

**Palomar College
Curriculum Committee Minutes
April 15, 2020
Zoom Conferencing**

1. **ACTION** – Meeting was called to order at 3:10 pm

Co-Chairs	<input checked="" type="checkbox"/> Wendy Nelson, <input checked="" type="checkbox"/> Shayla Sivert <input checked="" type="checkbox"/> Christine Barolong, <input checked="" type="checkbox"/> Fabienne Chauderlot, <input checked="" type="checkbox"/> Patti Dixon, <input type="checkbox"/> Matt Doherty, <input type="checkbox"/> Jim Eighmey,
Members Present	<input checked="" type="checkbox"/> Katy Farrell, <input checked="" type="checkbox"/> Craig Forney, <input checked="" type="checkbox"/> Marlene Forney, <input checked="" type="checkbox"/> Margie Fritch, <input checked="" type="checkbox"/> Luis Guerrero, <input type="checkbox"/> Maureen Hallett, <input type="checkbox"/> Cory Lindsey, <input checked="" type="checkbox"/> Pearl Ly, <input checked="" type="checkbox"/> Shelbi Mayo, <input checked="" type="checkbox"/> John McMurria, <input checked="" type="checkbox"/> Adam Meehan, <input checked="" type="checkbox"/> Vickie Mellos, <input checked="" type="checkbox"/> Benjamin Mudgett, <input checked="" type="checkbox"/> Lillian Payn, <input type="checkbox"/> Kevin Powers, <input checked="" type="checkbox"/> Nichol Roe, <input checked="" type="checkbox"/> Suzanne Sebring, <input checked="" type="checkbox"/> Justin Smiley, <input type="checkbox"/> Gary Sosa, <input checked="" type="checkbox"/> Ed Sprague, <input checked="" type="checkbox"/> Candace Rose, <input type="checkbox"/> Carla Thomson, <input checked="" type="checkbox"/> Gina Wilson
Staff	<input checked="" type="checkbox"/> Cheryl Kears (Recorder), <input checked="" type="checkbox"/> Richard Loucks
Guests	Benjamin Adams, Leigh Marshall, Steve Perry, Rita Campo Griggs

2. **ACTION-MINUTES**

MSC Rose, Sebring to approve the **April 1, 2020** Curriculum Committee meeting minutes

3. **ANNOUNCEMENTS**

A. **Ly** – The one year grant for improving online CTE Pathways is being extended until the end of the year. Looking for faculty to participate (not only for CTE). Travel is probably going to be cancelled but there is still funding available for other aspects. Putting out a call for more cohorts. Useful for anyone in CTE who had to convert a course to online and could benefit from an instructional designer.

4. **AGENDA CHANGES** – There were no agenda changes

5. **ACTION - CURRICULUM COURSES AND PROGRAMS**

Approve Curriculum Proposals Effective Fall 2020, pending other appropriate approvals:

- A. **New Credit Courses**

1. **FASH 156** - Concerns included the prescriptive nature of the description as well as whether the course would be required of students (course is an elective group option). In the past, students would travel to New York or Las Vegas. Changed in order to specifically capture the Las Vegas trip as an out-of-state location. Concerns also included potential equity issues. Instructor and committee decided to make the description and title more generic.

MSC Dixon, Payn

- B. **Credit Course Changes**

1. **ASL 206L**
2. **BIOL 141L**

MSC Sprague, Dixon

- C. **Credit Program Changes**

1. **Web Design and Development** - MSC Payn, Mudgett
2. **Web: Front End Design** - MSC Payn, Sprague

- D. **Distance Education - ASL 206 MSC D.2. Dixon, Payn**

E. **Requisites** – MSC Rose, Barolong

F. **Technical Corrections** – MSC Fritch, Mudgett

6. **DISCUSSION**

A. **Program Review and Discontinuance** – Looked at the current policy. Discussed requirements for programs including 2 year cycle for CTE (to reaffirm no duplication of regional offerings). Discussed actual deactivation/discontinuance with regard to phase –out plans. Looked at remainder of approval process. Want to have discussions among a smaller group with outcomes to be reported to the curriculum committee. Concerns included addressing possible remedies for student completion and making the policy clearer. The policy addresses all programs, not just CTE. The small group will include Wendy, an IPC representative, Craig Thompson of the Faculty Senate, Wendy Nelson, curriculum co-chair, Ben Mudgett, Articulation and others. The goal is to have something to report out at the next curriculum meeting.

