Palomar College
Curriculum Committee Minutes
Wednesday, September 20, 2017
Room AA-140, 3:00 pm

I.   **Call to Order** Meeting called to order at 3:02 pm.

Members Present	Sarah DeSimone, Jim Eighmey, Craig Forney, Marlene Forney, Margie Fritch, Jack Kahn, Kathryn Kailikole, Nirmala Kashyap, Beatrice Manneh, Adam Meehan, Norma Miyamoto, Benjamin Mudgett, Wendy Nelson, Lillian Payn, Julia Robinson, Shayla Sivert, Gary Sosa, Carla Thomson, Lori Waite
Absent	Carol Bruton, Rita Campo Griggs, Patti Dixon, Candace Rose
Guests	Wing Cheung, Travis Ritt, Nichol Roe, Suzanne Sebring
Staff	Cheryl Kearse (Recorder), Richard Loucks

II. **Minutes of the September 6, 2017 Curriculum Committee Meeting**
     MSC Mudgett, Waite

III. Announcements

IV. Agenda Changes

V.   **DISCUSSION**

A. **Curriculum Training**
    The Palomar College Curriculum Institute is being postponed until the Spring semester as there are too many scheduling conflicts for the fall semester. Other training ideas were discussed including developing videos, drop-in labs and workshops. Training surrounding integration of SLOs was also discussed as well as trainings for individual COR elements. The committee discussed syllabus development as well as the different needs of specific faculty groups, e.g. probationary faculty. It was also suggested that curriculum training be offered during fall plenary with a representative from the Statewide Academic Senate presenting.

B. **Governance Structure**
    Discussion surrounded the addition of Suzanne Sebring, Director of Occupational and Noncredit Programs, and Nichol Roe, Associate Dean, Workforce Development, to the Curriculum Committee membership. Adding the two as voting members was also a part of the discussion.

    Suzanne's work involves interaction with faculty for the development of curriculum. Recently, she worked with Sarah DeSimone to develop noncredit courses which prepare students for Emergency Medical Education. She has also worked with Photography to assist with the development of their noncredit courses. As Director, she oversees the instructional training of over 4,000 credit course students.

    Nichols's role as Associate Dean would make her a beneficial addition to the Curriculum Committee. The scope of her work is broader than Suzanne's, but is still important to the credit course conversation. Nichol is very involved with the "Extended Education" piece of the CTEE (Career, Technical, Extended Education) Division as well as noncredit.

    When presented with the idea of adding these two as voting roles, the Faculty Senate expressed concern over whether adding two more administrative roles could potentially "Swing" the vote. Since curriculum falls under the purview of faculty, there were mixed views about whether adding two more administrative votes is appropriate. Based upon the ratio of faculty to administrators, the Curriculum Committee had no problem with the additions but after further discussion decided that forwarding a recommendation to add the Associate Dean as a voting member would be appropriate.

    MSC to forward a recommendation to the Faculty Senate for action

    ACTION - MSC to recommend to the Faculty Senate that the role of Associate Dean be added to the Curriculum Committee as a voting member.

C. **Distance Education and Accessibility** *(January 2018 Compliance)* - This item was tabled until the October 4 meeting.

D. **Combined Courses** - This item was tabled until the October 4 meeting.

E. **Communicating Curriculum Information to Divisions**
How information is communicated to the campus from the Curriculum Committee is extremely important. The committee discussed strategies for information sharing as well as examples of what some areas are already doing. This topic has become more important than ever since extra scrutiny is required as a part of the new local certification process. Ben shared that he gives a curriculum report as a part of weekly Counseling meetings as well as Division meetings. He also pointed out that all Counselors and Adjunct Counselors receive the agendas. The committee admitted that division representation is not always complete as some divisions have open positions. A suggestion to use a tool like Cornerstone (Palomar's new PD system) in order to communicate with specific groups in a blog or discussion board type setting was offered. While some members agreed with the idea that a technology resource is good, it may not be effective for all. More discussion will follow.

