

**Palomar College**  
**Curriculum Committee Minutes**  
 Wednesday, September 5, 2018

- I. **Call to Order** – Meeting called to order at 3:03 pm. Introductions were made.
- Members Present** Richard Albistegui-Dubois, Rita Campo Griggs, Patti Dixon, Karen Donovan, Jim Eighmey, Katy Farrell, James Fent, Craig Forney, Marlene Forney, Margie Fritch, Luis Guerrero, Jack Kahn, Cory Lindsey, Pearl Ly, Shelbi Mayo, John McMurria, Adam Meehan, Benjamin Mudgett, Wendy Nelson, Lillian Payn, Nichol Roe, Candace Rose, Suzanne Sebring, Shayla Sivert, Justin Smiley, Carla Thomson,
- Absent** Kevin Powers, Nirmala Kashyap
- Guests** Olga Diaz, Paul Kurokawa
- Staff** Cheryl Kearse (Recorder), Richard Loucks
- II. **Minutes of the May 16, 2018 Curriculum Committee Meeting**  
 MSC (Rose, Mudgett) with minor corrections (5 abstentions)
- III. **Announcements**
- A. **Palomar Curriculum Institute** – Friday, September 21, 2018, 9:00 am – 2:30 pm  
 More information to follow in the PD Portal. Curriculum drop-ins will also be announced.
- B. **New Funding Formula**  
 Jack announced the new funding formula. We are no longer 100% funded based on FTES. Funding going forward will be based upon three categories: FTES (70%), Equity (20%), and Completion (10%). Over the next two years the FTES will shrink and the Equity and Completion will increase. We are held harmless for the first year. The FTES reported this year will be a benchmark. Funding will be calculated based on the old, then new formulas with our final awarded funding being the higher of the two. The classes added this year will help with the benchmark. Because of the large amount of students who qualify for Equity programs, Palomar may benefit from the new formula.
- C. **T.O.P Code Alignment Project** – Two hundred and sixty-nine courses were updated across 3 systems (Curricunet, PeopleSoft, and Chancellor’s Office Curriculum Inventory). This was a good collaborative effort across campus. This process may be used as a model for other campus-wide projects.
- D. **New Program Approval Process Form**  
 The new form is being used although we are still working through how and when to direct the information. The Curriculum Committee should oversee the curriculum aspect as opposed to the viability of programs.
- E. **META** -Our curriculum management system, V.2. has been upgraded to META. The system is still being fine-tuned and evaluated for glitches. Many user resources may be found online at the Curriculum website.
- IV. **Agenda Changes**
- V. **ACTION – SECOND READING** –The following curriculum, pending appropriate approvals, will be effective **FALL 2018**:
- A. **New Noncredit Courses**
1. Course Number and Title: N ART 956 Advanced Foundry Techniques in Sculpture for Older Adults  
 Discipline: Noncredit Art (N ART)  
 Justification: Foundry provides adult students a mix of artistic expression and engineering that enhances mental acuity, and creative thinking. While tool and material handling exercise fine motor skills.  
*Ingram Ober*  
**MSC Rose, Thomson**
- VI. **FIRST READING** – The following curriculum changes, pending appropriate approvals, will be effective **SPRING 2019**:
- A. **Courses Reviewed/Added Distance Education**
1. Course Number and Title: POSC 100 Introduction to Political Science  
 Discipline: History (POSC)  
 Associate Degree General Education – D: Social and Behavioral Sciences

CSU GE Area D: Social Sciences – D8: Political Science, Government, and Legal Institutions  
IGETC Area 4: Social and Behavioral Sciences – 4H Political Science, Government and Legal Institutions  
Transfer Acceptability: UC, CSU  
Distance Learning Offering(s): Online, Video Two-Way, Video One-Way, Computer Assisted  
Updated textbooks and required reading, added online, video one-way, video two-way and computer assisted.

