

**Palomar College  
Curriculum Committee Minutes  
September 2, 2020  
Zoom Conferencing**

- A. **CALL TO ORDER** Meeting was called to order at 3:03 pm
- B. **CURRICULUM COMMITTEE OVERVIEW** – The Curriculum Committee is a subcommittee of the Faculty Senate tasked with recommending the adding, expanding, deactivating, or modifying of programs and courses offered by Palomar College. Its subcommittees are currently being re-designed but currently include General Education (GE), Learning Outcomes Subcommittee (LOSC), Distance Education (DE), Multicultural, Requisite and Technical Review. The committee is comprised of a faculty co-chair and Vice President of Instruction co-chair, four faculty representatives and Instructional Deans from each college division, and a Library, Student Services, and student representative. There were committee introductions.

**Co-Chairs**    Wendy Nelson,  Shayla Sivert  
                   Melissa Bagaglio,  Christine Barolong,  Fabienne Chauderlot,  Patti Dixon,  Matt Doherty,  Jim Eighmey,  Katy Farrell,  Craig Forney,  Marlene Forney,  Margie Fritch,  Luis Guerrero,  Maureen Hallett,  Cory Lindsey,  Pearl Ly,  Leigh Marshall,  John McMurria,  Adam Meehan,  Vickie Mellos,  Patricia Menchaca,  Benjamin Mudgett,  Duy Nguyen,  Lillian Payn,  Kevin Powers,  Nichol Roe,  Clare Rolens,  Candace Rose  Suzanne Sebring,  Justin Smiley,  Gary Sosa,  Ed Sprague,  Gina Wilson

**Staff**            Cheryl Kearse (Recorder),  Richard Loucks           **Guests**

C. **ACTION-MINUTES**

**Moved Dixon; Seconded Rose** to approve the **May 20, 2020** Curriculum Committee meeting minutes

Corrections requested to page 3 item E to add included table. Also request to add action items.

**Rose removed Second; Amended Motion:** Approve the **May 20, 2020** Curriculum Committee meeting minutes with revisions as noted through discussion. **Seconded, Rose; Motion carried.**

**Abstentions** – Meehan, Marshall

D. **ANNOUNCEMENTS** – There were none

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

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

1. **New Credit Program** – MSC Dixon, Ly
  - 1) Child Development Associate Teacher
2. **Credit Program Change** – MSC Mudgett, Wilson
  - 1) Child Development Master Teacher: Preschool
3. **Distance Education** – MSC Sprague, Dixon

1)AJ 100	15)AT 105	29)BIOL 210
2)AJ 103	16)AT 110	30)CHDV 142
3)AJ 106	17)AT 115	31)DA 50
4)AJ 152	18)AT 125	32)DNCE 145
5)AJ 153	19)AT 160	33)DT 101
6)AJ 180	20)AT 215	34)DT 102
7)ANTH 101	21)AT 225	35)DT 103
8)ANTH 100L	22)AT 105L	36)DT 104
9)ART 100	23)AT 110L	37)DT 110
10)ART 163	24)AT 115L	38)DT 111
11)ART 164	25)BIOL 100	39)DT 114
12)ART 165	26)BIOL 102	40)DT 117
13)ART 166	27)BIOL 110	41)DT 190
14)ART 169	28)BIOL 200	42)DT 225