F. **2017-2018 Curriculum Goals**
Goals from the previous year were discussed and the status was updated. Additional items outside of those which have yet to be accomplished were brought for consideration for this year's goals. Discussed were the Computer Proficiency/Information Competency, General Education, Distance Learning and accessibility, requisite approval, University Studies degrees and noncredit. Recommended additions were Guided Pathways, course deactivations, the Annual Credit Course Certification and Learning Outcomes Council as a subcommittee of the Curriculum Committee. Further discussion will continue at the October 4 meeting.

VI. **ACTION**

A. Cross-Listing Policy Form (Draft)/Nelson - This item was tabled until the October 4 meeting.

VII. **ACTION – SECOND READING** – The following curriculum changes, pending appropriate approvals, will be effective **Fall 2017:**

A. **Credit Program Changes**

1. Program Title: Biology-General*
Discipline: Biology (BIOL)
Award Type: A.S. Degree Major/Cert. Achievement 18 units/more
Total Units: 32
Reflected ZOO and BIOL discipline/number changes, removed ZOO 295 Directed Study course.
Richard Albistegui-Dubois

2. Program Title: Biology-Preprofessional*
Discipline: Biology (BIOL)
Award Type: A.S. Degree Major/Cert. Achievement 18 units/more
Total Units: 29
Reflected ZOO and BIOL discipline/number changes, removed CHEM 220 and 221 from program requirements.
Richard Albistegui-Dubois

MSC Kailikole, Manneh to approve VII.

*denotes course being processed through old approval process

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

A. **Courses Reviewed/Added Distance Education**

1. Course Number and Title: DNCE 102 Survey of Dance on Film
   Discipline: Dance (DNCE)
   Associate Degree General Education - C: Humanities
   Associate Degree Multicultural Requirement - Yes
   CSU GE Area C: Arts and Humanities - C1: Arts
   IGETC Area 3: Arts and Humanities - 3A: Arts
   Transfer Acceptability: UC, CSU
   Distance Learning Offering(s): Online
   Minor updates to objectives, updated content, textbooks, outside assignments, critical thinking and required writing, added online.
   Margaret M. Faulkner

2. Course Number and Title: FASH 136 Advanced Sewing for Apparel
   Discipline: Fashion (FASH)
   Prerequisites: FASH 135
   Transfer Acceptability: CSU
   Distance Learning Offering(s): Online
   Updated textbooks, required reading and suggested reading, added online.
   Rita Campo Griggs

B. **Requisites and Advisories**

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

Catalog Number	Type	Description	Proposal Type
FASH 136	Prerequisite	FASH 135	Review/DE

C. **Distance Learning**

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

Catalog/Subject Number	Learning Offerings
DNCE 102	Online
FASH 136	Online

MSC Sosa, Miyamoto to approve VIII.A-C

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

A. **New Credit Programs**

1. Program Title: Basic Dance Certificate *(Requires Chancellor's Office approval)*
   Discipline: Dance (DNCE)
   Award Type: Certificate of Achievement
   Total Units: 18.5
   Rationale: This Certificate is designed to introduce students to the breadth and depth of dance as a field of study and to career options within the discipline.
   Margaret M. Faulkner

2. Program Title: Deaf Studies* *(Requires Chancellor's Office approval)*
   Discipline: American Sign Language (ASL)
   Award Type: A.S. Degree Major

denotes course being processed through old approval process

Total Units: 25

Rationale: This program involves the first two years of ASL Conversational skills development and successful interactions with Deaf people. This program will prepare students to enter into the ASL/English Interpreter Training Program if they wish to continue their studies further. They may also wish to continue their Deaf Studies by transferring to a four-year university to attain a baccalaureate degree in the field or to continue further into entering Deaf Education, Counseling, etc.

Kevin F. McLellan

MSC Mudgett, Kailikole to approve IX A.

