

Palomar College
Curriculum Committee Minutes
March 4, 2020
Room H-306, 3:00-5:00 pm

1. **CALL-TO-ORDER** - Meeting was called to order at 3:07 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 checked="" type="checkbox"/> Matt Doherty, <input checked="" type="checkbox"/> Jim Eighmey,
Members Present	<input type="checkbox"/> Katy Farrell, <input checked="" type="checkbox"/> Craig Forney, <input checked="" type="checkbox"/> Marlene Forney, <input checked="" type="checkbox"/> Margie Fritch, <input type="checkbox"/> Luis Guerrero, <input type="checkbox"/> Maureen Hallett, <input type="checkbox"/> Cory Lindsey, <input checked="" type="checkbox"/> Pearl Ly, <input type="checkbox"/> Shelbi Mayo, <input checked="" type="checkbox"/> John McMurria, <input checked="" type="checkbox"/> Adam Meehan, <input checked="" type="checkbox"/> Vickie Mello, <input checked="" type="checkbox"/> Benjamin Mudgett, <input checked="" type="checkbox"/> Lillian Payn, <input checked="" type="checkbox"/> Kevin Powers, <input checked="" type="checkbox"/> Nichol Roe, <input checked="" type="checkbox"/> Suzanne Sebring, <input checked="" type="checkbox"/> Justin Smiley, <input checked="" type="checkbox"/> Gary Sosa, <input checked="" type="checkbox"/> Ed Sprague, <input checked="" type="checkbox"/> Candace Rose, <input checked="" 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	Mark Bealo, Kendyl Magnuson, Leigh Marshall, Polly Shafer

2. **ACTION-MINUTES**

MSC Powers, Smiley to approve the **February 19, 2020** Curriculum Committee minutes with a minor correction (2 abstentions – Dixon, Rose)

3. **ANNOUNCEMENTS**

A. Women’s Week – Week of March 16 – Several activities happening across campus. Mostly focusing on women in politics

B. Team Life – Yoga, Pool Openings and Walks for faculty and staff. Check the website for more information.

C. Mama Mia opens this week – First night sold out

D. Multicultural Studies will host a 50-year celebration of Ethnic Studies – March 13, 10-12

4. **AGENDA CHANGES** – **MSC Sebring, Mudgett to move the requisite challenge form discussion**

Senior Director Magnuson spoke with the committee regarding the requisite challenge form. The challenge reasons come directly from Title 5. He offered a cautionary warning that since all requisites have not historically been put into PeopleSoft, requisite enforcement has often been done by faculty. This could give the perception that some students may have been assessed unlawfully or unequally. When requisites are handled electronically, the requisite is either met or not. Electronic enforcement will begin in the fall and may present some challenges to course registration. This is a change for both faculty and students, but electronic enforcement may be more impactful than we expect. Title 5 defines the reasons and these cannot be changed or removed. Challenge is only used when evaluations cannot determine a one-to-one articulation. We don’t get very many currently, but this may increase with the use of electronic enforcement. In some instances, faculty may be consulted as subject matter experts. If it is a common challenge, a change may be entered into Degree Audit in order to automatically articulate certain criteria.

Keven Powers of the Welding Department expressed concerns about enforcement of requisites which address safety concerns. Ben suggested changing the language on the form from “I believe” to “Student can demonstrate.” The Challenge Process presents more problems during times when faculty may not be on campus. Leaving the department chair involved (as opposed to individual faculty) protects the college from the perception of discriminatory enforcement. Department chairs would continue to consult subject matter experts before signing. An electronic signatory process is being evaluated utilizing PeopleSoft. The signatures would be collected and routed to the next individual in the process. Permission codes cannot be used as a means of “holding” a seat until the challenge is approved. There was discussion about other electronic signature solutions but it was understood that the District is interested in using standardized college systems as opposed to myriad other products.

MSC Sebring, Powers - Move agenda back

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

Approve Curriculum Proposals Effective Fall 2020, pending other appropriate approvals

- A. **New Credit Courses** – MSC Dixon, Mudgett
- B. **Credit Course Reactivation (MATH 53)** - MSC Powers, Dixon (“No”- Sebring, Rose, Ly Nichol)
- C. **Credit Course Changes** – MSC Sprague, M. Forney
- D. **Credit Course Deactivations** – MSC Sebring, Rose
- E. **Distance Education** – MSC (E, F & G together) MSC Dixon, Sosa
- F. **Requisites** - MSC (E, F & G together) MSC Dixon, Sosa
- G. **Technical Corrections** - MSC (E, F & G together) MSC Dixon, Sosa

6. **ACTION – DISTANCE EDUCATION**

Fixed typos but still a question about questions at end. Not sure about last 2 sections which duplicate the OEI rubric. Opinions were mixed. Some thought re-stating was unnecessary, some thought it wouldn't hurt to reinforce.