43)DT 226	85)JOUR 215	127) MUS 216
44)DT 227	86)KINE 184	128) MUS 220
45)DT 115	87)KINE 125B	129) MUS 225
46)EME 106	88)KINE 125C	130) MUS 130
47)EME 175	89)KINE 125D	131) N ABED 901
48)EME 206	90)KINE 166A	132) N ABED 902
49)EME 207	91)KINE 166B	133) N BASC 901
50)EME 208	92)KINE 166C	134) N CTZN 900
51)EME 209	93)KINE 170A	135) N ESL 912
52)EME 106L	94)KINE 170B	136) N ESL 913
53)ENG 49	95)KINE 170C	137) N ESL 922
54)ENG 135	96)KINE 170D	138) N ESL 923
55)ENG 136	97)KINE 170E	139) N ESL 945
56)ENG 202	98)KINE 170F	140) N ESL 961
57)ENG 203	99)KINE 170G	141) N ESL 962
58)ENG 205	100) KINE 170H	142) N ESL 963
59)ENG 210	101) KINE 170I	143) N ESL 964
60)ENG 220	102) KINE 170J	144) N ESL 972
61)ENG 230	103) KINE 204A	145) N ESL 975
62)ESL 98.1	104) KINE 204B	146) N ESL 982
63)FIRE 51	105) KINE 205A	147) N ESL 983
64)FIRE 101	106) MACH 190	148) N ESL 984
65)FIRE 115	107) MACH 191	149) N ESL 994
66)FIRE 118	108) MUS 103	150) N ESL 995
67)FIRE 130	109) MUS 105	151) N MATH 915
68)FIRE 165	110) MUS 106	152) N MUS 952
69)GCI 168	111) MUS 110	153) N MUS 955
70)GCI 268	112) MUS 111	154) N MUS 972
71)GCMW 101	113) MUS 115	155) N MUS 998
72)GCMW 201	114) MUS 117	156) N PHOT 920
73)GCMW 205	115) MUS 119	157) N PHOT 930
74)GEOG 140	116) MUS 131	158) PHOT 120
75)HUM 100	117) MUS 148	159) PHOT 130
76)ID 100	118) MUS 151	160) PHOT 135
77)ID 105	119) MUS 152	161) PHOT 140
78)ID 125	120) MUS 155	162) PHOT 145
79)ID 141	121) MUS 172	163) PHYS 230
80)ID 145	122) MUS 175	164) PHYS 231
81)ID 150	123) MUS 198	165) PSYC 115
82)ID 151	124) MUS 210	166) PSYC 130
83)ID 170	125) MUS 211	167) PSYC 210
84)JOUR 210	126) MUS 215	168) TA 191A

**4. Technical Corrections – German – MSC Chauderlot, Mudgett-**  
1)German AA/CA

**F. DISCUSSION**

- 1. Annual Certification/Nelson** – Gives us local curriculum approval and certifies that all curriculum processes prescribed by the state have been met. The form was shown to the committee and Wendy described upcoming plans for training through the Professional Development portal. The training will be available to all faculty and staff who want to know more about curriculum. Wendy will announce when it is available.

2. **Distance Education (DE) Modify Process/Nelson** - Created a new DE Modify proposal process in META for approval of DE. All that was touched as a part of this proposal type was the DE section of the COR. The DE section includes an “Emergency Only” or “Anytime” option which faculty chose as a part of this process. We will need to decide if we should keep the “Emergency only” DE for courses later. Conducted one-on-one and group trainings to assist faculty with completing the proposals. Technical Review then met to assess the proposals. Some of the challenges included not being able to create more than one proposal at a time per course (for existing curriculum proposals). Existing proposals needed to be deleted so the DE modification could be completed. We also dealt with retirements and faculty who transitioned out of the college as they were listed as Originators. There was a lot of subjective language which needed to be edited. Candace offered that the provided examples were helpful. Ben was impressed by the efforts of the faculty to be thoughtful in their assessment of how to offer DE. Some courses were returned for edits so there will need to be follow-up to ensure that faculty make the changes. Courses will be made active as quickly as possible so that faculty can go in and make necessary curriculum changes. With all of the work happening with DE, faculty are encouraged to limit the number of other curriculum changes this year. Curriculum changes will not be denied but faculty are encouraged to concentrate on DE. The courses which have undergone DE approval will need to be compared against the spring 2021 schedule offerings. The Chancellor’s Office prescribed that courses offered spring and fall 2020 need to have approval by December 30. We have not yet been given guidance for spring 2021 courses.
  
