

**Palomar College  
Curriculum Committee Minutes  
September 16, 2020  
Zoom Conferencing**

A. **CALL TO ORDER** Meeting was called to order at 3:03 pm

B. **CURRICULUM COMMITTEE OVERVIEW** –

<b>Co-Chairs</b>	<input checked="" type="checkbox"/> Wendy Nelson, <input checked="" type="checkbox"/> Shayla Sivert
	<input checked="" type="checkbox"/> Melissa Bagaglio, <input checked="" type="checkbox"/> Christine Barlolong, <input checked="" type="checkbox"/> Fabienne Chauderlot, <input checked="" type="checkbox"/> Patti Dixon, <input type="checkbox"/> Matt Doherty, <input checked="" type="checkbox"/> Jim Eighmey, <input checked="" type="checkbox"/> Katy Farrell, <input 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"/> Leigh Marshall, <input checked="" type="checkbox"/> John McMurria, <input checked="" type="checkbox"/> Adam Meehan, <input checked="" type="checkbox"/> Vickie Mellos, <input checked="" type="checkbox"/> Patricia Menchaca, <input type="checkbox"/> Benjamin Mudgett, <input checked="" type="checkbox"/> Duy Nguyen, <input checked="" type="checkbox"/> Lillian Payn, <input checked="" type="checkbox"/> Kevin Powers, <input checked="" type="checkbox"/> Nichol Roe, <input type="checkbox"/> Clare Rolens, <input checked="" type="checkbox"/> Candace Rose <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"/> Gina Wilson
<b>Staff</b>	<input checked="" type="checkbox"/> Cheryl Kearse (Recorder), <input checked="" type="checkbox"/> Richard Loucks
	<b>Guests</b>

C. **ACTION-MINUTES OF THE SEPTEMBER 2, 2020 MEETING** MSC Dixon, Rose (Abstentions – Powers)

D. **ANNOUNCEMENTS** –

1. Special Meeting 9/30/2020 for additional DE Modify Proposals – 5<sup>th</sup> Wednesday 4:30-5:00 after IPC
2. Curriculum Deadline Change - October 15, 2020 is the new curriculum deadline for fall 2021 effective date consideration.
3. GE Workgroup Position in Natural Sciences – Jim Eighmey has a conflict. Need a new volunteer. Meet 1<sup>st</sup> and 3<sup>rd</sup> Friday from 9-10 AM. Updating general education board policy. Notify Wendy if interested. Will send to Faculty Senate in no curriculum member volunteers. Multicultural subcommittee call has gone out from faculty Senate
4. Candace announced that Gentle Yoga is now available on Thursday mornings from 9-10 am through TeamLife. Sign up in the PD portal in order to obtain the Zoom link and receive PD credit.

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

**Approve Curriculum Proposals Effective Fall 2020 or Fall 2021 (as indicated), pending other appropriate approvals:**

1. **New Credit Program effective 2020 – MSC Sprague, Powers**
  - 1) Child Development Master Teacher: Preschool
2. **New Credit Programs effective 2021 – MSC Rose, Marshall**
  - 1) AWS Academy
  - 2) Cloud Computing and Virtualization
  - 3) Cybersecurity Analyst
3. **Credit Program Changes effective 2021 – MSC Dixon, Sprague**
  - 1) Advanced Geographic Information Systems – Needs Regional Dean approval
  - 2) Mathematics
  - 3) Nutrition and Dietetics
4. **Distance Education – MSC Fritch, Mellos**

F. **DISCUSSION**

1. **BP/AP 4021 Program Development Revitalization and/or Discontinuance/Nelson & Sivert** – A form of this policy already existed but needed to be updated. Looked at other colleges and ended up collapsing all relevant actions into one policy. To begin, there was exhaustive discussion about the definition of a program. One minor change has been a restructuring of item one into the IPC process with the new form. Shayla discussed the process outlined in the document. Criteria was outlined to include low enrollment/retention/persistence/completion for no less than 3

consecutive years, decline of demand or lack of demand in workplace and decline of institutional resources to support the program. The policy outlines the conversation between discipline, faculty and deans and connects the PRP process as PRPs should inform programs. Lastly, the policy outlines the final step for discontinuance or revitalization. Revitalization steps and internal and external participants in the process are addressed. These participants meet to outline strategy to continue the program. The policy contains areas to address as a part of revitalization and describes the requirement of a timeline with a completion date. The policy also outlines potential actions if timelines are not met. The policy ends with a description of the steps for the program discontinuance process, the participants and final steps to complete. Faculty are encouraged to take a look at this document and provide input to Shayla or Wendy. Questions may also be directed to Shayla and Wendy.