B. **Credit Program Changes**

1. Program Title: American Sign Language-English Interpreting*
   Discipline: American Sign Language (ASL)
   Award Type: A.S. Degree Major/Cert. Achievement 18 units/more
   Total Units: 33.5
   Changed program title from American Sign Language/English Interpreter Training Program.
   Kevin F. McLellan

2. Program Title: Apprenticeship-Drywall/Lather
   Discipline: AP Drywall/Lather (AP DL)
   Award Type: A.S. Degree Major/Cert. Achievement 18 units/more
   Total Units: 21.00 - 24.50
   Added AP AC 705, 706, 711, 739, 774, 704, 723, 726, 728, 730, 731, and 732, reflected cross-listings for AP C/AP DL 739, AP C/AP AC/AP DL/AP PL 774 and AP DL/AP AC 704, updated total units.
   Wendy Nelson

3. Program Title: Information Technology*
   Discipline: Computer Science and Information Technology - Information Technology (CSIT)
   Award Type: A.S. Degree Major/Cert. Achievement 18 units/more
   Total Units: 30
   Removed CSIT 120 and added CSIT 125 from requirements, removed CSWB 130 and CSWB 220 from electives.
   Ronald Burgher

4. Program Title: Mathematics*
   Discipline: Mathematics (MATH)
   Award Type: A.S. Degree Major
   Total Units: 19 – 21
   Changed CSCI 220 to CSCI 112.
   Jay R. Wiestling

   MSC Kailikole, Waite to approve IX.B.1-4.

5. Program Title: Unmanned Aircraft System (UAS) * *(Chancellor's Office approval required)*
   Discipline: Geography (GEOG)
   Award Type: Certificate of Achievement
   Total Units: 15
   Changed Certificate of Proficiency to Certificate of Achievement, added GEOG/GCIP/GEOL 158, updated total units from 14 to 15.
   Wing H. Cheung

   This certificate is being updated to include instruction for a new FAA Pilot's License requirement for Drone Operators.
   MSC Mudgett, Forney to approve IX.B.5.

denotes course being processed through old approval process

C. **Credit Course Changes**

1. Course Number and Title: ASL 206 American Sign Language IV*
   Discipline: American Sign Language (ASL)
   Prerequisites: ASL 205
   Course Included in the following programs:
   a. Deaf Studies, A.S. Degree Major
   Associate Degree General Education - C: Humanities
   CSU GE Area C: Arts and Humanities - C2: Humanities
   IGETC Area 3: Arts and Humanities - 3B: Humanities
   IGETC Area 6: Language other than English (101 level only) - 6A: Language other than English
   Transfer Acceptability: UC, CSU
   Updated description, objectives, textbooks, required reading, suggested reading, critical thinking and required writing, removed distance ed.,(Television Course, Online, Two-Way Video and Computer Assisted, updated CB 11 to Credit Course, XB09 to N, added recommendation for IGETC Area 3B transfer status.
   Kevin F. McLellan

2. Course Number and Title: ASL 210 Interpreting I*
   Discipline: American Sign Language (ASL)
   Prerequisites: ASL 206,
   Co-requisites: ASL 210L,
   Recommended Prep: ASL 110, and ASL 115, and ENG 100
   Transfer Acceptability: CSU
   Distance Learning Offering(s): Computer Assisted, Video Two Way, Telecourse, Online
   Added ASL 210L as a corequisite, updated objectives, methods of instruction, content, textbooks, outside assignments and methods of assessment, updated CB11 to Credit Course.
   Melissa B. Smith

3. Course Number and Title: ASL 211 Interpreting II*
   Discipline: American Sign Language (ASL)
   Prerequisites: ASL 210, and ASL 110, and ASL 208,
   Co-requisites: ASL 211L,
   Recommended Prep: ENG 100
   Transfer Acceptability: CSU
   Distance Learning Offering(s): Computer Assisted, Video Two Way, Telecourse, Online
   Added ASL 211L as corequisite, updated objectives, content, outside assignments and methods of assessment.
   Melissa B. Smith

4. Course Number and Title: ASL 211L Interpreting II Lab*
   Discipline: American Sign Language (ASL)
   Co-requisites: ASL 211
   Transfer Acceptability: CSU
   Distance Learning Offering(s): Computer Assisted, Video Two Way, Telecourse, Online
   Changed unit value from 0.5 to 1, fixed lab hours from 24-27 hours to 3 hours, updated objectives, content, suggested reading, outside assignments and methods of assessment, added Television, Online, Two-Way Video and Computer Assisted.
   Melissa B. Smith

