

Palomar College
Curriculum Committee Minutes
 Wednesday, April 3, 2019
 Room AA-140, 3:00 pm

- I. **Call to Order** – Meeting called to order at 3:10 pm
- Members Present** Patti Dixon, Richard Albistegui-Dubois, Rita Campo Griggs, Jim Eighmey, Katy Farrell, James Fent, Marlene Forney, Margie Fritch, Luis Guerrero, Jack Kahn, Cory Lindsey, Pearl Ly, Shelbi Mayo, John McMurria, Vickie Mellos, Wendy Nelson, Lillian Payn, Candace Rose, Shayla Sivert, Justin Smiley, Carla Thomson
- Absent** Karen Donovan, Craig Forney, Adam Meehan, Benjamin Mudgett, Kevin Powers, Nichol Roe, Suzanne Sebring, Ed Sprague
- ASG** Kena Haun
- Staff** Cheryl Kearse (Recorder), Richard Loucks
- II. **Minutes of the March 20, 2019 Curriculum Committee Meeting (MSC) Eighmey, Ly** (2 abstentions)
- III. **Announcements**
- A. **Curriculum Course Review Drop-In Dates**
 Wednesday April 10 2:00 pm – 4:00 pm Room H-105
 Wendy will be sending out the review list to all faculty instead of just Department Chairs/Directors. The following additional drop-in dates will be added: April 10, 3-5 pm; May 8, 3-5pm; May 14, 2-4 pm.
- B. **Stats/Math Recoding/Loucks**
 This recoding only affects the TOP Codes of a small number of courses (Math and Statistics). The recoding won't affect the content of courses, only coding. The recoding will impact funding and other data.
- C. **Guided Pathways Scheduling Workshops/Kahn**
 There will be events held in May and July to collaborate about ways faculty are putting together programs to assist students with completion. As an example, the Child Development department will be running a series of 4 courses in one semester in order to facilitate student completion of a program which will assist them with obtaining certification for employment. The EME department is doing something similar. The vast majority of our students are part-time and only take 1-2 classes per semester. Unfortunately, our scheduling does not accommodate these students. PJ DeMaris in Counseling, has put together a transfer series of courses so that students will complete a program in a shorter timeframe. These events will explore ideas similar to these. Once these ideas are put into place, we can publicize them throughout the community so that students know what they can accomplish at Palomar College. There is already positive interest with local districts (Vista Unified). Look for these events to take place before Chairs/Directors meetings. Additionally, two students are being recruited to take part in Guided Pathways planning. They are excited about the possibilities. There was additional discussion about improving the perception of community college.
- D. **Online CTE Program Mini-Grant/Ly**
 Palomar College is applying for a piece of a \$35M state grant to facilitate development of online CTE programs as well as provide distance education support. Faculty sessions will be held on Tuesday, April 9 from 3-5 in the LRC conference room and April 16, from 4-5:30 in MD 155-C.
- IV. **Agenda Changes**
- V. **SECOND READING** – The following curriculum changes, pending appropriate approvals, will be effective **FALL 2019**:
- A. **Noncredit Course Changes**
- Course Number and Title: N BASC 903 Supervised Tutoring for Access Technology
 Short Title: Tutoring: Access Technology
 Discipline: Basic Education (N BASC)
 Grading Basis: Pass/No Pass Only
 Changed hours from 16 hours laboratory to 8-72 hours laboratory, updated grading option from “Not Graded” to “Pass/No Pass Only,” changed open entry/open exit (may be), added student learning outcomes, updated objectives, content, methods of assessment, textbook and software, added codes
Sherry Goldsmith
(MSC) Fritch, Smiley

VI. **Technical Corrections**

A. **Course Number and Title: LS 145 Ethical Reasoning-Legal Ethics**

Short Title: Legal Ethics Discipline: Legal Studies (LS)

Course included in the following programs:

- a. Legal Support Assistant - Certificate of Proficiency
- b. Legal Studies - A.A. Degree Major

Transfer Acceptability: CSU Transfer

Course Distance Learning Offering(s): Two-Way Video conferencing, One-Way Video Conferencing, Television Course, Online

Grading Basis: Grade/Pass/No Pass

Updated title, description, CB03, CB11, methods of instruction, added Online distance education, updated learning outcomes, objectives, content, required reading, suggested reading, required writing, critical thinking, outside assignments, textbooks

L. Jackie Martin

LS 145 was approved by the Curriculum Committee at the **February 20, 2019** meeting. The Business department is requesting that **LS 145** be changed back to its original title, **Legal Ethics**, in order to avoid confusion with a Philosophy core course.

(MSC) Dixon, Ly

- B. The prerequisite for the following courses needs to be changed due to the initiation of AB 705: ENG 135, 136, 137, 150, 210, 211, 215, 220, 221, 225, 226, 230, 245, 250, 255, 260, 265, 270, 280 and 290. The prerequisite for these courses currently reads, "ENG 50 or eligibility for ENG 100 as determined through the English placement process." The new prerequisite wording will be "Eligibility for ENG 100 (4 units) or successful completion of ENG 100 with Support (6 units -- English 100 plus English 49, taken concurrently)."

(MS) Campo-Griggs, Farrell (MSC) Farrell, Fritch to amend prerequisite wording to, "A minimum grade of 'C' in ENG 100, or eligibility determined through the English placement process."