*Peter Bowman*

**B. Distance Learning**

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

<u>Catalog/Subject Number</u>	<u>Learning Offerings</u>
POSC 100	Online, video one-way, video two-way, computer assisted

VII. **FIRST READING**–The following items will be brought back for Curriculum action effective **FALL 2019** pending appropriate approvals:

**A. New Credit Programs**

1. Program Title: Cybersecurity  
Discipline: Computer Science and Information Technology - Networking (CSNT)  
Award Type: A.S. Degree Major  
Total Units: 28  
Justification: New degree program for cybersecurity to meet increasing demand for skilled cybersecurity professionals.  
*David Meske*

**B. Credit Program Changes**

1. Program Title: Biology  
Discipline: Biology (BIOL)  
Award Type: AS-T Transfer Major (18 units or more)  
Total Units: 33.00 - 35.00  
Adding the option of taking Physics 200 and 201 because many Biology majors need the calculus based physics to transfer.  
*Elizabeth A. Pearson*

**C. New Credit Course**

1. Course Number and Title: CSNT 255 Ethical Hacking Principles  
Short Title: Ethical Hacking Principles  
Discipline: Computer Science and Information Technology - Networking (CSNT)  
Recommended Preparation: CSNT 181 Hacker Prevention/Security  
Course included in the following programs:
  - a. Cybersecurity - A.S. Degree Major (Pre-Launched)Distance Learning Offering(s): Online Course (Internet) (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)  
Grading Basis: Grade/Pass/No Pass  
Justification: New course for A.S. Cybersecurity degree program  
*David Meske*

**D. Credit Course Changes**

1. Course Number and Title: CHDV 180 School-Age Development  
Discipline: Child Development (CHDV)  
Transfer Acceptability: CSU  
Distance Learning Offering(s): Online  
Updated description, objectives, content, textbooks, outside assignments, required writing and

methods of assessment.

*Jenny Ferrero*

2. Course Number and Title: CHDV 190 Curriculum for the School-Aged Child  
Short Title: Curriculum/School-Aged Child  
Discipline: Child Development (CHDV)  
Transfer Acceptability: CSU  
Distance Learning Offering(s): Online  
Updated description, objectives, content, textbooks, outside assignments, required writing and methods of assessment.  
*Jenny Ferrero*
3. Course Number and Title: DNCE 161 Teaching Methods in Dance  
Discipline: Dance (DNCE)  
Transfer Acceptability: CSU  
Distance Learning Offering(s): Online  
Updated methods of instruction, content and methods of assessment, added distance education.  
*Margaret M. Faulkner*
4. Course Number and Title: ESL 20 Academic Speaking and Listening  
Short Title: Academic Speaking/Listening  
Discipline: English as a Second Language (ESL)  
Removed N ESL 903 or eligibility determined through the English as a Second Language placement process, updated objectives, content, textbooks, required writing and methods of assessment.  
*Tracy Fung*
5. Course Number and Title: ESL 55 Reading and Writing Essentials II  
Short Title: Reading/Writing Essentials II  
Discipline: English as a Second Language (ESL)  
Prerequisites: Eligibility determined through the English as a Second Language placement process, or ESL 45  
Removed ESL 35 prerequisite option, updated objectives, content, textbooks, critical thinking, required writing and methods of assessment.  
*Tracy Fung*
6. Course Number and Title: FASH 100 Fashion Industry  
Discipline: Fashion (FASH)  
Course Included in the following programs:
  - a. Fashion Design, A.S. Degree Major/Cert. Achievement 18 units/more
  - b. Fashion Merchandising, A.S. Degree Major/Cert. Achievement 18 units/more
  - c. Fashion: Buying and Management, A.S. Degree Major/Cert. Achievement 18 units/more
  - d. Visual Merchandising, A.S. Degree Major/Cert. Achievement 18 units/moreTransfer Acceptability: CSU  
Distance Learning Offering(s): Computer Assisted, Telecourse, Online  
Updated description, objectives, methods of instruction, content, textbooks, required reading, suggested reading, outside assignments, critical thinking, required writing and methods of assessment.  
*Rita Campo Griggs*
7. Course Number and Title: MATH 245 Discrete Mathematics  
Discipline: Mathematics (MATH)  
Prerequisites: MATH 130, or MATH 140, and CSCI 112  
Associate Degree General Education - A2: Communication and Analytical Thinking  
CSU GE Area B: Scientific Inquiry and Quantitative Reasoning - B4: Mathematics/Quantitative Reasoning  
IGETC Area 2: Mathematical Concepts and Quantitative Reasoning - 2A: Mathematical Concepts and Quantitative Reasoning  
Transfer Acceptability: UC, CSU

