Palomar College
Curriculum Committee Minutes
Wednesday, September 4, 2019
Room AA-140, 3:00 pm

I.   **Call to Order** – Meeting called to order at 3:08 pm

Members Present	Patti Dixon, Matt Doherty, Craig Forney, Luis Guerrero, Jack Kahn, Cory Lindsey, Pearl Ly, Shelbi Mayo, John McMurria, Adam Meehan, Vickie Mellos, Benjamin Mudgett, Wendy Nelson, Lillian Payn, Nichol Roe, Candace Rose, Suzanne Sebring, Justin Smiley, Gary Sosa, Carla Thomson
Absent	Katy Farrell, Marlene Forney, Margie Fritch, Ed Sprague,
Staff	Cheryl Kearse (Recorder), Richard Loucks **Guests** Maureen Meadows (SDICCCA)

II.   **Minutes** of the **May 15, 2019** Curriculum Committee Meeting – (MSC) Mudgett, Dixon

III.   **Announcements**
   A.   **Palomar Curriculum Institute** – 9/13/2019 – Shorter than last year. Overview first 1.5 hours, then time for Originators to work in META
   B.   **Curriculum Drop-Ins** – Times for faculty to receive help with curriculum development.
      1.   September 19, 2019 – 2:00 – 4:00 pm
      3.   October 11, 2019 – 10:00 am – noon
      4.   October 22, 2019 – 2:00 pm – 4:00 pm
   C.   **MATCH (Math across the Curriculum Holistically) Conference, September 20, 7:30-3:30 and September 21, 8:00 am – 3:00 pm –** Shelbi and Luis gave an overview of the conference and distributed conference announcements with **a**bstracts of each session. Quantitative Literacy and Numeracy Skills
   D.   Shelbi and Luis announced the **Student Engagement Project.** Participants are eligible to receive a $200 stipend. Student Engagement Data will be studied and participants will work toward interpreting data from IRP (Institutional research and Planning). The project needs 10-12 faculty participants. Recruitment will take place in fall with work happening in spring. A summit will follow to observe how Palomar uses CCESSEE (Community College Survey of Student Engagement) Data.
   E.   There are **Math exhibits** displayed in the Library
   F.   **MATCH Film** - Oct. 3, 3-5pm in P-32
   G.   **Credit for Prior Leaning** Workshop – October 4, 2019 9:00 am – 3:00 pm at the Rancho Bernardo Center. Two session. Morning: overview, panel and discussion; Afternoon: breakouts by discipline for hands-on training. Free event. Lunch will be provided.
   H.   Sept. 27; 3-8:30 pm – 46th Annual California Indian Day Celebration - Partnered with CA Center for the Arts. Featured participant will present to Palomar the day before their public performance at CA Center for the Arts. The celebration will feature Dance, Music and other activities. Location, Student Quad area.

IV.   **Curriculum Committee Orientation -** Introductions took place. Wendy reminded members that they are representing divisions, not just departments. She briefly discussed some of the upcoming goals for the year including the reprioritization of goals in order to incorporate new areas that need to be addressed. Topics the committee was trained on and discussed included:
   A.   Creation of GE (General Education) Subcommittee – ties into Guided Pathways work and looks at how to make GE more meaningful for students. There were challenges assessing institutional learning outcomes this past spring. There was not a lot of faculty participation as assessment stipends were cut. There was discussion about tying program learning outcomes to institutional learning outcomes. This subcommittee could possibly tackle that process as a part of curriculum approval
   B.   Cross-listed courses – Spoke with Human Resources (HR) regarding minimum qualifications. Resolved from a HR perspective but need to continue looking at how to fix.
   C.   Technical Review – New committee; Candace, Wendy, Ben, Katy, Richard, Cheryl. Should streamline and clean curriculum so that meetings may be used to do more curriculum work (not correcting CORs). Looks like there will be needed changes with SLOs based upon the courses that have been seen already.
   D.   Prerequisite Enforcement - Hoping to align data from Starfish and Ad-Astra but we will need to align prerequisites to be accurately enforced. Prerequisites will need to be reviewed and final decisions will be implemented so that the data used is accurate. Beginning now, all prerequisites of new courses and course

changes which can be enforced, e.g. previous high school experience can't be tracked and so wouldn't be able to be enforced, will be automatically enforced. This is a good time to take a look at courses and determine which prerequisites are actually needed. Think of simplifying the process for our students and look at equity issues. Faculty removing requisites for transfer courses (especially major preparation) should consult our Articulation Officer, Ben Mudgett. Articulated courses with San Diego State, C-ID courses and sequential courses are examples.

E. Certs. Proficiency to Achievement – Ready to move forward with this

F. MIS Project Data elements – More information is forthcoming

G. Classes that Haven't Been Offered – More discussion needs to happen about courses that have not been offered but departments have asked to keep

H. Unofficial Combining of Courses (Scheduling) - In some areas, classes with small enrollments are combined so that the classes may be offered. This is not a good practice as courses have different learning outcomes, objectives, etc.