5. Course Number and Title: ASL 215L Interpreting III Lab*
   Discipline: American Sign Language (ASL)
   Co-requisites: ASL 215
   Transfer Acceptability: CSU
   Distance Learning Offering(s): Computer Assisted, Video Two Way, Telecourse, Online

denotes course being processed through old approval process

Removed unit value of 2, removed lab hours of 6, updated objectives, methods of instruction, content, textbooks and methods of assessment , added Television, Online, Two-Way Video and Computer Assisted.
Melissa B. Smith

6. Course Number and Title: AT 105 Automotive Electricity*
   Discipline: Automotive Technology (AT)
   Co-requisites: AT 105L
   Course Included in the following programs:
   a. Auto Chassis and Drive Lines, A.S. Degree/Cert. of Achieve.
   b. Auto Collision Repair, A.S. Degree/Cert. of Achieve.
   c. Electronic Tune-Up and Computer Control Systems, A.S. Degree/Cert. of Achieve.
   d. Mechanics-General, A.S. Degree/Cert. of Achieve.
   Transfer Acceptability: CSU
   Decreased unit value from 3 to 2, decreased lecture hours from 2 to 1, updated description, content, textbooks and suggested reading, updated CB11 to Credit Course.
   Steven L. Bertram

7. Course Number and Title: CINE 100 Art of the Cinema*
   Discipline: Cinema (CINE)
   Course Included in the following programs:
   e. Film, Television, and Electronic Media, AS-T Transfer Major (18 units or more)
   Associate Degree General Education - C: Humanities
   CSU GE Area C: Arts and Humanities - C1: Arts
   IGETC Area 3: Arts and Humanities - 3A: Arts
   Transfer Acceptability: UC, CSU
   Distance Learning Offering(s): Online
   Updated description, objectives, methods of instruction, content, textbooks, required reading, suggested reading, outside assignments, critical thinking, required writing and methods of assessment.
   Lisa Cecere

8. Course Number and Title: CINE 120 Film Criticism*
   Discipline: Cinema (CINE)
   Associate Degree General Education - C: Humanities
   CSU GE Area C: Arts and Humanities - C1: Arts
   IGETC Area 3: Arts and Humanities - 3A: Arts
   Transfer Acceptability: UC, CSU
   Updated objectives, textbooks, required reading, suggested reading, outside assignments, critical thinking and required writing, updated CB11 to Credit Course.
   Lisa Cecere

D. **Requisites and Advisories**

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

Catalog Number	Type	Description	Proposal Type
ASL 206	Prerequisite	ASL 205	Change
ASL 210	Prerequisite	ASL 206	Change
	Corequisite	ASL 210L	
	Recomm. Prep.	ASL 110, and ASL 115 and ENG 100	
ASL 211	Prerequisite	ASL 210, and ASL 110, and ASL 208	Change
	Corequisite	ASL 211L	
	Recomm. Prep.	ENG 100	
ASL 211L	Corequisite	ASL 211	Change
ASL 215L	Corequisite	ASL 215	Change
AT 105	Corequisite	AT 105L	Change

*denotes course being processed through old approval process

E. **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
ASL 206	~~Telecourse, Online, Two Way Video, Computer Assisted~~
ASL 210	Computer Assisted, Video Two Way, Telecourse, Online
ASL 211	Computer Assisted, Video Two Way, Telecourse, Online
ASL 211L	Computer Assisted, Video Two Way, Telecourse, Online
ASL 215L	Computer Assisted, Video Two Way, Telecourse, Online
CINE 100	Online

MSC Sivert, Kailikole to approve IX.C.

X. **FIRST READING** – The following curricular items will be brought back for Curriculum action. Pending appropriate approvals, they will be effective **SPRING 2018**:

A. **Courses Reviewed/Added Distance Education**

1. Course Number and Title: CINE 123 Queer Cinema
   Discipline: Cinema (CINE)
   Associate Degree General Education - C: Humanities
   CSU GE Area C: Arts and Humanities - C2: Humanities
   IGETC Area 3: Arts and Humanities - 3B: Humanities
   Transfer Acceptability: UC, CSU
   Distance Learning Offering(s): Online
   Updated textbooks, critical thinking and required writing, added online.
   Lisa Cecere

