

**Palomar College**  
**Curriculum Committee Minutes**  
 Wednesday, September 19, 2018

- I. **Call to Order** – Meeting called to order at 3:10 pm. Introductions were made for those previously absent.
- Members Present** Richard Albistegui-Dubois, Rita Campo Griggs, Patti Dixon, Karen Donovan, Jim Eighmey, James Fent, Craig Forney, Marlene Forney, Luis Guerrero, Jack Kahn, Cory Lindsey, Pearl Ly, Shelbi Mayo, John McMurria, Adam Meehan, Benjamin Mudgett, Wendy Nelson, Lillian Payn, Kevin Powers, Nichol Roe, Candace Rose, Suzanne Sebring, Shayla Sivert, Justin Smiley, Carla Thomson,
- Absent Staff** Katy Farrell, Margie Fritch, Nirmala Kashyap  
 Cheryl Kearse (Recorder)
- II. **Minutes of the September 5, 2018 Curriculum Committee Meeting**  
 MSC (Dixon, Rose) ( one abstention)
- III. **Announcements**
- A. **Palomar Curriculum Institute** – Friday, September 21, 2018, 9:00 am – 2:30 pm  
 Twenty-five participants are currently registered. Registration may still be done through the PD Portal.
- B. **Distanced Education Regulations**  
 Meetings between Steve Perry, Lillian and Wendy have taken place to go over potential edits for the Distance Education pages in META. The edits will need to be brought to the Curriculum Committee before they can be finalized and entered into META. Discussion regarding how to handle courses which have already gone through took place. There was concern that waiting for changes in META might delay course approval. However, the committee agreed that there are valid concerns surrounding some of the courses requesting online approval with substantial face-to-face elements. There was also discussion about hybrid vs. 100% online courses. The committee agreed that the previously approved DE policy may need to be updated. This item will be brought back for further discussion.
- C. **Technical Reviewer Approved**  
 The Faculty Senate confirmed Candace Rose as the new Technical Review Coordinator
- IV. **Agenda Changes** – Items pulled include: V.D. (N COUN 910); V.E. 3-4; 8; 10 (CI 130, DNCE 161, FASH 100, PHSC 101L); Item V.G. was pulled as it was a duplicate.
- V. **ACTION - SECOND READING** – The following curriculum changes, pending appropriate approvals, will be effective **FALL 2019:**
- 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*

2. Program Title: Basic Music Skills  
Discipline: Music (MUS)  
Award Type: Certificate of Proficiency  
Total Units: 18.5  
Removed MUS 134, MUS 143, MUS 147, MUS 162, added MUS 169, units remain the same.  
*Ellen Weller*

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*

**MSC (Mudgett, Campo Griggs) to approve items V.A.-C.**

D. **New Noncredit Courses**

1. *Pulled*

E. **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 Fererro*
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 Fererro*
3. *Pulled*
4. *Pulled*
5. Course Number and Title: ENG 50 Introductory Composition  
Short Title: Introductory Composition  
Distance Learning Offering(s): Computer Assisted  
Grading Basis: Grade/Pass/No Pass  
This is a proposed multicultural course: No  
Removed ENG 10 prerequisite, updated methods of instruction, updated outcomes, methods of assessment, textbooks, SLOs, CB05 and CB11  
*Barbara Kelber*

6. 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*
  7. 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*
  8. *Pulled*
  9. 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*
  10. *Pulled*
- MSC (Powers, Rose) to approve items V.1-2; 5-8; 9**

F. **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 Reading/ 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*
6. 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*
7. 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*
8. 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*

**MSC (Dixon, Rose) to approve item F**

G. **New Noncredit Courses**

1. *Pulled*

H. **Requisites and Advisories**

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

<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	<u>PHSC 101</u>	Change
	Prerequisite/ Concurrent	<del>PHSC 101</del>	

I. **Distance Learning**

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

<u>Catalog/Subject Number</u>	<u>Learning Offerings</u>
CSNT 255	<u>Online</u>
CHDV 180	<u>Online</u>
CHDV 190	<u>Online</u>

- VI. **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: 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 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*  
**Textbook needs to be updated, then add the OER (Open Education Resource)**

C. **Credit Course Changes**

1. 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*

**Textbooks need to be updated and SLOs added.**

2. 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 Course (Internet) (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)  
Grading Basis: Grade/Pass/No Pass  
Added LAB component, updated CB11, added prerequisites, 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*
3. 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*
4. Course Number and Title: ID 170 Space Planning  
Short Title: Space Planning  
Discipline: Interior Design (ID)  
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*
5. 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*  
**Course needs SLOs.**
6. 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*

7. 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*

8. 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*

**Course needs SLOs.**

**D. 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 (Internet) (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)