Added CSCI 112 as prerequisite option, updated objectives, objectives, textbook, required reading and suggested reading.

*Jay R. Wiestling*

8. Course Number and Title: PHSC 101L Principles of Physical Science Laboratory  
Short Title: PRINCIPLES OF PHYS SCIENCE LAB  
Discipline: Physical Science (PHSC)  
Co-requisites: PHSC 101  
CSU GE Area B: Scientific Inquiry and Quantitative Reasoning - B3: Laboratory Activity  
Transfer Acceptability: CSU  
Added PHSC 101 corequisite, removed PHSC 101 prerequisite/concurrent enrollment, updated textbook.  
*Hector Garcia Villa*

**E. Credit Course Deactivations**

1. Course Number and Title: CHEM 210 Analytical Chemistry  
Short Title: Analytical Chemistry  
Discipline: Chemistry (CHEM)  
Prerequisite: CHEM 115 General Chemistry,  
CHEM 115L General Chemistry Laboratory  
Transfer Acceptability: UC/CSU Transfer Course  
Grading Basis: Grade/Pass/No Pass  
Justification: Deactivated due to low enrollment or no immediate future plans to offer.  
*Jennifer Zabzdyr*
2. Course Number and Title: ESL 40 Introduction to Academic Reading and Writing  
Short Title: Intro Academic Readng/ Writing  
Discipline: English as a Second Language (ESL)  
Grading Basis: Grade/Pass/No Pass  
Justification: Deactivated due to low enrollment or no immediate future plans to offer.  
*Gary Sosa*
3. Course Number and Title: FCS 101 Life Management  
Short Title: Life Management  
Discipline: Family and Consumer Sciences (FCS)  
Transfer Acceptability: CSU Transfer Course  
Distance Learning Offering(s): Online Course (Internet) (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)  
Grading Basis: Grade/Pass/No Pass  
Justification: Deactivated due to low enrollment or no immediate future plans to offer.  
*Dennis Lutz*
4. Course Number and Title: FCS 105 Family Dynamics  
Short Title: Family Dynamics  
Discipline: Family and Consumer Sciences (FCS)  
Transfer Acceptability: CSU Transfer Course  
Distance Learning Offering(s): Online Course (Internet) (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)  
Grading Basis: Grade/Pass/No Pass  
Justification: Deactivated due to low enrollment or no immediate future plans to offer.  
*Dennis Lutz*
5. Course Number and Title: GEOG 141 Transportation Systems Analysis  
Short Title: Transportation Sys Analysis  
Discipline: Geography (GEOG)  
Prerequisite: GEOG 120 Digital Earth: Introduction to Geographic Information Systems

Transfer Acceptability: CSU Transfer Course  
Grading Basis: Grade/Pass/No Pass  
Justification: Deactivated due to low enrollment or no immediate future plans to offer.  
*Wing H. Cheung*

9. Course Number and Title: ID 120 History of Decorative Arts II  
Short Title: History of Decorative Arts II  
Discipline: Interior Design (ID)  
Course included in the following programs:  
a. Interior Design - Certificate of Achievement (Active)  
b. Interior Design - A.S. Degree Major (Active)  
c. General Studies: Emphasis in Arts and Humanities - A.A. Degree Major (Active)  
Transfer Acceptability: CSU Transfer Course  
Distance Learning Offering(s):  
Online Course (Internet) (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)  
Grading Basis: Grade/Pass/No Pass  
Justification: Deactivated due to low enrollment or no immediate future plans to offer.  
*Dennis C. Lutz*

