based on ongoing college-wide conversations, examine our General Education programs and revise or affirm our philosophy of General Education.	X			Guided pathways plans will steer this discussion moving forward.
2. Meet the annual Credit Course Certification			X	Done but a more robust technical review process will help.
3. Members of the Curriculum Committee participate in discussions around Guided Pathways	X			Curriculum is involved in this so this may become ongoing.
4. Develop and document the requisite approval process.			X	
5. Develop Distance Education review process based on recommendations from the Distance Education workgroup including course accessibility.	X			Working on this over the summer and continuing into the fall.

E. Curriquet META

The new Curriquet META was demonstrated. Functionality seems to be easier and more user-friendly. There were still some bugs to be worked out but the database was able to be demonstrated with live data. Creating a proposal was demonstrated as well as requirements for each page of the course checklist. Ease-of-use and improved reporting are benefits of this new system. Feedback from the committee was positive. Work will continue over the summer with the goal to go live prior to the fall semester.

F. Redesigning America’s Community Colleges – Wrap-up

This item was not discussed due to time restraints.

IX. INFORMATION

A. 2017-2018 Curriculum Activity Summary

Proposal Type	Current Agenda (Actions)	2017-2018 Cumulative
Course Reviews (4/27/2018 – 5/11/2018)	0	25
Course Reviews/Added DE	0	10
Credit Course Changes	4	89
Credit Course Deactivations	0	211
Credit Course Reactivations	0	11
Credit Program Changes	3	24
New Credit Courses	2	21
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	8	11
Total Activity	17	476

X. REPORTS

A. Academic Technology/Payn

1. POET: 43 instructors validated to teach online 2017-18 academic year/ 182 total since Jan. 2012. (FYI: Only 26 last year)
2. Faculty Senate requests:
 - a. Best Practices Checklist (Validation of Preparedness to Teach Online) needs to be taken to the next level. (After conducting 3 focus groups, the workgroup is adding a modified set of OEI Rubric Categories to submit to the Faculty Senate)
 - b. The College needs to develop a formal DE policy.
(The DE & AT Committee survey results indicate that the right to set DE policy, select DE faculty and select DE courses should remain at the Department level.)
(The DE & AT Committee recommends using a template to establish and post Dept. DE policy, so all address the same issues. A sample template was proposed.)
3. State Authorization: The faculty at DE & AT Committee and Faculty Senate were polled regarding opinions about out-of-state DE students. Responses indicated that most would like to offer classes to out-of-state students, but realize it is not cost-effective or work-load feasible, but that as time permits, recommend that free-filing states be allowed to enter into an agreement with Palomar, and perhaps also fee-filing States as funds and time permit.

- B. **Accreditation/Kahn** – *There was no report.*
 - C. **Articulation/Mudgett**
Ben recently attended the California Intersegmental Articulation Council Conference. The CSU General Education advisory group will be reviewing traditional foundation courses specifically those less than three units in the arts. However, it would be a good idea to review grandfathered courses heavily focused on life skills approved back in the early 80s to ensure that they meet the current criteria. More information to come next fall. A CSU advisory on how to create a personal finance or computer science course to meet the quantitative reasoning requirement is forthcoming. Lastly, the CSU has heard the intersegmental concerns related to their recommendation not to allow AP units for admission purposes. As such, they have returned to the policy that has always been in place. Also, AP Computer Science Principles will now satisfy Quantitative Reasoning (a new approval) for the CSU.
 - D. **Basic Skills/Sivert**– *There was no report.*
Planning will happen over the summer to refocus the committee in light of the state’s plan to integrate three areas in one block grant for funding. It probably won’t happen until next year but Palomar is preparing.
 - 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**
Ten courses approved. There are seven courses which are not approved (smallest number of courses leftover in approximately two years). Of the seven, four are being actively worked on. Two have had no movement despite numerous communications to include the committee, the chair, dean and VPI. There is acknowledgement but the courses have yet to be completed. The status of the last course is unknown at the moment (it may be being worked on).
- XI. **FUTURE ITEMS FOR DISCUSSION**
New Program Approval, Technical Review Process, Goals
- XII. **ADJOURNMENT** - Next meeting September 5, 2018 – 3:00 pm, Room AA-140
The meeting adjourned at 4:32 pm