Palomar College
Curriculum Committee Minutes
Wednesday, October 3, 2018
Room AA-140, 3:00 pm

I. **Call to Order-** Meeting called to order at 3:10 pm.

Members Present	Richard Albistegui-Dubois, Rita Campo Griggs, Patti Dixon, Katy Farrell, James Fent, Craig Forney, Marlene Forney, Margie Fritch, Luis Guerrero, Jack Kahn, Cory Lindsey, Pearl Ly, Shelbi Mayo, John McMurria, Benjamin Mudgett, Wendy Nelson, Lillian Payn, Kevin Powers, Nichol Roe, Candace Rose, Shayla Sivert, Justin Smiley, Carla Thomson,
Absent	Karen Donovan, Jim Eighmey, Nirmala Kashyap, Adam Meehan, Suzanne Sebring
Staff	Cheryl Kearse (Recorder)

II. **Minutes** of the **September 19, 2018** Curriculum Committee Meeting
MSC (Powers, Dixon)

III. **Announcements**

A. **META –** The glitches identified in META are being addressed and fixed. We are aware of issues involving workflow and multiple users at the same approval step being required to take action. Issues are prioritized according to urgency. The drop-is have been well attended. They will continue to be offered. Those interested in attending should sign-up through the PD Portal so that the sessions may be properly staffed.

B. **Faculty Senate Approval of Curriculum** – The Faculty Senate has agreed not to require two readings before curriculum is approved. This practiced was employed prior to curriculum being distributed to all faculty. It gave ample time for all faculty to review. Now that curriculum is distributed college-wide, there is no longer a need for this practice. Curriculum will now be approved the Monday following the Curriculum Committee meeting.

C. **Policies and Procedures** – Chapter 4 of Policies and Procedures is being updated. Many policies pertaining to curriculum are included in this chapter. As an example, a statement describing the role of the Curriculum Committee as it pertains to strategic and long-term planning is being considered.

IV. **Agenda Changes –** Items VII.B.1-2 are being pulled as they have already been approved. Repeatability is being struck from Item V.A.1.

V. **ACTION - SECOND READING** – The following curriculum changes, pending appropriate approvals, will be effective **SPRING 2019:**

A. **Credit Course Reactivations**

1. Course Number and Title: READ 50 Reading Improvement
Short Title: Reading Improvement
Discipline: Reading (READ)
Distance Learning Offering(s): Computer Assisted Instruction
Grading Basis: Grade/Pass/No Pass
~~Repeatability: May be taken 2 Times~~
Justification: This course will be reinstated to take the place of Read 49 and Read 51, thereby bringing the reading sequence of classes into compliance with AB 705.
Melinda D. Carrillo

B. **Distance Learning**

The following courses may be offered as distance learning and meet Title 5 Regulations 55200-55210, effective **Fall 2019**.

Catalog/Subject Number	Learning Offerings
READ 50	Online

MSC (Dixon, Farrell) to approve item V.A.-B. (with repeatability removed)

VI. **ACTION - SECOND READING** – The following curriculum changes, pending appropriate approvals, will be effective **FALL 2019:**

    A. **New Credit Programs**

        1. Program Title: Drone Operations
           Discipline: Geography (GEOG)
           Award Type: Certificate of Achievement
           Updated SLOs, mission and curriculum and vocational information, replaced GEOG 158 with cross-listed GEOG 158/GCIP 158/GEOL 158
           Wing Cheung

    B. **Credit Course Changes**

        1. Course Number and Title: CI 130 CalGreen Codes
           Short Title: CalGreen Codes
           Discipline: Construction Inspection (CI)
           Transfer Acceptability: CSU Transfer Course
           Distance Learning Offering(s): Computer Assisted Instruction, Online Course
           Grading Basis: Grade/Pass/No Pass
           Added DE (Computer Assisted Instruction and Online).
           Dennis C. Lutz