10. Course Number and Title: MATH 52A Explorations in Algebra  
Short Title: Explorations in Algebra  
Discipline: Mathematics (MATH)  
Prerequisite: MATH 15 Prealgebra  
Grading Basis: Grade/Pass/No Pass  
Justification: Deactivated due to low enrollment or no immediate future plans to offer.  
*Jay R. Wiestling*

11. Course Number and Title: WELD 165 Visual Inspection Level I  
Short Title: Visual Inspection Level I  
Discipline: Welding (WELD)  
Transfer Acceptability: CSU Transfer Course  
Grading Basis: Grade/Pass/No Pass  
Justification: Deactivated due to low enrollment or no immediate future plans to offer.  
*Kevin Powers*

**F. New Noncredit Courses**

1. Course Number and Title: N COUN 910 College Success  
Discipline: Noncredit Counseling (N COUN)  
Justification: This course provides needed life skills to assist students with transitions. This is a non-credit version of the existing COUN 110 College Success credit course  
*Patrick J. OBrien*

**G. 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>
CSNT 255	Recomm. Prep.	<u>CSNT 181</u>	New
ESL 20	Prerequisites	<del>Eligibility determined through the English as a Second Language placement process, or ESL 45</del>	Change
ESL 55	Prerequisite	<del>ESL 35</del> ; Eligibility determined through the English as a Second Language placement process, or ESL 45	Change
MATH 245	Prerequisite	MATH 130, or MATH 140, and <u>CSCI 112</u>	Change
PHSC 101L	Co-requisite Prerequisite/ Concurrent	<u>PHSC 101</u> <del>PHSC 101</del>	Change

H. **Distance Learning**

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

<b><u>Catalog/Subject Number</u></b>	<b><u>Learning Offerings</u></b>
CSNT 255	<u>Online</u>
CHDV 180	<u>Online</u>
CHDV 190	<u>Online</u>
DNCE 161	<u>Online</u>
FASH 100	Computer Assisted, Telecourse, Online

VIII. **ACTION -Technical Correction**-The following program, pending appropriate approvals, will be effective **Fall 2018:**

- A. Program Title: Drone Technology  
Discipline: Graphic Communications - Imaging and Publishing (GCIP)  
Award Type: A.S. Degree Major/~~Cert. Achievement~~ ~~18 units/more~~  
Total Units: 21.00 - 31.00  
Justification: To help students gain employment as UAS operators or UAS technicians in fields that deploy UAS.  
*Mark J. Bealo*  
This program is an A.S. Degree only.  
**MSC (Rose, Payn) to approve**

IX. **ACTION – Technical Review Role** – Part of LOC release time (20%) was diverted for a Curriculum Technical Reviewer. Candace Rose has expressed interest in the role. The opportunity was presented to the entire community. There were no others interested.  
**MSC (Dixon, Mudgett) to appoint Candace Rose to the position of Curriculum Technical Reviewer**

X. **DISCUSSION**

- A. **Guided Pathways/Program Mapping** – Wendy led a discussion which included:
- Making connections to High School completion requirements as well as transfer plans and organizing so it is clear to students how they should proceed. AS a college, we should be thinking about what we do and how we can do it differently. First step is course mapping which includes a plan for the order of courses students should take including prerequisites or other requirements. An initial evaluation our programs showed that there were some that were impossible for students to complete. Programs should point to career clusters if possible and mapping should be a part of curriculum.
  - The presentation from Curriculum Institute was discussed. It was noted that mapping makes things like childcare and work schedules easier to plan for students which leads to increased completions. A four semester course sequence already exists in META. Educational programs need to be more clearly defined. The Guided Pathways plan will begin with mapping this semester and META majors to follow. Faculty will begin by identifying the needs of students, the college, and then creating maps.
  - Five design principles for program mapping were presented.
  - Palomar needs to have a conversation about GE courses
  - Maps for part-time students need to be created. These maps may increase the number of full-time students due to the ability to more adequately plan.
  - The Fashion department was spotlighted as an example. Rita Campo Griggs explained how they took their high unit degree and lowered the units. The pieces removed were used in several three week 197 workshops to determine student need and interest. All enrollments are high with 40 or more students.
  - Palomar's goal is to have all majors mapped by the first curriculum meeting of the spring semester.
- B. **Programs – New Guidelines**
1. Certificates of Achievement – Changes and Plans
  2. Low-unit/non-CCCCO Approved Certificates

