Palomar College
Curriculum Committee Minutes
Wednesday, October 17, 2018

I. **Call to Order** – Meeting called to order at 3:14 pm.

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

II. **Minutes** of the **October 3, 2018** Curriculum Committee Meeting
MSC (Powers, Rose) 1 abstention

III. **Announcements**

A. November 14, American Welding Society (and their president) will be honoring outstanding students with awards. Workshop for Warriors (private school in SD) will also be in attendance.

B. Issues with META are still being addressed and fixed. The META drop-ins have been well attended. Generally, META has been well received but we need to address the glitches. We need to continue offering trainings in order to encourage early entry.

IV. **Agenda Changes**

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

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

(MSC) Eighmey, Powers Item A

B. **Credit Course Changes**

1. 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

2. 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

3. 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

4. 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

5. 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~~

(MSC) Donovan, Powers Items B-E *(will consult instructor about spelling of "3-D" in ID 151, SLO issues and a run-on sentence problem)*

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

A. **Credit Course Changes**

1. 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/more
   Transfer Acceptability: CSU
   Distance Learning Offering(s): Computer Assisted, Telecourse, Online
   Updated description, objectives, methods of instruction, reduced LEC hours from 3 to 2, increased LAB hours from 0 to 3 (units remain the same), content, textbooks, required reading, suggested reading, outside assignments, critical thinking, required writing and methods of assessment. ***Missing SLO***
   Rita Campo Griggs

2. Course Number and Title: ID 105 Materials and Resources
   Discipline: Interior Design (ID)
   Transfer Acceptability: CSU
   Updated description, CB11, methods of instruction, objectives, SLOs, content, required reading, suggested reading, methods of assessment, textbooks.
   Dennis C. Lutz

B. **New Noncredit Courses**

1. Course Number and Title: N ESL 920 Academic Speaking and Listening
   Short Title: Academic Speaking/Listening
   Discipline: Noncredit Counseling (N ESL)
   Grading Basis: No Grade
   Justification: Due to repeatability and a focus on skills attainment, NESL 20 will increase the access and success of non-native adult speakers in developing stronger speaking skills in English for career purposes. ***Typo in justification; address with instructor; update grading basis in META, then courses.***
   Gary Sosa (Tracy Fung)

C. **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
FASH 100	Computer Assisted, Telecourse, Online

VII. **ACTION - Goals –** *Nelson*

PALOMAR COLLEGE Learning for Success	Curriculum Committee Goals for 2018-2019			
Goals		**In Progress**	**On Hold**	**Accomplished**
1.	Revise or affirm our philosophy of General Education to inform guided pathways planning.	X		
2	Create a process and evaluate cross listed courses to meet accreditation standards.			
3	Map all degrees and certificates			
4.	Revaluate our timeline and process for creating and reviewing courses and programs.			
5.	Develop Distance Education review process based on recommendations from the Distance Education workgroup including course accessibility.	X		
Ongoing Responsibilities				
1	Adhere to agenda deadlines for all curriculum items.			
2	Assure compliance with Title 5 regulations			
3	Continually improve communication with college between Curriculum Committee and campus.			
4	Continue to refine the requisite review process for new, changed and revised courses in compliance with Title 5 and Accreditation.			
5	Develop and offer Curriculum Development Workshops with focus on the Integrated Course Outline			
6	Encourage departments to deactivate courses not scheduled at least once every two years.			
7	Provide more thorough training process (video, online, etc.) for committee members			
8	Research and disseminate noncredit information to assist faculty in the development of noncredit courses and certificates.			
9	Review separately the Distance Education component of courses in compliance with Title 5 and Accreditation.			
10	Revise all identified courses on an AD-T that require C-ID approval status.			
11	Support continuous implementation of revised Distance Education policies and procedures.			
13	Support and mentor faculty through curriculum process.			
14	Meet the annual Credit Course Certification			
15	Members of the Curriculum Committee participate in discussions around Guided Pathways			

MSC (Mudgett, Donovan)