3. **Curriculum Committee Goals - 2020-2021 Academic Year/Nelson** – The Curriculum Committee’s 2019-2020 goals were discussed. The status of each goal is indicated below.

Goals		In Progress	On Hold	Accomplished
1.	Revise or affirm our philosophy of General Education to inform guided pathways planning and institutionalize a subcommittee of the Curriculum Committee Titled “General Education” effective Fall 2020.	X		
2.	Create a process and evaluate cross listed courses to meet accreditation standards.			X
3.	Reevaluate our timeline and process for creating and reviewing courses and programs.	X		
4.	Develop Distance Education review process based on recommendations from the Distance Education workgroup including course accessibility.			X
5.	Inform College of prerequisite enforcement and assist departments needing to make changes to current requisites			X
6.	Encourage programs to convert certificate or proficiencies to certificate or achievements.	X		
7.	Evaluate the instances of unofficial combining of courses and develop a plan for modifying these courses.			X
8.	Institutionalize a subcommittee of the Curriculum Committee Titled “Credit for Prior Learning” effective Fall 2020.  Develop and implement college policies in awarding credit for prior learning that expands the types of prior learning assessments available to students beyond credit by exam. The type of assessments include, but are not limited to credit by examination, evaluation of joint service transcripts, evaluation of student created portfolios, evaluation of industry recognized credential documentation, and			X
9.	Create an official Curriculum Handbook.	X		
<b>Ongoing Responsibilities</b>				
1.	Adhere to agenda deadlines for all curriculum items.			
2.	Assure compliance with Title 5 regulations			
3.	Continually improve communication with college between Curriculum Committee and campus.			
4.	Continue to refine the requisite review process for new, changed and revised courses in compliance with Title 5 and Accreditation.			
5.	Develop and offer Curriculum Development Workshops with focus on the Integrated Course Outline			
6.	Encourage departments to deactivate courses not scheduled at least once every two years.			
7.	Provide training process (video, online, etc.) for committee members			
8.	Disseminate noncredit information to assist faculty in the development of noncredit courses and certificates.			
9.	Review separately the Distance Education component of courses in compliance with Title 5 and Accreditation.			
10.	Revise all identified courses on an AD-T that require C-ID approval status.			
11.	Support continuous implementation of revised Distance Education policies and procedures.			
13.	Support and mentor faculty through curriculum process.			
14.	Meet the annual Credit Course Certification			
15.	Members of the Curriculum Committee participate in discussions around Guided Pathways			

Over the summer, a number of potential goals for the 2020-2021 curriculum season were identified. One example is the recommendation for a Credit for Prior Learning Curriculum Coordinator with release time. There was discussion as to whether that role would be an official member and what they would be expected to do. Other potential goals for the 2020-2021 Curriculum Academic Year include:

- a. DE approvals for all courses offered in summer 20, fall 20, spring 21
  - b. Develop a course review list and require all courses not reviewed in the last 3-4 years to go through the review process this school year.
  - c. Cross-listed classes need to add minimum qualifications.
  - d. Develop Curriculum Program review process in META (especially for CTE programs);
  - e. Develop a clear “to do” task list and timeline for new programs.
  - f. Data integrity between systems – META, Mapper, starfish, PeopleSoft, Chancellor’s Office Inventory
  - g. Determine a structure and reporting process for Credit for Prior Learning and curriculum committee.
  - h. Conduct another course deactivation campaign.
  - i. Update AB 4025 – Philosophy of GE.
  - j. Update and approve new process for multicultural approvals.
  - k. Determine how new digital catalog will be connected to curriculum processes
  - l. Support development of anti-racism efforts in curriculum development. Ideas include development of a cultural audit for courses supported by a clearly defined rubric and connection with the curriculum committee. Along those same lines, the Multicultural department wants to address the committee regarding the college’s multicultural requirement criteria.
4. **Cross-listed Courses and Minimum Qualifications/Nelson** - Wendy demonstrated how cross-listed courses are displayed and how the minimum qualifications appear in META. Faculty will indicate which courses are cross-listed and then choose which minimum qualifications are necessary according to the state guidelines. Faculty will need to choose whether instructors will need one or both (all) requirements. Minimum qualifications will not show on the official COR as this may be confusing to students. This content will instead appear on the “All Fields” report. The decision to cross-list courses may need to be re-evaluated according to minimum qualifications. This will hopefully happen as we employ this process.
5. **University Studies/Mudgett** – *Ben’s written report follows:*