        2. 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

        3. Course Number and Title: ESL 55 Reading and Writing Essentials II
           Short Title: Reading/Writing Essentials II
           Discipline: English as a Second Language (ESL)
           Prerequisite: ESL 35 Intermediate ESL II, ESL 45 Reading and Writing Essentials I
           Grading Basis: Grade/Pass/No Pass
           Updated CB 11 and validation information, SLOs, content, methods of assessment, textbooks, added CB03, CB04, CB05, CB08, CB09, CB10, CB11, CB13, CB21, CB22, CB23, CB24, SA01 and XB09.
           Tracy Fung

        4. Course Number and Title: FASH 100 Fashion Industry
           Discipline: Fashion (FASH)
           Transfer 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

        5. Course Number and Title: ID 141 Commercial Interior Design
           Short Title: Commercial Interior Design
           Discipline: Interior Design (ID)
           Transfer Acceptability: CSU Transfer Course
           Distance Learning Offering(s): Online
           Grading Basis: Grade/Pass/No Pass
           Added LAB component, updated CB11, added requisites, changed LEC hours from 3 to 2 (2 units), added 3 hours lab (1 unit), updated methods of instruction, SLOs, and methods of assessment.
           Dennis C. Lutz

        6. Course Number and Title: ID 145 Kitchen Design

Short Title: Kitchen Design
Discipline: Interior Design (ID)
Transfer Acceptability: CSU Transfer Course
Grading Basis: Grade/Pass/No Pass
Added LAB component, updated CB11, changed LEC hours from 3 to 2 (2 units), added 3 hours lab (1 unit), updated methods of instruction, SLOs, content, required reading, critical thinking, methods of assessment, textbooks, added CB03, CB04, CB05, CB08, CB09, CB10, CB11, CB13, CB21, CB22, CB23, CB24, SA01 and XB09.
Dennis C. Lutz

7. Course Number and Title: ID 170 Space Planning
Short Title: Space Planning
Discipline: Interior Design (ID)
Prerequisite: ID 100
Course included in the following programs:
Transfer Acceptability: CSU Transfer Course
Grading Basis: Grade/Pass/No Pass
Added LAB component, updated CB11, added ID 100 requisite, changed LEC hours from 3 to 2 (2 units), added 3 hours lab (1 unit), updated methods of instruction, outcomes, required reading, methods of assessment and textbook.
Dennis C. Lutz

8. Course Number and Title: MATH 120 Elementary Statistics
Short Title: Elementary Statistics
Discipline: Mathematics (MATH)
Prerequisite: MATH 56 Beginning/Intermediate Algebra, MATH 60 Intermediate Algebra, MATH 54
Transfer Acceptability: UC/CSU Transfer Course
Distance Learning Offering(s): Computer Assisted Instruction, Online Course
Grading Basis: Grade/Pass/No Pass
Updated CB11, added MATH 54 as prerequisite, updated requisite validation and distance education.
Cynthia M. Torgison

9. 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

10. Course Number and Title: TA 192B Technical Theatre Practicum II
Short Title: Technical Theatre Practicum II
Discipline: Theatre Arts (TA)
Prerequisite: TA 192A Technical Theatre Practicum I
Transfer Acceptability: UC/CSU Transfer Course
Grading Basis: Grade/Pass/No Pass
Changed units from 1 to 1-2 variable units, updated lab hours from 3 to 3-6 variable hours, updated CB11, validation information and textbooks.
Chris Sinnott

11. Course Number and Title: TA 192C Technical Theatre Practicum III
Short Title: Tech Theatre Practicum III
Discipline: Theatre Arts (TA)

Prerequisite: TA 192B Technical Theatre Practicum II
Transfer Acceptability: UC/CSU Transfer Course
Grading Basis: Grade/Pass/No Pass
Changed units from 1 to 1-2 variable units, updated lab hours from 3 to 3-6 variable hours, CB11 and, validation information and textbooks.
Chris Sinnott