VII. **DISCUSSION**

A. **Goals/Nelson** - The 2018-2019 goals were reviewed.

- **Guided Pathways** – Working on and AP/BP on General Education (GE). Wendy met with Learning Outcomes Subcommittee (LOSC) coordinators and the Articulation Officer regarding how courses are approved for GE. They discussed mapping GE areas to College Outcomes. This was done with the exception of the Health/Fitness area. Wendy will be meeting with the LOSC subcommittee to talk about how the courses may be mapped. This could assist us with our Guided Pathways discussions/implementation. There was further discussion about the health and fitness requirement. It is problematic for students as they can only work out at the Wellness Center on San Marcos campus. Pearl has a meeting set up to discuss some of these challenges.
- **Cross-listed courses** – Subcommittee met before spring break and developed a plan to address issues with cross-listed courses. The main area of concern is minimum qualifications. In many cases, faculty do not meet minimum quals. (not the same for each area) in both/all areas. The group consulted accreditation, ASCCC and state language. The plan was initially to look at Career, Technical, Extended Education (CTE) courses first. After discussion, it was decided to look at all courses instead of just starting with CTE. The goal is to make departments aware of the issues and ask them to address faculty that do not meet minimum quals. If these faculty cannot meet the minimum quals. Through the equivalency process, the cross-listing would need to be removed. The plan to review courses includes: 1) Cross-listings with CTE/non CTE classes cross-listed (changed to all courses); 2) Cross-listings with courses from different depts. cross-listed; 3) Cross-listings with courses from different divisions cross-listed
- **Mapping** – Maps are almost done. A comparison of outcomes has been done and a review of the catalog to ensure programs align, The SLOs match although there may be questions about some. Faculty will be consulted and next steps are being developed.
- **Reviews** – Not yet completed but will be addressed.
- **Distance Education (DE)** – The Distance Learning Coordinator will be attending a meeting in May. Accessibility trainings are being offered in April. We are looking at incorporating DE into the technical review process.

B. **Cross-Listings/Nelson** – See report above, under goals.

C. **Math Across the Curriculum/Kahn**

This idea of highlighting mathematics across a variety of subjects should help students become more comfortable by connecting it to different areas of learning. The campus can also connect these efforts during its planned assessment of the college’s quantitative reasoning outcomes for the upcoming fall semester. There is math anxiety among students but highlighting how it is relevant in a variety of areas would make it more meaningful to students and open opportunities for the college to provide additional support. This is something that should become a part of the college’s culture as the responsibility is not all on the math department. A suggestion was made to provide professional development opportunities for non-math faculty in order to inform and support students as they engage in math outside of formal math classes. Many don’t even realize that they are employing successfully employing math in other areas of study. Courses in CTE often provide a great opportunity to spotlight the practical side of math.

D. **Certificates/Nelson/Loucks**

Wendy touched on a letter presenting the State Academic Senate’s position on the new student-centered funding formula. There are concerns about how the auto awarding of degrees/certificates could impact student financial aid. There is also concern about inflating certificates when not necessary in order to meet higher funding thresholds. There will be more information but in the meantime, Palomar continues to look at creating and editing certificates in ways that make sense and are beneficial to students.

VIII. **INFORMATION**

A. The following courses have completed the course outline review process between March 16, 2019 and March 22, 2019 and are effective Fall 2019

HIST	151	History of Latin American from Independence to the Present
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IX. **REPORTS**

A. **Accreditation/Kahn**

The north center report is being finalized and the mid-term report is being submitted.

B. **Articulation/Mudgett**

Wendy announced in Ben’s absence that ASSIST will be available to the public beginning May 31.

C. **AB 705/Sivert**

The College will be deploying programming which will help determine student quantitative placement as well as placement in other areas Friday, April 12.

D. **Credit for Prior Learning Workgroup/Rose**

Met with a group from across the state to discuss credit for prior learning. The Board of Trustees for California Community Colleges introduced legislation requiring colleges to develop ways to assess and grant credit for learning acquired during military service. By December of 2020, every college must have a policy for credit for prior learning. Palomar is in line to receive a mini grant starting in summer 2019 with deliverables due in 2020. The proposal drafted so far looks promising and is receiving positive feedback. As a part of the grant, our deliverables will include documenting the process we employ in order to arrive at a way of meeting this legislation. The workgroup has met with Tony Fedon in Trade and Industry who will help guide his faculty with starting the process. Professional Development opportunities will be available in order for faculty to learn more. There will also be collaboration with Saddleback. Palomar is planning a conference during the upcoming fall semester which will include a guest speaker from ACE (The American Council on Education). We will also be meeting with the head of one of the military colleges, collaborating with Empower (IT etc.), and researching possible Apprenticeship programs including one in military leadership that could potentially transfer.

E. **Learning Outcomes/Farrell**

Emails have been and will continue to be sent out regarding assessment of college outcomes for Ethical Reasoning and Civic Engagement. Faculty participation is encouraged.

X. **FUTURE ITEMS FOR DISCUSSION** - Cross-listed Courses, Electronic Requisite Enforcement, Course Overlap

XI. **ADJOURNMENT** - 4:46 pm. - Next meeting - April 17, 2019, 3:00 pm, Room AA-140