**University Studies Change Proposal:**

In 2017, the Curriculum Committee recommended University Studies be housed in Articulation for program assessment. In collaboration with Institutional Research and Planning, each program mapped to the general education institutional learning outcomes (GEILO) using the results of the GEILO reports:

- Written Communication (2014)
- Quantitative Reasoning (2014)
- Oral Communication (2013)
- Critical Thinking (2012)

The university studies program outcomes were successfully reported using this methodology. Consequently, after the mapping process, the need to assess each program area of knowledge became a critical need for authentic meaningful assessment. The findings include:

- Unclear goals and outcomes
- Insufficient requirements to ensure breadth and depth of knowledge area
- Considerable overlap with many associates degree programs including the ADT
- Continued student need for financial aid and veteran qualified programs
- The need to consolidate programs

The result of our findings include the following recommendations:

- Consolidate existing programs into five University Studies programs
  - o Business Operations and Analysis
  - o Social Sciences
  - o Scientific Studies
  - o Humanities and the Arts
  - o Pre integrated Teacher Education Preparation (K-8)
- Demonstrate meaningful assessment integrating improved outcomes integrating knowledge area for each program
- Increase breadth and depth of knowledge area
- Reduce potential overlap with existing associate degrees
- Continue financial aid and veteran benefit eligibility
- Improve program goals
- Eliminate GEILO mapping

➤ **Business Operations and Analysis**

The Associate in Science in University Studies Business Operations emphasizes the study of mathematical and computational theory in the preparation and analysis of business operations data. This degree helps facilitate transfer to the CSU, UC, and independent colleges and universities in majors such as Business Economics, Managerial Economics, Business and Data Analysis, Economics Managerial Science, Economics and Accounting, and Business Management Economics at locations such as UC Berkeley, UC San Diego, UC Irvine, UC Riverside, UC Santa Cruz, UC Los Angeles, and UC Davis. Upon completion of this program, students will be able to

- Prepare business operations data using computer information technology
- Create and analyze business operations data using computational theory and mathematical concepts

Students should consult with a Palomar College Academic Counselor as this degree accommodates a wide variety of majors and admission requirements and major preparation may vary.

**Program Requirements**

BUS 100

Take a minimum of 15 units with one course chosen from each area:

**Area 1: Economics**

ECON 101

ECON 102

**Area 2: Accounting**

ACCT 201

ACCT 202

**Area 3: Computer Science**

CSCI 112

CSCI 114

**Area 4: Mathematical Analysis**

BUS 204 or

MATH 120 or

PSYC/SOC 205

MATH 140

MATH 141

➤ **Social Sciences:**

The Associate in Science in University Studies Social Science emphasizes the examination of social and political institutions, cultural and social organizations, and the framework for the behavior of both the individual and the group from a multicultural perspective. This degree helps facilitate transfer to the CSU, UC, and independent colleges and universities in majors such as American Studies, American Indian Studies, Africana Studies, Chicana and Chicano Studies, Ethnic Studies,

Gender Studies, Lesbian, Gay, Bisexual and Transgender Studies, Media Studies and Religious Studies. Upon completion of this program, students will be able to

- Design and formulate research methods addressing problems in social and political institutions
- Evaluate the cultural and social organizations in which they exist
- Describe the framework for the behavior of **both** the individual **and** the group from a multicultural perspective

Students should consult with a Palomar College Academic Counselor as this degree accommodates a wide variety of majors and admission requirements and major preparation may vary.