2. **Multicultural Studies Department Name Change** – The Multicultural Studies department has been at Palomar since the early 70s as a result of a student protest. Recently, there have been changes such as new programs and new faculty. Recent social justice events have caused the department to readdress its outcomes. Rudy Jacobo talked about the need for students to take ethnic studies classes. The department seeks to change the name to Ethnic Studies as it more closely aligns with their work and pedagogy. CalState San Marcos is also building an Ethnic Studies program which focuses on systemic racism, cultures and communities of color and social justice. There was discussion about the process for departments to propose a name change. Ultimately, this is an informational item for the Curriculum Committee which supports the name change from Multicultural Studies to Ethnic Studies. There was also discussion about which disciplines may be included under this umbrella. There is no standardization prescribing which disciplines should come together under Ethnic Studies. That has been a local campus decision and differs from college to college.
3. **Curriculum Committee Goals - 2020-2021 Academic Year/Nelson** – Further discussion of this year's goals took place. Goals discussed include:
  - a. Ensure all courses offered in summer 20, fall 20, spring 21 have a DE addendum
  - 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. Ensure Cross-listed classes are reviewed and minimum qualifications are added in META.
  - d. Develop Curriculum Program review process in META with special attention to CTE guidelines;
  - e. Develop a clear timeline and steps for adding 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. Explore developing a cultural audit for curriculum.
4. **University Studies/Mudgett** – *This item was not discussed*

#### G. INFORMATION

1. **Career/Technical Education (CTE )and Regional Deans**

Margie Fritch gave an overview of the process for CTE program approval. All CTE programs must meet a current labor market demand. Margie presented the regionalcte.org website and showed the process for entering a program. First step for a program is for a program to demonstrate a labor market need. Programs without a labor market need will not be approved. Programs are submitted by a representative from each college (Margie is ours). Labor market data must come from the Centers for Excellence and must be attached to the submission.

Myworkforceconnection.org is our regional (San Diego/Imperial Valley) webpage. Here, users can find many already generated Centers of Excellence (COE) labor market briefs. First step should be to look at the regional webpage to see if a labor market brief already exists. There may be no need to request one. Each brief contains a summary and a recommendation to proceed, not proceed or proceed with caution. Margie distributes a document to faculty which contains all of the information needed. Standard Occupational Classification (SOC) codes are necessary in order to submit requests to COE for labor market briefs. There is a 4-6 week turnaround, so briefs should be submitted well in advance in order to meet timelines.

2. **Distance Education Approvals/Nelson** – To date, 306 courses have been approved and 111 have been sent back for changes. A list will be distributed so that faculty can check to see if the courses they have submitted have completed approval. There may be courses which have been sent back for Originators changes.
3. **Electronic Catalog** – *This item was not discussed*

#### H. **REPORTS**

1. **Accreditation/Meehan** – Met with writing team leads and passed along feedback. October 23 is the deadline for writing teams to implement the feedback.
2. **Articulation/Mudgett** – *There was no report*
3. **Credit for Prior Learning/Rose & Mudgett** - Working with Student Services to develop a credit for prior learning form for students. Regional and statewide work continues.
4. **Learning Outcomes/Farrell** – Wendy reported that the Learning Outcomes Subcommittee will be meeting to establish their goals.
5. **Noncredit/Sebring** – *There was no report*
6. **Strong Workforce, Student Success and Retention/Roe** – There is a Faculty institute on the 25<sup>th</sup> even though it is a District holiday.

#### I. **FUTURE ITEMS FOR DISCUSSION**

- J. **NEXT MEETING** – Special Meeting, September 30, 4:30-5:00 pm for DE approvals and Program Discontinuance and Revitalization  
Next Regular Meeting, Wednesday, October 7, 2020 at 3:00 pm, Zoom Conferencing

- K. **ADJOURNMENT** – Meeting adjourned at 4:53