MSC Payn, Mellos to approve the Distance Ed wording as presented for the META DE page

7. **DISCUSSION**

A. **Institutional Learning Outcomes Assessment/Bealo**

The Learning Outcomes Subcommittee hopes to receive at minimum 40 courses for each ILO being assessed.

Quantitative Literacy (approx. 680 mapped) will be assessed utilizing a student Self-enrolled Canvas quiz. A rubric will provided for assessment.

Written Communication (approx. 1300 mapped) - Faculty that have written assignments will be offered the existing rubric in Canvas. Those for whom it is applicable may use it during grading.

B. **Credit for Prior Learning**

The Administrative Policy (AP) and Board Policy (BP) have been approved and the workgroup is working with Student Services and Counseling to implement. Discussions include how to handle advanced credit in student profiles for degree planning. A consultant is assisting with this effort. The accreditation piece was discussed. Direct assessment changed to Credit for Prior Learning. This is a faculty driven effort. Faculty should be aware, trained for Credit for Prior Learning. Palomar also needs a robust onboarding process for students to ensure that they are aware. Any courses awarded Credit for Prior Learning indicate a success with the outcomes for that course. As such, outcomes should be “Credit for Prior Learning” friendly so that attainment of the outcome, including how it was used, should be addressed. There are lots of areas who could benefit from this, particularly Industry. Several “faculty champions” will be participating in an April 10 workshop to assess progress. Currently, faculty may be paid (approximately 1-2 hours) for their time as a part of the grant. Working with military to take advantage of even more opportunities. Palomar is ahead and paving the path for this work. This is helpful for students by translating their past coursework into real progress on their transcript. This initiative will really help adult students who are seeking to retool their skillset. It is not being looked at for transfer. Assistance with assessing portfolios is forthcoming. Students who hold industry certifications and students who have met prerequisites are great candidates for this process. It is a retention tool to allow students to see real progress with their education. National University is actively participating in this initiative. Looking for a coordinator to champion and lead this for next year.

C. **Periodic Review of ADTs**

Periodic review is beginning at the Chancellor's Office. All ADTs on templates older than 5 years will need to be updated. There really are no substantive changes other than updating the template. However, this is a chance to re-evaluate approved ADTs. For example, ADTs with lists of courses may be able to be evaluated with the intention of removing courses which are not being offered.

8. **INFORMATION**

A. **Cross-Listing/Minimum Qualifications on CORs**

The committee discussed how we will handle minimum qualifications for cross-listed courses in META. Faculty should still evaluate whether courses should be cross-listed, but for those that remain, we now have a way to reflect minimum qualifications

9. **REPORTS**

A. **Accreditation/Smiley**

Writing teams working on narrative portion (assignment 2). Survey going to the campus community with questions developed by the writing team. Newsletter went out. Prizes are available for those who read, and respond, to the newsletter. The Quality Focused Essay (QFE) portions should focus on 1-2 projects relating to student achievement.

B. **Articulation/Mudgett** – The Academic Senate for California Community Colleges (ASCCC) has released a survey related to UC transfer pathways. If faculty need input from Articulation, please let Ben know. The UC Transfer Pathways initiative is seeking to design UC transfer degrees similar to ADTs. The pathways will come directly from the Academic Senate. Please complete the survey. Faculty input is very important.

C. **Credit for Prior Learning/Rose & Mudgett** – Nothing further to report

D. **Learning Outcomes/Farrell** – Wendy reported that faculty have been working on program outcomes for the Mapper project. This process has been really good and allowed faculty to improve their program learning outcomes.

E. **Noncredit/Sebring** – There was no report

F. **Strong Workforce, Student Success and Retention/Fritch** - There was no report

10. **FUTURE ITEMS FOR DISCUSSION**

- A. Electronic Requisite Enforcement
- B. Periodic Curriculum Review
- C. Curriculum Handbook
- D. Certificates of Proficiency to Certificates of Achievement
- E. MIS Project Data Elements
- F. Courses not Offered
- G. Combining of Classes (Sections)
- H. University Studies

11. **NEXT MEETING** – Wednesday, March 18, 2020 at 3:00 pm in Room H-306

12. **ADJOURNMENT** – Meeting adjourned at 4:58 pm