**Social Science Multicultural Perspectives**

Take a minimum of six units from:

AIS 101, 110, 115, 125, 140, 165

AMS 200

ANTH 105, 107

AS 100, 101, 102, 120

COMM 105

CS 101, 102

ECON 115

GEOG 105

HIST 130, 140, 141, 150, 151

LS 240

MCS 100, 200

RS 102

SOC 115, 130, 135, 165, 175, 200

**Political and Social Institutions**

Take a minimum of six units from:

AIS 102

COMM 100

ECON 100, 101, 102, 110, 120, 125

GCMW 150

HIST 101, 102

LS 121

POSC 100, 101, 102, 110, 121, 240

RS 103, 108

**Global Perspectives of the Social Sciences**

Take a minimum of six units from:

ANTH 110, 115, 125, 126, 130, 140

AS 126

ASL 110

CHDV 100, 115, 172

CS 140

ENG 150

GEOG 103

HIST 105, 106, 107, 108, 121, 151, 160

MCS 125, 160

PSYC 100, 105, 110, 120, 125, 130, 211, 225, 235

SOC 100, 105, 110, 125, 170

SPCH 120

➤ **Scientific Studies**

The Associate in Science in University Studies Scientific Studies emphasizes the investigation into scientific theory where students will apply the scientific method in the testing and examination

of the hypothesis. This degree helps facilitate transfer to the CSU, UC, and independent colleges and universities in majors such as Aeronautical Engineering, Biological Engineering, Chemical Engineering, Civil Engineering, Cognitive Science, Computer Engineering, Computer Science, Construction Engineering, Data Science, Electrical Engineering, Engineering Physics, Environmental Science, Mechanical Engineering, Software Engineering, and Structural Engineering. Upon completion of this program, students will be able to

- Apply the scientific method to a research question
- Synthesize and evaluate their knowledge gained from applying the scientific method to a research question

**Program Requirements:**

Complete a minimum of six units from two different emphases and six additional units from any emphasis (18 units total):

**Pre-Computer Science:**

CSCI 112, 114, 146, 210, 212, 220, 222

PHYS 230, 231

**Pre-Engineering:**

BIOL 200, 201

CHEM 110, 110L, 115, 115L, 205, 220, 221

ENGR 210, 211, 235, 236, 245

PHYS 232

**Physical and Earth Science:**

ASTR 100, 155L, 120

ES 100, 100L, 115

GEOG 100, 100L, 110, 115, 125

GEOLOGY 100, 100L, 120, 150, 150L

OCN 100, 100L

PHSC 100, 100L

PHYS 101, 102, 120, 121, 200, 201

**Life Science:**

ANTH 100, 100L, 101

BIOL 100, 101, 101L, 102, 105, 106, 110, 114, 114L, 118, 118L, 120, 125, 126, 126L, 130, 131, 131L, 135, 140, 141, 141L, 145, 145L

➤ **Humanities and the Arts**

The Associate in Arts in University Studies Humanities and the Arts emphasizes the analysis of the diverse human experience portrayed in philosophical, historical, and literary contexts and forms of art. This degree helps facilitate transfer to the CSU, UC, and independent colleges and universities in majors such as Arabic Studies, Applied Arts and Media, Chinese Studies, Linguistics, Literary Studies, and Visual and Performing Arts. Upon completion of this degree, students will be able to

- Analyze and assess human experiences from around the world portrayed in philosophical, historical and literary contexts
- Describe and appraise the human experiences symbolized in art forms from around the world
- Compare and contrast multicultural human experiences

Students should consult with a Palomar College Academic Counselor as this degree accommodates a wide variety of majors and admission requirements and major preparation may vary.