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*

**E. Requisites and Advisories**

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

<b><u>Catalog Number</u></b>	<b><u>Type</u></b>	<b><u>Description</u></b>	<b><u>Proposal Type</u></b>
ESL 55	Prerequisite	<u>ESL 35, ESL 45</u>	Change
MATH 120	Prerequisite	MATH 56, MATH 60, <u>MATH 54</u>	Change
TA 192B	Prerequisite	TA 192A	Change
TA 192C	Prerequisite	TA 192B	Change

**F. Distance Learning**

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

<b><u>Catalog/Subject Number</u></b>	<b><u>Learning Offerings</u></b>
READ 50	<u>Computer Assisted Instruction</u>
ID 141	<u>Online</u>
MATH 120	<u>Computer Assisted Instruction, Online</u>

VII. **DISCUSSION**

A. **UC Clusters Certificates/Kahn**

There are a number of transfer courses that students take that are not a part of a program. A chart of these common courses was presented. Discussion surrounded formalizing these courses into certificates. Many are common gateway STEM courses into STEM fields and include Math, Chemistry, Biotechnology, Computer Programming, Bio Infomatics and as well as others. Discussion included the UCSD screening criteria for transfer and how this may tie into our Pathways/META major direction. Departments need to discuss prerequisites and potential overlap. This could formalize student completers that we are not getting credit for. Students will need to apply as they do for other certificates. This will also help us with the new funding formula.

B. **Goals/Nelson**

Goals	In Progress	On Hold	Accomplished	Minutes from 5/16 discussion
1. <del>Based on ongoing college wide conversations,</del> 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 <i>(Move to ongoing)</i>			X	Done but a more robust technical review process will help.
3. Members of the Curriculum Committee participate in discussions around Guided Pathways. <i>(Move to ongoing)</i>	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. <i>(Keep)</i>	X			Working on this over the summer and continuing into the fall.

Regarding General Education (GE), conversations among faculty need to take place to decide what GE means to the college and what students who take certain GE courses (should) get. Scheduling changes have driven changes already but more conversations need to happen. Perhaps establishing META Majors could help this process. Students want us to have this conversation because they are sometimes overwhelmed by all the choices. Our work with the Pathways initiative could help.

Other potential items to add include:

- Mapping our programs (establishing a clear path of courses, including requisites, for students to take in order to complete degrees and certificates.
- Creating a process and evaluate cross-listed courses.

Though not a goal the committee wanted information as to the status of electronic requisite enforcement. Currently only requisites for Math and English are electronically enforced. The committee wants to reaffirm our need to have requisites electronically enforced.

There was also discussion about whether the elements of multicultural approval need to be re-addressed. Some feel that their expertise was not considered in the forming of our requirement. The committee discussed inviting those faculty into the conversation. When the requirements were assessed a few years back, it was found that Title 5 is very prescriptive with its definition of multicultural. As such, there has been more rigor in the recent process than in the past. We may not need to add this as a goal but we need to invite others to join this conversation.

C. **Deactivating Courses/Nelson**

A list of courses not offered in 3 or 4 years was presented. We will continue our deactivation campaign. Significant progress has been made but we need to continue to look at these courses. Discussion took place about courses which appear on the list that. These courses sometimes serve a limited audience. Departments with plans for these courses should respond with those plans. An overlooked but important observation was made that students cannot challenge a course which is not in the catalog.

D. **Reviewing Courses/Integrated Course Outlines of Record/Nelson, Mudgett**

A document with elements to be considered was distributed. Different elements of the course outline of record were discussed. There was significant discussion surrounding the use of OERs on the COR.

E. **Guided Pathways/Program Mapping/Nelson** – Not discussed due to time.

VIII. **INFORMATION**

A. The following courses have completed the course outline review process between September 1, 2018 and September 14, 2018 and are effective Fall 2018.

CHDV	204	Advanced Practicum in Early Childhood Education: Inclusive Setting
CHEM	110	General Chemistry
ID	100	Interior Design
PHYS	101	Introduction to Physics
PHYS	102	Introduction to Physics (Lecture)

IX. **REPORTS**

- A. Accreditation/Kahn - Not discussed due to time.
- B. Articulation/Mudgett – Not discussed due to time.
- C. AB 705/Sivert - Not discussed due to time.
- D. Counseling - Not discussed due to time.
- E. Learning Outcomes/Farrell - Not discussed due to time.

X. **FUTURE ITEMS FOR DISCUSSION**

Course Review Process, Deactivation Campaign Year 2, Cross-listed Courses, Certificate of Proficiency Plans

XI. **ADJOURNMENT** - Next meeting October 3, 2018 – 3:00 pm, Room AA-140

Meeting was adjourned at 5:00 pm.