VIII. **DISCUSSION**

A. **Open Educational Resources-***Falcone*

Confusion around the use of open resources and how to reflect them on the COR. References and resources will be posted on the curriculum website. CSUs and UCs are on board with OER. Faculty can place OER materials in the "other textbooks/resource" area and leave a traditional textbook as the primary (don't have to use). The traditional textbook can be present for content information. The four year colleges are not in favor of a bunch of links but an actual book. Publisher (representative) textbooks should remain. If choosing to use a low cost option, it can be listed. OERs also don't have to be listed at all. CSUs/UCs and California Community Colleges are all working toward low-cost textbook options. Although the four year institutions may not know what the OER is, they will be able to identify the primary textbook. *Openstax* is the most widely accepted as they have gone through a similar vetting process as traditional textbooks. We now have a direct connection there. Some books are also distributed through Creative Commons as pdfs. As long as pdf book is legally distributed, it is okay to use. There are grants available to encourage the transition of course materials/ Textbooks are often big barriers for students especially when working with high-school students in transition programs. Palomar is making significant progress. We will be able to make even more progress with the mapping initiative.

B. **Goals –** *Nelson* – *Not discussed (see action)*

C. **High School Articulation (CTE Transitions) Credit by Exam Policy –** *Sebring*

The current CTE Transitions policy is not beneficial to our students. High School teachers put grades into CATEMA only if college credit is requested but grading only includes Pass/No Pass. Pass is a "B" or better. This could be a problem at the 4 year as "Pass" is not often accepted. Suzanne suggested adopting a final exam (credit-by-exam) policy where the student would get a grade and the grade would be reflected. Another problem is that a, student can't retake a course to get a grade as they have already received a passing mark. Current articulation agreements would have to be reviewed as a part of this process. Grading would be done by high school teachers since we already have these agreements in place. Courses with portfolios would be handled similarly after having conversations with high school faculty counterparts to determine what is passing and what is not. Proctoring on the college campus is also an option. The exam would become a part of the articulated courses. Currently, the student has to apply for credit. This policy would apply to high

schools only, not adult schools. Feedback from the Curriculum Committee and Faculty Senate is necessary. This would then go to Policies and Procedures. It could potentially live in the Credit by Exam policy since it is there as well as in Articulation. A process will be developed and finalized, then sent to Curriculum and Faculty Senate for a vote.

D. **Distance Education Pages in META - *Nelson/Perry***
Changes are being considered in order to improve the distance education process and to meet Title 5 requirements. Accessibility needs to be addressed for the future. The goal is to provide a few more meaningful and thoughtful questions to get better responses. Committee members were asked to read through the document and offer suggestions. The page will educate users as well as ask questions. Regular and effective communication and contact questions are more clearly defined to align with Title 5. The questions also address instructor education/preparation to teach online. Nothing has been decided in the instructor preparation area, but we should begin to address this ahead of any policy decisions. The language in the accessibility are has been adjusted to address all students, not just the disabled ones. We need to be proactive for all students. It was suggested to leave some language about disabilities since some instructors don't know that accessibility can affect disabled students. It was also suggested that perhaps "security" should be replaced with "academic integrity" or "honesty." Resources for students to assess their readiness to take an online class should be readily available. The committee's discussion brought questions about whether separate approval in order to teach online courses needs to happen. It seems we may be already doing this so it may not be necessary. These changes will be brought back for action once finalized.

E. **New Program Form**
New program, Law, Public Policy and Society was discussed at IPC. IPC hasn't decided on a process to vet new programs but didn't want to hold the program up. Members of IPC asked really critical questions regarding units, the ability of students to finish, the need for new courses and SLOs. This program uses existing courses so there are no new costs incurred. The department was prepared to discuss the program and all relevant areas so they were well prepared. A checklist was recommended for people to consider when evaluating a program. Questions which are useful when evaluating were noted. Problems should be handled by departments prior to IPC. This process is a work in progress.

F. **Guided Pathways/Mapping Document - *Nelson/Kahn***
The edited map looks very different but still contain same information. Suggestions such as description, program outcomes (with a link to Tracdat), Careers (ONET) and skills were incorporated. A student resource section (clubs, activities, scholarships, internships) was added. A place for transfer notes was added. Semesters include fall and spring only. Suggestion may be made in the acceleration section to assist students with finishing faster. Maps can be emailed or loaded to websites. Members were asked to share this information with constituent groups because mapping that is not done will not be made public.

IX. **INFORMATION**

   A. **Approval Process**

X. **REPORTS**

   A. Accreditation/Kahn
   B. Articulation/Mudgett
   C. AB 705/Sivert
   D. Counseling
   E. Learning Outcomes/Farrell

XI. **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

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