12. Course Number and Title: TA 192D Technical Theatre Practicum IV
Short Title: Technical Theatre Practicum IV
Discipline: Theatre Arts (TA)
Transfer Acceptability: UC/CSU Transfer Course
Grading Basis: Grade/Pass/No Pass
Changed units from 1 to 1-2 variable units, updated lab hours from 3 to 3-6 variable hours, CB11 and, validation information and textbooks.
Chris Sinnott

C. **Credit Course Deactivations**

1. Course Number and Title: CSIT 140 Online Social Networks
Short Title: Online Social Networks
Discipline: Computer Science and Information Technology - Information Technology (CSIT)
Distance Learning Offering(s): Online Course
Grading Basis: Grade/Pass/No Pass
Justification: Course no longer added.
Ronald Burgher

2. Course Number and Title: FCS 197 Family and Consumer Sciences Workshop
Short Title: Family/Consumer Sciences Wkshp
Discipline: Family and Consumer Sciences (FCS)
Transfer Acceptability: CSU Transfer Course
Grading Basis: Grade/Pass/No Pass
Justification: Course no longer required.
Dennis C. Lutz

D. **Requisites and Advisories**

The establishment of the following advisories meets Title 5 Regulations 55003, effective **Fall 2019**.

Catalog Number	Type	Description	Proposal Type
CSNT 255	Recomm. Prep.	CSNT 181	New
ESL 20	Prerequisites	~~Eligibility determined through the English as a Second Language placement process, or ESL 45~~	Change
ESL 55	Prerequisite	~~ESL 35;~~ Eligibility determined through the English as a Second Language placement process, or ESL 45	Change
ID 170	Prerequisite	ID 100	Change
MATH 120	Prerequisite	MATH 56 Beginning/Intermediate Algebra, MATH 60 Intermediate Algebra, MATH 54	
MATH 245	Prerequisite	MATH 130, or MATH 140, and CSCI 112	Change
PHSC 101L	Co-requisite	PHSC 101	Change
	Prerequisite/ Concurrent	~~PHSC 101~~	
TA 192B	Prerequisite	TA 192A	Change
TA 192C	Prerequisite	TA 192B	Change

E. **Distance Learning**

The following courses may be offered as distance learning and meet Title 5 Regulations 55200-55210, effective **Fall 2019**.

Catalog/Subject Number	Learning Offerings
CHDV 180	Online
CHDV 190	Online
CI 130	Online, Computer Assisted
CSNT 255	Online
DNCE 161	Online
FASH 100	Computer Assisted, Telecourse, Online
ID 141	Online
MATH 120	Computer Assisted, Online

MSC (Rose, M. Forney) to approve V.I.A-E with minor changes (MATH 120 prerequisite should read "MATH 56 or MATH 60 or MATH 54 or eligibility determined through the math placement process.").

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

A. **New Credit Courses**

1. Course Number and Title: CSNT 250 Cyber Defense and Analysis
   Short Title: Cyber Defense and Analysis
   Discipline: Computer Science and Information Technology – Networking (CSNT)
   Recommended Prep: CSNT 181
   Transfer Acceptability: (TBA)
   Distance Learning Offering(s): Online Course
   Grading Basis: Grade/Pass/No Pass
   Justification: New course creation for A.S. Cybersecurity degree
   David Meske

2. Course Number and Title: CSNT 255 Ethical Hacking Principles
   Short Title: Ethical Hacking Principles
   Discipline: Computer Science and Information Technology – Networking (CSNT)
   Recommended Prep: CSNT 181
   Transfer Acceptability: (TBA)
   Distance Learning Offering(s): Online Course
   Grading Basis: Grade/Pass/No Pass
   Justification: New course creation for A.S. Cybersecurity degree
   David Meske

3. Course Number and Title: ID 121 History of Decorative Arts
   Short Title: History of Decorative Arts
   Discipline: History of Decorative Arts (ID)
   Transfer Acceptability: (TBA)
   Grading Basis: Grade/Pass/No Pass
   Justification: Combine ID-115 and 120 (History I and II) material into this class to match CSU Long Beach and Northridge requirements.
   Dennis C. Lutz