**Compete a minimum of six units from each Area:**

**Area 1: Multicultural**

AIS 100, 104, 105

AMS 100, 105

ARCH 121

CINE 122  
DNCE 101, 102, 105  
GC 115  
HIST 130  
MUS 102, 171  
TA 100  
AIS 100  
AMS 100, 105  
ANTH 135  
CS 140  
MCS 125  
RS 101, 110

**Area 2: Humanities**

AIS 107B, 108A, 108B, 145, 150, 166B, 167A, 167B, 207A, 207B, 266A, 266B  
ANTH 155  
ARAB 201  
CHIN 201  
CINE 123  
CS 100, 155  
ENG 280  
GC 102  
HUM 100, 101  
JAPN 130  
MCS 160  
RS 104, 105, 108

**Area 3: Arts**

AIS 135, 146  
ARCH 120  
ART 100, 163, 164, 165, 166, 169  
CINE 100, 102, 103, 110, 120  
DNCE 100  
MUS 100, 101, 169  
PHOT 125  
TA 150

➤ **Pre Integrated Teacher Education Preparation (K-8)**

55-56 units. Clears all CSUGE except one course in area D or E

The Associate in Arts in University Studies Pre Integrated Teacher Education Preparation (K-8) emphasizes a liberal arts education and examines the humanities, arts, and sciences. This degree helps facilitate transfer to the four-year college and university integrated teacher preparation programs approved by the California Commission on Teacher Credentialing. Upon completion of this program, students will be able to

- Compose effective communication strategies both orally and in writing
- Apply critical thinking skills to diverse academic works in the humanities, arts, and sciences

Students should consult with a Palomar College Academic Counselor as this degree accommodates a wide variety of majors and admission requirements and major preparation may vary.

**Program Requirements** (55-56 units, clears all CSUGE except one course in Area D or E)

HIST 101 and 107  
GEOG 103 or 105  
POSC 102  
MATH 105 and 106



PHSC 101  
BIOL 100 or  
BIOL 101+101L  
ES 100 or  
GEOG 100  
ENG 205  
CHDV 100  
KINE 102

**Language:** Choose one course from:

AIS 107A, 151, 166A  
ASL 100  
FREN 101  
SPAN 101 or 211  
GERM 101  
ITAL 101  
JAPN 101  
ARAB 101  
CHIN 101

**Arts**

Choose a minimum of 3 units from:

ART 102, 104, 105  
DNCE 100, 145  
MUS 103, 105  
TA 115, 160

G. **REPORTS**

1. **Accreditation/Meehan** – Over the summer, accreditation looked over first drafts and added feedback. Writing teams will be contacted this fall with that feedback. This is an important collaborative effort and all bear responsibility.
2. **Articulation/Mudgett** – No report
3. **Credit for Prior Learning/Rose & Mudgett** - This endeavor is being launched and offered to students. There has been good support on campus. The Senate will be distributing a callout for a Credit for Prior Learning Coordinator which has 20% release time. Go to the Credit for Prior Learning website for more information. There is a course list and resource pages for faculty and students. Contact Candace Rose for information. Mention Credit for Prior Learning at department meetings and contact Candace with potential participants
4. **Learning Outcomes/Farrell** – The LOSC will follow the goals for the Curriculum Committee this year. Further goals haven't been set for the year but LOSC want to support the goals of other groups. They will continue to look at College Outcomes. Over 1000 students took the assessment for Quantitative Literacy in the spring. This gives us some good information for this outcome.
5. **Noncredit/Sebring** – Noncredit continues to grow with new programs going to IPC. Several new certificates were approved to begin this fall in the CDCP category. If there is an interest in noncredit and what may be applicable, contact Suzanne.
6. **Strong Workforce, Student Success and Retention/Roe** – Strong Workforce supported the conversion of many CTE courses into an online format. Forty-two courses were converted to online through the summer institute. The ESL Department also had a number of all online conversions.

H. **FUTURE ITEMS FOR DISCUSSION**

- I. **NEXT MEETING** – Wednesday, September 16, 2020 at 3:00 pm, Zoom Conferencing
- J. **ADJOURNMENT** – Meeting adjourned at 5:02 pm