

**Palomar College**  
**Curriculum Committee Minutes**  
**November 20, 2019**  
Room H-306, 3:00-5:00 pm

1. **CALL-TO-ORDER** - Meeting called to order at 3:01 pm

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

2. **ACTION-MINUTES**

MSC Dixon, Farrell to approve the November 6 Curriculum Committee minutes with minor corrections

3. **ANNOUNCEMENTS**

- A. **Active Learners Conference** – Planning for the January 25 conference at Palomar’s Rancho Bernardo Center is ongoing. An Escape Room activity may be included.
- B. **Potluck Last meeting** – There was discussion as to whether to have appetizers and/or desserts at the last meeting (December 4).
- C. **RFQ for new Chancellor’s Office curriculum Inventory** – The workgroup is making a recommendation to the state. The plan is to initially develop a new Chancellor’s Office Curriculum Inventory (COCI) but to later provide a curriculum management system to colleges for use (at no cost to the college similar to the Canvas scenario). It would be beneficial for all colleges to use the same system with integration features. The adoption of a state system will more-than-likely not be a short-term process. For this reason, Palomar is currently seeking a catalog solution which will assist with data integration and automating the catalog in the interim.
- D. **Tutoring Centers** – As a result of the findings of the FCMAT report, all tutoring centers are being cut. A Student Equity meeting will take place on Friday, November 22 from 9-11. This will provide an opportunity to have your voice heard on this matter. It is reported that the Math center is getting cut approximately 20K. The Student Equity meeting will provide a discussion about activities and cuts. These cuts do not affect online tutoring since that is a requirement.

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

Approve Curriculum Proposals Effective Fall 2020, pending other Appropriate Approvals

- A. **New Credit Courses** 1-3 – Move items Move 4,5,6 to Credit Course Changes **MSC Dixon, Mudgett** with minor changes (COMM 204, DT 114, EME 105)
- B. **New Noncredit Course** – **MSC Sosa, M. Forney** (N ESL 923)
- C. **Credit Course Changes** – **MSC Payn, Dixon** (ASL 101L, ASL 105, BIOL 102, BIOL 105, BIOL 106, BIOL 114L, CHDV 103, CHDV 110, DT 101, EME 175, EME 175L, ID 105, UD 125, ID 170, JOUR 130, MATH 105, MATH 245, NURS 217, PSYC 130, SPAN 235)
- D. **Distance Education** (D&E one motion) **MSC Mudgett, Rose** (COMM 204, EME 105, GCIP 252, ASL 101L, ASL 105, CHDV 103, CHDV 110, DT 101, JOUR 130, SPAN 235)
- E. **Requisites** (D&E one motion) **MSC Mudgett, Rose** ESL 98.2, GCIP 252, ASL 101L, ASL 105, EME 175, ID 105, ID 170, MATH 105, MATH 245, NURS 217, SPAN 235)

5. **DISCUSSION**

- A. GE/ILO Assessment Strategies should not have been included. Replaced with **Electronic Requisite Enforcement**  
Wendy sent a communiqué in October to all dept. chairs explaining electronic requisite enforcement. Departments were told to review requisites and make any necessary changes. Critical issue for depts. to consider is that what is printed may prevent students from enrolling. A prerequisite may be the only way into a course. There may need to be rules around this, but rules are needed in order to program these specific issues. For instance, the only workaround for High School requisites is the evaluations dept. Departments are encouraged to determine if

requisites are necessary. If so, workarounds for electronic enforcement may be necessary. Discussion occurred regarding the process for bypassing requisites and whether it may be simplified, as well as examples of how entry into courses may be accomplished once electronic requisites are deployed. Tina Barlolong, Veteran's Counselor introduced herself and presented scenarios that could happen with Veterans and what those impacts might be. Richard is open to attending department meetings to assess needs. Drop-ins would also be useful. This may not be an issue for all departments as many are straightforward.

**B. Mapping Project/Curriculum**

Rolling mapper project out in spring. How does this connect to curriculum work? Work is housed in curriculum e.g. curriculum changes. Maps were completed in spring. They will be entered sometime in, or prior to, spring. Entries will be based on the 2020-2021 catalog. Counselors may create the new maps and share with departments for input. Processes still need to be developed about how information is entered. Program outcomes will be a big part of this project. They may need to be evaluated and updated. There may be a need to hold the program outcome portion of the module until after edits have been done. Our understanding of program outcomes has changed and there may be a need to ensure our outcomes are updated. There was discussion about having drop-ins and other structured opportunities paid for by Guided Pathways as this is an integral part. There was also discussion about the information presented on individual mapper pages. Potentially add a Spring Plenary session and/or drop-ins to help with Program Learning Outcomes and map to College Outcomes

**C. Multicultural Requirement**

The requested changes will make the instructions less ambiguous for courses being transferred in from other institutions to meet the requirement. There was discussion about whether the change is major and how it would impact courses currently approved to meet the multicultural requirement. Bring back for action at next meeting with Title 5 supporting documentation.

**D. Distance Education** – *Not discussed due to time. Discussion to take place next meeting.*

**6. INFORMATION** – *There were no information items*

**7. REPORTS**

**A. Accreditation/Kahn**

Teams are working on their first assignment.

**B. Articulation/Mudgett**

Continuing to work with Research and Planning on data for University Studies to bring back to Curriculum. Working with records to craft a process of surveying students for outcomes. Narrative information for ADTs have been uploaded into META and are ready to go to state.

**C. Credit for Prior Learning/Rose & Mudgett**

Great news! Both AP (Administrative Procedure) and BP (Board Procedure) went to Policies and Procedures and were approved, then approved at SPC (Strategic Planning Council) yesterday. The AP is essentially approved and ready to go to Board for information in December. The BP will go to the Governing Board for approval in December. This will be able to be used as a model at other colleges. Work will continue with ways to present the students with information. Lots to discuss and do in the spring and forthcoming. Because of work that Suzanne has done, we can now award letter grade instead of "pass" for high school students. Assessments should be related to course objectives which should map to learning outcomes.

**D. Learning Outcomes/Farrell**

Working on GE outcomes in the spring for written communication and quantitative literacy. Identifying areas to fix in the next few years for accreditation. Ensuring outcomes are being regularly assessed. All course SLOs are a part of tech review and being assessed by Katy. She has been communicating with faculty about improving SLOs.

**E. Noncredit/Sebring**

First draft of noncredit strategic plan. Discussion includes grading procedures and roll out, strong workforce regional work and developing noncredit goals for region. Working with WestEd to map adult schools to community college. High school to community college mapping is already done. A “pass” will not affect repeatability since repeatability is not a noncredit issue. Satisfactory progress (SP) means a student is not ready to move on. They are attending class but not ready to move forward. Grades are transcribed in order to allow students to have something to show for their work.

**8. 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)

9. **NEXT MEETING** – Wednesday, December 4, 2019 at 3:00 pm in Room H-306

10. **ADJOURNMENT** – Meeting adjourned at 4:57 pm.