***Title 5 §55070 – Presented to Board of Governors January and May 2018:***

**(a)** ...sequence of courses consisting of ~~18~~ **16** or more semester units or ~~27~~ **24** or more quarter units of

degree-applicable credit coursework shall constitute an educational program subject to approval by the Chancellor pursuant to section 55130.

(c) A district may submit any sequence of courses consisting of ~~12~~ **8** or more semester units or ~~18~~ **12** or more quarter units of degree-applicable credit coursework to the Chancellor and request that it be approved as a program leading to a certificate of achievement. The Chancellor may approve such a program if he or she determines that it satisfies the requirements of subdivision (a) despite requiring fewer than ~~18~~ **16** semester or ~~27~~ **24** quarter units of degree-applicable credit coursework.

Certificate Type	Old Unit Parameters	New Unit Parameters
Certificate of Achievement	18 or more units	16 or more semester units
Certificate of Achievement (lower unit)	12-17 units	8-15 units

New program unit requirements were discussed looking toward a recommendation that Palomar Certificates of Proficiency be submitted to the Chancellor's Office as state approved certificates.

C. **Distance Education Regulations**

1. New Title 5 Regulations
2. Distance Ed Page Improvements in META

**The new Distance Education Subcommittee chair is Steve Perry. Lillian Payn will also serve as a reviewer in the approval process. The two are still working through the glitches and will need to make some updates to the Distance Education pages, specifically in the areas of accessibility and regular effective contact. Discussion about whether an online course should require a meeting on campus. The consensus was that it should not as some students are not able to make it to even one meeting on campus.**

XI. **INFORMATION**

A. **Transfer Articulation MOU for New School of Architecture and Design**

Ben discussed the transfer articulation agreement with the New School of Architecture and Design.

B. **The following courses have completed the course outline review process between April 27, 2018 and August 31, 2018 and are effective Fall 2018.**

CHDV	202	Advanced Practicum in Early Childhood Education: Preschool
CHDV	203	Advanced Practicum in Early Childhood Education: Infant/Toddler
CHDV	204	Advanced Practicum in Early Childhood Education: Inclusive Setting
CHEM	221	Organic Chemistry
HIST	121	History of California
ID	110	Professional Practices in Interior Design
PHSC	100L	Introduction to Physical Science Laboratory

XII. **REPORTS**

- A. **Accreditation/Kahn** – *There was no report.*
- B. **Articulation/Mudgett** - *(See School Articulation above)*
- C. **AB 705/Sivert** - Shayla discussed the implications of AB 705 which promote the use of multiple measures for college-level English, Math and ESL. The college may not require classes below transfer level. Students must be able to complete the English and Math requirement within one year and ESL within three years. Some areas may use noncredit or corequisite support classes. Other impacted areas include Psychology, Sociology and Economics due to their math requirement.
- D. **Counseling** – *There was no report.*
- E. **Learning Outcomes/Farrell** – The Learning Outcomes Council is now officially a subcommittee of the Curriculum Committee. The subcommittee is responsible for helping to guide the work of assessing Learning Outcomes at the General Education, Institutional, Program and Course levels. It is a small group with Katy and April Cunningham as SLO coordinators and Cheryl Kears as curriculum support. The subcommittee is still looking for three additional faculty members. All are at-large positions.

XIII. **FUTURE ITEMS FOR DISCUSSION**

Course Review Process, Deactivation Campaign Year 2, Cross-listed Courses

- XIV. **ADJOURNMENT** - Next meeting September 19, 2018 – 3:00 pm, Room AA-140  
Meeting adjourned at 4:57 pm