B. **Distance Learning**

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

Catalog/Subject Number	Learning Offerings
CINE 123	Online

XI. **FIRST READING** – The following curricular items will be brought back for Curriculum action. Pending appropriate approvals, they will be effective **FALL 2018**:

A. **New Credit Programs**

1. Program Title: Film, Television, and Electronic Media
   Discipline: Cinema (CINE)
   Award Type: AS-T Transfer Major (18 units or more)
   Total Units: 18.00 - 21.00
   Program Justification: To prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Film, Television and Electronic Media.
   Candace Rose

2. Program Title: History
   Discipline: History (HIST)
   Award Type: AA-T Transfer Major (18 units or more)
   Total Units: 18.00
   Program Justification: To prepare students for transfer into a History program at a CSU. This program fulfills the state requirements for the History Associate Degree for Transfer.
   Travis Ritt

*denotes course being processed through old approval process

This degree streamlines a student pathway to the CSU. The packaging of these courses will hopefully encourage students to major in History and bring interest to other HIST areas.

B. **Credit Course Changes**

1. Course Number and Title: ASL 205 American Sign Language III*
   Discipline: American Sign Language (ASL)
   Prerequisites: ASL 101
   Associate Degree General Education - C: Humanities
   CSU GE Area C: Arts and Humanities - C2: Humanities
   IGETC Area 3: Arts and Humanities - 3B: Humanities
   IGETC Area 6: Language other than English (101 level only) - 6A: Language other than English
   Transfer Acceptability: UC, CSU
   Updated description, objectives, outline, textbooks, required reading, suggested reading, outside assignments, critical thinking and required writing, removed distance ed. (online, television, computer assisted and two-way video).
   Kevin F. McLellan

2. Course Number and Title: CINE 125 / DBA 125 Beginning Single Camera Film and Video Production
   Short Title: BEGIN FILM/VIDEO PRODUCTION
   Discipline: Cinema (CINE) / Digital Broadcast Arts (DBA)
   Recommended Prep: CINE 100, or DBA 100L
   Course Included in the following programs:
   a. Cinema, A.A. Degree/Cert. of Achieve.
   b. Digital Media. Cert. of Proficiency
   c. Film, Television, and Electronic Media, AS-T Transfer Major (18 units or more)
   d. Radio and Television, A.A. Degree/Cert. of Achieve.
   Transfer Acceptability: UC, CSU
   Distance Learning Offering(s): Online
   Updated title, description, objectives, methods of instruction, outline, textbooks, required reading, suggested reading, outside assignments, critical thinking, required writing and methods of assessment, added online.
   Lisa Cecere

3. Course Number and Title: CINE 225 / DBA 225 Intermediate Single Camera Film and Video Production
   Short Title: Interm Film/Video Production
   Discipline: Cinema (CINE) / Digital Broadcast Arts (DBA)
   Prerequisites: CINE 125 / DBA 125
   Course Included in the following programs:
   a. Cinema, A.A. Degree/Cert. of Achieve.
   b. Film, Television, and Electronic Media, AS-T Transfer Major (18 units or more)
   c. Radio and Television, A.A. Degree/Cert. of Achieve.
   d. University Studies: Emphasis in Media and Communication, A.S. Degree
   Transfer Acceptability: UC, CSU
   Distance Learning Offering(s): Online
   Updated title, description, objectives, outline, textbooks, required reading, suggested reading, outside assignments, critical thinking, required writing.
   Lisa Cecere

4. Course Number and Title: DBA 110 Broadcast and Media Writing
   Discipline: Digital Broadcast Arts (DBA)
   Course Included in the following programs:
   a. Cinema, A.A. Degree/Cert. of Achieve.

denotes course being processed through old approval process

  b. Digital Video, A.S. Degree/Cert. of Achieve.
  c. Film, Television, and Electronic Media, AS-T Transfer Major (18 units or more)
  d. University Studies: Emphasis in Media and Communication, A.S. Degree
  Transfer Acceptability: CSU
  Distance Learning Offering(s): Online
  Grading Basis: Grade Only
  Updated title, description, objectives, methods of instruction, outline, textbooks, suggested reading, critical thinking, required writing and methods of assessment, added online.
  Lisa Carmichael