B. **Credit Course Changes**

1. *Pulled*
2. *Pulled*
3. Course Number and Title: HIST 106 History of Western Civilization Since the Reformation
   Short Title: WESTERN CIV SINCE REFORMATION
   Discipline: History (HIST)

CSU GE Area C: Arts and Humanities – C2: Humanities
IGETC Area 3: Arts and Humanities – 3B: Humanities
Transfer Acceptability: UC/CSU Transfer Course
Distance Learning Offering(s): Online Course
Grading Basis: Grade/Pass/No Pass
Updated CB11 added online distance education and content outline
Travis Ritt

4. Course Number and Title: ID 100 Interior Design
Short Title: Interior Design
Discipline: Interior Design (ID)
Transfer Acceptability: CSU Transfer Course
Grading Basis: Grade/Pass/No Pass
Updated description, CB11, decreased lecture hours from 3 to 2, added 3 lab hours, updated methods of instruction, removed distance education, updated objectives, content outline, required reading and suggested reading, methods of assessment and textbooks.
Dennis C. Lutz

5. Course Number and Title: ID 130 Light and Color
Short Title: Light and Color
Discipline: Interior Design (ID)
Transfer Acceptability: CSU Transfer Course
Grading Basis: Grade/Pass/No Pass
Updated CB11, decreased lecture hours from 3 to 2, added 3 lab hours, updated methods of instruction, objectives, content outline, required reading, methods of assessment and textbook.
Dennis C. Lutz

6. Course Number and Title: ID 151 Advanced Computer Aided Drafting for Designers
Short Title: Adv Comp Aided Draft/Designers
Discipline: Interior Design (ID)
Prerequisite: ID 150
Transfer Acceptability: CSU Transfer Course
Grading Basis: Grade/Pass/No Pass
Updated description, updated CB11,decreased unit value from 4 to 3, changed lecture hours from 3 to 1.5 and lab hours from 3 to 4.5, updated methods of instruction, minor update to content, updated methods of assessment, textbooks and software.
Dennis C. Lutz

7. Course Number and Title: POSC 110 Introduction to World Politics
Short Title: Introduction to World Politics
Discipline: Political Science (POSC)
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 Transfer Course
Grading Basis: Grade/Pass/No Pass
Updated CB11, updated content outline, methods of instruction, methods of assessment, updated required reading, textbooks, methods of assessment, textbooks and software.
Peter Bowman

C. **Credit Course Deactivations**

1. Course Number and Title: ID 110 Professional Practices in Interior Design
Short Title: Prof Practices/Interior Design
Discipline: Interior Design (ID)
Transfer Acceptability: CSU Transfer Course
Distance Learning Offering(s): Online Course
Grading Basis: Grade/Pass/No Pass

This is a proposed multicultural course: No
Justification: Course curriculum integrated in to existing Interior Design classes.
Dennis C. Lutz

2. Course Number and Title: ID 140 Residential Interior Design
Short Title: Residential Interior Design
Discipline: Interior Design (ID)
Prerequisite: ID 100 Interior Design
Recommended Preparation: ID 125 Presentation Methods in Interior Design I
Transfer Acceptability: CSU Transfer Course
Grading Basis: Grade/Pass/No Pass
This is a proposed multicultural course: No
Justification: Course curriculum integrated in to existing Interior Design classes.
Dennis C. Lutz

3. Course Number and Title: ID 165 Interior Design Laboratory
Short Title: Interior Design Laboratory
Discipline: Interior Design (ID)
Transfer Acceptability: CSU Transfer Course
Grading Basis: Pass/No Pass Only
This is a proposed multicultural course: No
Justification: No longer required for certificate
Dennis C. Lutz

D. **Requisites and Advisories**

The establishment of the following advisories meets Title 5 Regulations 55003, effective **Fall 2019**.

