

**Palomar College
Curriculum Committee Minutes
May 6, 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 checked="" 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 type="checkbox"/> Adam Meehan, <input checked="" type="checkbox"/> Vickie
Roll-Call	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	Lacey Craft, Leigh Marshall, Steve Perry, Ben Adams

2. **ACTION-MINUTES**

MSC Mellos, Rose to approve the **April 15, 2020** Curriculum Committee meeting minutes

3. **ANNOUNCEMENTS**

Nelson - GE Subcommittee met last Friday. Ben Mudgett and Wendy Nelson are the co-chairs. There is a mix of newer and veteran faculty who are excited about the work. The group is evaluating Palomar's philosophy of the General Education (GE) Board policy. The aim is to complete this work by the fall semester so that it may be presented through the shared governance process.

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 – MSC Rose, Ly**
- B. Credit Course Changes - MSC Mudgett, Smiley**
- C. Requisites – Moved Rose, Second Barolong; Barolong removed second; amended to Corequisite, CFT 100, Second Dixon – Motion Carried**
- D. Technical Corrections – MSC Ly, Rose (misspelling noted and corrected)**

6. **DISCUSSION**

- A. Mapper/Nelson –** The maps are ready to be viewed by faculty and were sent to department chairs with the request that they be communicated to discipline leads. They are located on a temporary website with each meta-major listed. Descriptions of each will be added later. All degrees in each meta-major are listed. Program outcomes are missing but will be sent to the vendor and added. There will be information about each degree and certificate including ONET data. Chairs and discipline experts are requested to take a look at the maps. Glyn Bongolan in Counseling is anxious to share with high school seniors but we are not yet ready. Wendy showed a map example. Faculty need only to look at discipline areas for now. The GE has been looked at by Counselors so only discipline areas need to be looked at for now. Students will be able to print their maps. In the future, faculty will be able to suggest specific electives. Maps may be found at <https://www2.palomar.edu/pages/instruction/guided-pathways/program-pathway-mapper-department-review/>
- B. Distance Education (DE) Plan –** When Palomar moved to remote instruction for the spring semester, an emergency DE addendum was submitted. Summer and fall instruction will be covered by the same process. The Chancellor's Office has not received direction from the Department of Education, but we need to prepare for the possibility that the blanket DE addendum will not cover spring 2021. We are requesting that faculty look at upcoming fall and spring courses which are not yet locally approved for DE. If we continue to have to utilize remote instruction in spring 2021, any courses not approved for DE would not be able to be offered. Planned classes affected would need to be cancelled. The college

is looking at offering DE workshops over the summer. The new page is being implemented in META. Drop-ins and videos will be provided to assist. Intentional, ongoing training for remote instruction will be offered allowing faculty to develop new DE courses as well as update existing courses. More information from Instruction is forthcoming. A decision as to whether POET will become a requirement has not yet been made. Ben pointed out that there may be articulation issues for some courses being offered online. Another concern is the volume of curriculum reviews that would have to be done to add DE. Ben asked if there is a way to do a mass update similar to the deactivation campaigns. There was also discussion of a process to only add DE although that could potentially affect effective dates and legacy data.

- C. Timeline – Plans include an October 1 deadline for courses and programs. We are hoping that IPC can assist with this by approving new programs so that the deadline may be met. October 1- 31 would be the time for the regular META approval process. November 1, courses would be ready for tech review with all changes approved at the December meeting. We will also add the curriculum deadlines to the curriculum homepage. There is no need for the detailed curriculum calendar. A three-year plan for programs needs to be developed. We also need to address the CTE (Career, Technical) 2- year program review requirement and ensure cyclical review of all programs. There was discussion about how to deal with curriculum volume. Not adhering to a regular review cycle could lead to lack of assessment. Both are necessary.

7. **INFORMATION**

A. **MOU Military Leadership Palomar and National Univ.**

Ben announced the acceptance of completers of the Military Leadership A.S. degree by National University as full juniors. National University will also offer those students a substantial discount which would lower the cost to the equivalent of the cost of the CSU (California State University). This is a direct result of the grant Palomar received and the work that has been done to offer enlisted students opportunities to progress. Students will be able to take courses that fit their location and time needs.

8. **REPORTS**

- A. **Accreditation/Smiley** – ACCJC released blanket approval for DE to the Chancellor’s Office
- B. **Articulation/Mudgett** – Recommended a webinar series, Ensuring Transferring Success for the UC (University of California). Students are encouraged to consult with a counselor before opting for P/NP (Pass/No Pass) grading. Some UCs are accepting P/NP through fall 2021, others are only allowing it through spring 2021. While the UCs are being very accommodating, there is no real consistent policy. Different UCs are opting for different allowances.
- C. **Credit for Prior Learning/Rose & Mudgett** – Making a lot progress. Faculty Champions are doing great work and paving the way for the future. Computer Science, Business, World Languages, Emergency Medical Education, Geographic Information Systems and Graphic Communications are all involved. There will be a website to assist with development in the fall. The goal is to make it very easy for faculty to offer these opportunities for students. Ben demonstrated a portfolio assessment rubric. There is still work to be done, but it is a start as a way to assess learning outcomes. This would be a resource for students and faculty to determine whether outcomes are being met. Work will continue in order to institutionalize Credit for Prior Learning at Palomar.
- D. **Learning Outcomes/Farrell** – Working with faculty who have mapped and reviewed Institutional SLOs (Student Learning Outcomes). Faculty have been working hard to develop program outcomes as well as map to appropriate ILOs (Institutional Learning Outcomes). There is also work being done to integrate SLOs into different initiatives such as Credit for Prior Learning. The workshop for utilizing the e-portfolio discussed by Ben was well attended. Mark Bealo is working with faculty on GEILOs (General Education Institutional Learning Outcomes). The COVID-19 pandemic requiring us to move to online learning slowed us down a bit. However, work with the GE subcommittee is happening to connect GE requirements to mapping of GE ILOs.
- E. **Noncredit/Sebring** – *There was no report*
- F. **Strong Workforce, Student Success and Retention/Fritch** – *There was no report*

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 20, 2020 at 3:00 pm, Zoom Conferencing

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