5. Course Number and Title: DBA 120 / ENTT 120 Digital Television Studio Production
  Short Title: Digital TV Studio Production
  Discipline: Digital Broadcast Arts (DBA) / Entertainment Technology (ENTT)
  Course Included in the following programs:
  a. Digital Video, A.S. Degree/Cert. of Achieve.
  b. Entertainment technology, Cert. of Achieve.
  c. Film, Television, and Electronic Media, AS-T Transfer Major (18 units or more)
  d. Public Relations, Certificate of Proficiency
  e. Radio and Television, A.A. Degree/Cert. of Achieve.
  Transfer Acceptability: CSU
  Grading Basis: Grade Only
  Updated title, description, objectives, methods of instruction, outline, textbooks, outside assignments, required writing, required writing and methods of assessment.
  Lisa Carmichael

6. Course Number and Title: TA 150 Dramatic Literature and Script Analysis*
  Short Title: Dramatic Literature
  Discipline: Theatre Arts (TA)
  Associate Degree General Education - C: Humanities
  CSU GE Area C: Arts and Humanities - C1: Arts
  IGETC Area 3: Arts and Humanities - 3A: Arts
  Transfer Acceptability: UC, CSU
  Distance Learning Offering(s): Video Two Way, Video One Way, Telecourse, Online
  Updated description, methods of instruction, outline, textbooks, outside assignments, critical thinking, required writing, methods of assessment, added two-way video conferencing and one-way video conferencing.
  Chris Sinnott

C. **Credit Course Reactivations**

1. Course Number and Title: ACR 101 Air Conditioning, Heating, and Refrigeration: Mechanical*
  Short Title: A/C HEAT/REFRIG: MECHANICAL
  Discipline: Air Conditioning/Heating/Refrigeration (ACR)
  Transfer Acceptability: CSU
  Grading Basis: Grade Only
  Justification: Bringing back ACR Change number to ACR-101
  Dennis C. Lutz

2. Course Number and Title: ACR 102 Air Conditioning, Heating, and Refrigeration: Electrical*
  Short Title: A/C, HEAT, REFRIG: ELECTRICAL
  Discipline: Air Conditioning/Heating/Refrigeration (ACR)
  Transfer Acceptability: CSU
  Grading Basis: Grade Only
  Justification: Bringing back ACR Change number to ACR-102
  Dennis C. Lutz

denotes course being processed through old approval process

3. Course Number and Title: NURS 120 Pharmacology For Nurses I*
Discipline: Nursing Education (NURS)
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Justification: The Nursing department recognized the need for additional pharmacological preparation for the entry level nursing student to increase success and reduce attrition.
Julia Robinson

4. Course Number and Title: NURS 121 Pharmacology for Nurses II*
Discipline: Nursing Education (NURS)
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Justification: The Nursing department recognized the need for additional pharmacological preparation for the entry level student to increase success and reduce attrition.
Julia Robinson

5. Course Number and Title: NURS 140 Adult Health Assessment*
Discipline: Nursing Education (NURS)
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Justification: The Nursing department recognized the need for additional health assessment preparation for the entry level nursing student to increase success and reduce attrition.
Julia Robinson

D. **Credit Course Deactivations**

1. Course Number and Title: COUN 45 Basic Study Skills*
Discipline: Counseling (COUN)
Grading Basis: Pass/No Pass Only
Not offered since Spring 2014
Patrick J OBrien

2. Course Number and Title: COUN 48 Overcoming Test Anxiety*
Discipline: Counseling (COUN)
Grading Basis: Pass/No Pass Only
Not offered since Fall 2014
Patrick J OBrien

3. Course Number and Title: COUN 49 Introduction to Financial and Academic Resources*
Short Title: Financial/Academic Resources
Discipline: Counseling (COUN)
Grading Basis: Pass/No Pass Only
Not offered since Spring 2005. No longer necessary
Patrick J OBrien

E. **Requisites and Advisories**

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

Catalog Number	Type	Description	Proposal Type
ASL 205	Prerequisite	ASL 101	Change
CINE/DBA 125	Recomm. Prep.	CINE 100, or DBA 100L	Change
CINE/DBA 225	Prerequisite	CINE/DBA 125	Change