- B. **Technical Review/Nelson** - Tech review was established to look more closely at curriculum before it moves to the curriculum committee. Members include Curriculum Co-Chair Wendy Nelson, Articulation Officer Ben Mudgett, Tech Writer Candace Rose, Learning Outcomes Coordinator Katy Farrell, and Curriculum Specialist Cheryl Kears. The group met and looked at some other college examples in order to assist with establishing a process. Met every other Wednesday when curriculum wasn't meeting and worked from a list of proposals which were ready in META. Started a little slow. Many proposals had SLOs which needed to be updated and were returned. This was a great way to improve SLOs vs. objectives. Overall, this has been a good process. The group realized the large number of curriculum proposals which come through. Curriculum looks to be improved as the group was able to work with faculty to address problems. The feedback seemed to help faculty with curriculum development. Going forward there is a need to have conversations around streamlining the amount of curriculum changed per year. Members agree that this has been good and important work. This process has strengthened the quality of our CORs. We want to develop a way to address the volume of proposals in order to meet timelines for catalog and registration. There was discussion about whether another person is needed on technical review but the consensus seems to be that another person isn't needed as that would not address the volume.

7. **INFORMATION**

A. **General Education (GE) Subcommittee/Nelson**

This group has met once. The desire was to fill it with curriculum committee members but this was not possible. The group was opened to the larger faculty body. They met on April 3 for the first time. One of the goals will include looking at GE graduation requirements. Goals include revising or affirming our philosophy of General Education to inform guided pathways, reviewing GE requirements (Multicultural, Health and Fitness, History). The group will discuss and make recommendations for GE courses. The group will also discuss the relationship between college outcomes and GE courses and make recommendations for GE course approval to the curriculum committee.

8. **REPORTS**

- A. **Accreditation/Smiley** – No report
- B. **Articulation/Mudgett** - UC/CSU have affirmed acceptance of all modalities for all courses through fall 2020. Students will not be penalized for having to take their courses online. As long as SLOs are prescribed and met, there are no problems. The Statewide Academic Senate is exploring ADT type degrees for the UCs, similar to those of the CSUs. The Academic Senate is seeking 2M in order to explore and organize a process as well as establish a vetting process.
- C. **Credit for Prior Learning/Rose & Mudgett** – Credit for Prior Learning has been working with evaluations and records in order to establish a way to get credit-for-prior learning transcribed. Also working with them on an entrance survey in order to alert students to these opportunities. Did a Credit-for-prior learning workshop for faculty involved. Will be holding breakout sessions to work with them individually on courses which would work. Working with Kelly Helming on a web presence.
- D. **Learning Outcomes/Farrell** – College Outcomes being assessed for spring 2020 are Quantitative Literacy and Writing. Still looking for faculty to participate in assessment. We need at least 40 courses in order to get good data about equity, online, etc. If Mark Bealo reaches out, please reply and participate. Working on establishing a stronger connection between program and college outcomes to ensure that students are meeting outcomes. Met with SLO facilitators to help with clarifying outcomes in anticipation of June's mapper rollout.
- E. **Noncredit/Sebring** – Noncredit has been challenging but departments have been doing a great job with developing potential online courses during this time of the pandemic. There has been really good work going on and many successes. There have been Issues with a Camp Pendleton program which was developed to be in-person. They have an already established online program so there is no need to convert our program to online.
- F. **Strong Workforce, Student Success and Retention/Fritch** –There are 21 faculty working on this project. The Research and planning office has been great! There is additional funding of \$100,000 to expand. With faculty input, \$50,000 has already be planned for. The other \$50,000 must be used to establish online CTE programs.

9. **FUTURE ITEMS FOR DISCUSSION**

- A. Catalog and Curriculum Timelines
- B. Shifting courses to DE for summer
- C. New DE page in META
- D. Electronic Requisite Enforcement
- E. Periodic Curriculum Review
- F. Curriculum Handbook
- G. Certificates of Proficiency to Certificates of Achievement
- H. MIS Project Data Elements
- I. Courses not Offered
- J. Combining of Classes (Sections)
- K. University Studies

10. **NEXT MEETING** – Wednesday, May 6, 2020 at 3:00 pm, Zoom Conferencing

11. **ADJOURNMENT** – Meeting adjourned at 4:47 pm