I. Credit for Prior Learning – Credit for Prior Learning Articulation workshop coming up. Not the same as credit by exam. Efforts are underway to update our AP/BP policy and should be completed by the spring semester. The policy will allow students to get actual credit for their past experience. It will also govern external exams and other external processes. Title 5 is being rewritten and will direct our policy. The grant Palomar was awarded allows participants to potentially earn pay for this work. There are seven model Credit for Prior Learning Disciplines. We are working with ACE (assigns credit for military learning/occupations) to develop these guidelines. There will be more information at the upcoming workshop. Our past practice of waiving requirements does not give students credit.

J. Curriculum Handbook – We need a handbook in addition to our website. This is important for ACCJC too.

K. Certification – The certification attests that we are in compliance and curriculum is Board approved according to Title 5 and the PCAH. (Program and Course Approval Handbook).

    i. We need to look at University and General Studies programs. They will more than likely be reviewed soon.

L. Approval Process – New workflow. We need to specifically look at Distance Education.

M. Changes to Certificates (See chart) - Help faculty make these decisions/changes (benefits, drawbacks, etc.)

N. Course Outline of Record (COR) – Look at the development of CORs through an equity lens.

V. **ACTION - The following curriculum changes, pending appropriate approvals, will be effective Spring 2020:**

  A. **Noncredit Programs – New**

    1. Program Title: Computer Skills for ESL

      Discipline: English as a Second Language (N ESL)
      Award Type: Certificate of Completion (Noncredit-Hours only; no units)
      Justification: We would like to update the curriculum for the computer class we offer in the ESL department. Currently, there is only one course (NESL 983 Computer Literacy) that runs for an entire semester. The teachers have found that it is a lot of curriculum to cover in one semester. Instead, we would like to offer three focused 8-week courses:
      ➢ NESL 982 - Computer Skills 1 - Foundational Skills
      ➢ NESL 983 - Computer Skills 2 - Office Applications
      ➢ NESL 984 - Computer Skills 3 - The Digital Age
      We wanted to created shorter courses (8 weeks instead of 16 weeks) so that there are more entry points for students. Also, none of the classes require pre-requisites, so any student can take the classes at any point. The first week of each course will include a review of computing basics and vocabulary. In addition, we created the last course (NESL 984) to include updated technology. After successfully completing all 3 courses, students can receive a non-credit certificate of completion in "Computer Skills for ESL"
      Vickie Mellos

    2. *Pulled*

    3. **Program Title:** Speaking Skills for ESL
      Discipline: English as a Second Language (N ESL)

Award Type: Certificate of Completion (Noncredit-Hours only; no units)
Justification: We currently offer 3 stand-alone courses that allow students to work on their English speaking skills.   These three NESL courses, two pronunciation and one academic listening/speaking course, when sequenced as a program, will equip non-native speakers with the English language speaking skills necessary to succeed in career, associate, or transfer degree programs.
Tracy Fung

(MS) Mellos, Sosa (MSC) Sosa, Ly (pull Item V.2.) and amend effective date to Spring 2020

VI. **ACTION - TECHNICAL CORRECTION**

A. **Program Title:** Internet: Emphasis in Graphic Communication
Discipline: Graphic Communications – Multimedia and Web (GCMW)
Award Type: ~~A.S. Degree Major/~~Cert. Achievement 18 units/more
Total Units: 12
Removing Associate Degree option since the program no longer meets the minimum 18 unit requirement due to Course Deactivations. Removal/correction will be reflected on 2019-2020 catalog addendum.
Instructional Services

B. **Program Title:** Graphic Communications: Emphasis in Production
Discipline: Graphic Communications – Imaging and Publishing (GCIP)
Award Type: ~~A.S. Degree Major/~~Cert. Achievement 18 units/more
Total Units: 16
Removing Associate Degree option since the program no longer meets the minimum 18 unit requirement due to Course Deactivations. Removal/correction will be reflected on 2019-2020 catalog addendum.
Instructional Services
MSC Payn, Smiley

VII. **DISCUSSION**

A. **District Articulation for CTE Transitions (AP 4050)/***Sebring*
MSC Smiley, Sosa, move to Action
1. **Action - District Articulation for CTE Transitions (AP 4050)**
Articulated class at the HS. If they received A or B, currently, we give them a P. The class is then not repeatable. Since there is no grade, this process does not adequately serve students. Articulations are prevented due to the lack of an official transcript letter grade. The matter has been discussed at Faculty Senate and IPC. Faculty Senate defers to the Curriculum Committee's decision. Changes to Title 5 may impact the actions we need to take in the future. Credit by exam may still be reflected as well as credit for prior learning.
MSC, Payn, Dixon

B. **Goals/***Nelson – No further discussion*

VIII. **REPORTS**
A. Accreditation/*Kahn* - ISER 2020 writing teams beginning. Contact Michelle Barton, Marti Snyder. It is a two-year process but we are getting a head start. Lots of curriculum in the standards.
B. Articulation/*Mudgett* - All GE courses approved last spring. ESL and Humanities approval.
C. Math Across the Curriculum/*Guerrero* – The keynote for Plenary and planetarium movie were both excellent and well received.
D. AB 705 - *There was no report*
E. Credit for Prior Learning Workgroup - *There was no further report*
F. Learning Outcomes – *There was no report.*

IX. **FUTURE ITEMS FOR DISCUSSION -** Electronic Requisite Enforcement

X. **NEXT MEETING –** September 18, 2019, 3:00 pm, Room AA-140
Meeting adjourned 5:00 pm