F. **Distance Learning**

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

denotes course being processed through old approval process

Catalog/Subject Number	Learning Offerings
CINE 123	<u>Online</u>
CINE/DBA 125	<u>Online</u>
CINE/DBA 225	Online, <u>Other</u>
DBA 110	<u>Online</u>
TA 150	<u>Video Two-Way, Video One-Way</u>, Telecourse, Online
NURS 120	<u>Online</u>
NURS 121	<u>Online</u>
NURS 140	<u>Online</u>

XII. **INFORMATION**

A. **Annual Credit Course Certification**

1. Course Accuracy in accordance with the current CCCCO Program and Course Approval Handbook (PCAH)
2. Accuracy of course hours and units in accordance with CCCCO Course Calculations
3. The Course Outline of Record has been approved by the District Governing Board
4. Training is provided for college personnel regarding curriculum rules and regulations concerning compliance
5. Local policy, regulations or procedures have been developed relative to the relationship between contact hours, outside of class hours, and credit for consistency in awarding units of credit

B. **Course Outline Reviews**

The following courses have completed the course outline review process between September 1, 2017 and September 15, 2017 and are effective Fall 2017.

ECON   100   Basic Economics

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

Proposal Type	Current Agenda (Actions)	2017-2018 Cumulative
New Credit Courses	0	2
New Noncredit Courses	0	0
Credit Course Changes	8	8
Noncredit Course Changes	0	0
Credit Course Reactivations	0	0
Noncredit Reactivations	0	0
Credit Course Deactivations	0	0
Noncredit Deactivations	0	0
Course Reviews (5/10/2017 – 9/1/2017)	3	3
Course Reviews/Added DE	2	2
New Credit Programs	2	2
New Noncredit Programs	0	0
Credit Program Changes	5	5
Program Deactivations	0	0
Total Activity	**20**	**22**

*denotes course being processed through old approval process

XIII.   **REPORTS**

A.   **Academic Technology/Payn**
1.   BB closes at the end of the Fall semester. Reminder to prepare for transfer early since we shall not be able to add more staff over winter break to assist instructors with their migration. (Only Canvas will be available beginning Winter Intersession, January 2018,) Recommended back up options:

a.) archive/export courses in BB (save zip file in a different location),

b.) save off grades as excel spreadsheet in case there is a grade dispute.

c.) bring the archive/export zip file (unopened), so the ATRC staff can extract the grades or files.

2.   TERB Coordinator Lesley Williams requests a similar access for Evaluators fulfilling Online Evaluation responsibilities which was approved through Motion 7 at Faculty Senate meeting May 20, 2013.

The Interpreter settings are an "NI" (Non-Instruction) checkbox in the SIS sheet, with no access to grades or student information, but allowed to comment as needed to assist a student.

Canvas has an "Observer" setting that fits TERB requirements (and complies with FERPA): no access to grades, student information, or communication to students, which is suitable for the Evaluators.

(Note that while the ATRC staff can set up the access within Canvas itself, the SIS sheet where the personnel formally gains the permission is an Instruction Office responsibility, and then PeopleSoft staff actually assign the NI/Observer staff within the corresponding Canvas course. ATRC is coordinating with the Instruction Office and PeopleSoft staff.)

3. We look forward to our new Instructional Designer who will help faculty set up virtual classrooms in Canvas beginning October 11 pending Board approval. This position will be a tremendous resource and asset to faculty.

B.   **Accreditation/Kahn**
Recently updated the draft of the substantive change report for the South Center. The substantive change report for the North Center will be modeled after the South Center report.

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

D.   **Basic Skills/Sivert** – *There was no report.*

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**
Discussed restructuring the council and changing shared governance. Many of the proposed changes will depend upon the Curriculum Committee's input.

I.   **Multicultural Approvals/Thomson**
Approved COUN 120 and TA 100

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

XIV.   **FUTURE ITEMS FOR DISCUSSION**

XV.   **ADJOURNMENT** - Next meeting October 4, 2017 – 3:00 pm, Room AA-140
Meeting was adjourned at 5:00 pm.

denotes course being processed through old approval process