Catalog Number	Type	Description	Proposal Type
CSNT 250	Recomm. Prep.	CSNT 181	New
CSNT 255	Recomm. Prep.	CSNT 181	New
ID 151	Prerequisite	ID 150	Change
TA 192B	Prerequisite	TA 192A	Change
TA 192C	Prerequisite	TA 192B	Change

E. **Distance Learning**

The following courses may be offered as distance learning and meet Title 5 Regulations 55200-55210, effective **Fall 2019**.

Catalog/Subject Number	Learning Offerings
CSNT 250	Online
CSNT 255	Online
HIST 106	Online
ID 100	~~Online~~

VIII. **DISCUSSION**

A. **Goals – *Nelson***
Discussion took place regarding establishing goals for this year. Areas discussed included curriculum support/help, noncredit guidelines, the new program approval for, curriculum and the faculty onboarding process, distance education and general education. Goals were reworded and prioritized. The final version resulting from this discussion will be brought back to the next meeting for action.

B. **ASSIST-Regional Articulation Council Position on ASSIST – *Mudgett***
Ben discussed the problems colleges have been having with ASSIST. New platforms have been developed, rolled out and have failed four times citing data integrity issues among other things. The new go-live date in summer of 2019 but there are worries based upon past roll-outs. The Senate took action on a resolution citing these issues and the importance of the system being implemented (correctly). Area D colleges will be taking action on this resolution followed by Region 10 action. Four-year institutions have been providing workarounds but this may not continue for long. A resolution is critical.

C. **Guided Pathways/Mapping Document -** *Nelson/Kahn*
A draft of the Palomar mapping tool and institutional mapping plans were presented. Workshops for department chairs and discipline representatives have been scheduled throughout the fall semester. Maps will be developed at the workshops and then shared to a Google form (spreadsheet). The workshops will include counselors with a goal of having conversations about maps which may be distributed to students. Mapping can be complicated and counselors don't always give student correct information because they don't have correct information. The goal is to enable students to better plan. Additionally, internship experience, career opportunities, clubs, student activities, etc., should be included in order to offer students a well-rounded educational experience. Program outcomes are an integral part of this process and need to be addressed as well. General Education Outcomes could be a part of a program's outcomes. Suggestions for the form are being requested so that the worksheet may be completed prior to the 1st workshop. The goal is to have all programs mapped by the first curriculum committee meeting of the spring semester. This process can also inform scheduling.

D. **Distance Education Pages in META -** *Nelson/Perry*
This item was not discussed. The committee was asked to look at the Distance Education handout and be prepared to discuss it at the next meeting.

IX. **REPORTS**

A. **Accreditation/Kahn** – *There was no report.*
B. **Articulation/Mudgett** – *There was no report.*
C. **AB 705/Sivert** – *ENG will offer ENG 100 only with the option of a two unit co-requisite. Students placing lower than 100 can take the co-requisite support course which is tied to the same instructor, in the same room at the same time. Math is looking into something similar. They have decided not to offer anything lower than MATH 54 and looking at the same type of co-requisite model as English. ESL is creating ESL 110 which is an ESL version of ENG 100. Discussion still needs to happen with English but they wanted to get the curriculum proposed. Some of the support courses may be overlap so other options may include noncredit, workshops, online modules or other approaches. When considering ways of implementing AB 705, costs need to be considered. Services such as tutors/embedded tutors increase costs. Many of these programs may be financed with "soft" money. The ability to sustain these services needs to be considered during planning.*
D. **Counseling** – *There was no report.*
E. Learning Outcomes/Farrell – *There was no report.*

X. **FUTURE ITEMS FOR DISCUSSION**
Course Review Process, Cross-listed Courses, Certificate of Proficiency Plans, AB 705 Discussion, Electronic Requisite Enforcement, Dealing with No-Cost Textbooks on the COR

XI. **ADJOURNMENT** - Next meeting October 17, 2018 – 3:00 pm, Room AA-140
Meeting was adjourned at 5:03 pm.