

Palomar College
Curriculum Committee Minutes
 Wednesday, May 15, 2019

- I. **Call to Order** – Meeting called to order at 3:07 pm
- Members Present** Richard Albistegui-Dubois, Patti Dixon, Katy Farrell, James Fent, Marlene Forney, Luis Guerrero, Cory Lindsey, Shelbi Mayo, John McMurria, Vickie Mellos, Benjamin Mudgett, Wendy Nelson, Lillian Payn, Suzanne Sebring, Ed Sprague, Carla Thomson
- Absent** Karen Donovan, Rita Campo Griggs, Jim Eighmey, Craig Forney, Margie Fritch, Jack Kahn, Pearl Ly, Adam Meehan, Kevin Powers, Nichol Roe, Candace Rose, Shayla Sivert, Justin Smiley
- Staff** Cheryl Kearse (Recorder), Richard Loucks **Guests** Steve Perry

- II. **Minutes of May 1, 2019 (MSC) Farrell, Thomson**, minor corrections (1 abstention)

III. **Announcements**

A. **Math Across the Curriculum/Guerrero**

1. The film event on Monday (5/13) with a mixer before was well attended with three to four student clubs participating. There were approximately thirty-five attendees and conversation (about Math) afterward. Gender studies wants to partner for another event. There are plenary speakers planned for the fall (perhaps a keynote and breakouts) as well as rapid-fire presentations. There has been conversation with many different departments/areas for participation. In the spring, an event is being planned for a speaker from the National Numeracy Network to discuss quantitative reasoning, numeracy and math across the Curriculum.
2. A presentation on Guided Pathways will be held Tuesday, May 21 from 10-11 am in LRC 116. The presentation will outline the work we've done, where we are currently, and next steps. The event may possibly be recorded or presented through Zoom. To date, all maps are done except for two (to be completed shortly) and a lot of information has been gathered on Meta majors. This information will be presented in the fall as we move toward solidifying them.

IV. **Agenda Changes – (MSC) Dixon, Albistegui-Dubois to add ID 135 Technical Correction for Action**

ACTION: SECOND READING-The following curriculum changes, pending appropriate approvals, will be effective **FALL 2019:**

A. **Credit Courses - New**

1. **Course Number and Title: SPCH 170 Small Group Communication**

Short Title: Small Group Communication

Discipline: Speech (SPCH)

Justification: This course focuses on group and problem solving approaches. Associate Degree Credit & transfer to CSU, CSU General Education, IGETC UC Transfer Course List.

Marquesa Cook-Whearty

(MSC) Dixon, Mudgett to move SPCH 170 to action; (MSC) Farrell, Mayo to approve SPCH 170

V. **ACTION - TECHNICAL CORRECTION**

A. **Math Requisite Updates in Response to AB 705**

A change to the prerequisite for MATH 100 was approved at the May 1 Curriculum Committee meeting. The department has requested that the prerequisite remain the same.

Course	Prerequisite Approved at the May 1 Meeting	Prerequisite Changed Back to:
MATH 100 - Exploring Mathematics	Eligibility determined through the math placement process.	A minimum grade of 'C' in Math 56 or Math 60 or eligibility determined through the math placement process

- B. **ID 135** was presented for deactivation at the **February 21, 2018** Curriculum Committee meeting. The department decided to **retract** the deactivation and **retain** the course. The course is currently being taught. This technical correction is to officially correct the inventory to reflect that ID 135 is and has been active since **Fall 2008**.

MSC Albistegui-Dubois, Mudgett

VI. **DISCUSSION**

A. **BP/AP 4025/Nelson**

Discussed the BP but not the AP. Suggestions were made by an outside consultant with the changes reflected in the new policy. This related to recent discussions regarding determination of General Education courses. Members of the committee actually prefer the deleted language over the change with an addition of the word "primarily." The recommendation to the addition of the BP 4025 language is as follows: "The procedures shall provide for the District to rely primarily on the expertise of the faculty in these matters as expressed by actions of the Curriculum Committee and ratified by the Faculty Senate and the Governing Board." This replaces, "The procedures shall provide for appropriate Faculty Senate involvement."

(MSC) Albistegui-Dubois, Dixon to move BP 4025 language recommendation to action

ACTION - (MSC) Dixon, Farrell to approve BP 4025 language as follows: "The procedures shall provide for the District to rely primarily on the expertise of the faculty in these matters as expressed by actions of the Curriculum Committee and ratified by the Faculty Senate and the Governing Board."

B. **College Outcomes Rubrics/Farrell**

Discussed the proposed structure to assess College Outcomes. Currently, mapping course outcomes to college outcomes is happening but only assessing a random sampling of these courses. Faculty have been paid to participate in the past but not this spring. As a result, there has been diminished participation (still seeking participants). It is easy to perform this assessment in Canvas. The proposed process aligns assessment procedures. First step would be to confirm whether courses are accurately mapped to the college outcome. Next, updated rubrics are available for all college outcomes with the exception of "Teamwork and Problem-Solving." The subcommittee has standardized the rubric format for all outcomes. Drafts for all of the rubrics may be found on the "Teaching Excellence" website, <https://www2.palomar.edu/pages/teachingexcellence/college-outcomes-rubrics-and-resources/>. The curriculum committee should look at each rubric in the fall (first fall agenda) and make a formal adoption recommendation to Faculty Senate.

C. **Goals/Nelson**

Summarized progress of committee goals. New ones will be added in the fall.

D. **Cross-Listed Courses/Nelson**

Discussed the communication that was to go to all faculty of cross-listed courses. Human Resources was initially concerned about workload. They recommended meeting with the Union. Union was comfortable with the plan but wanted a long implementation timeline. The recommendation is to work with equivalency procedures for instructors who do not meet minimum qualifications in cross-listed areas. Any articulation impacts will also be addressed in order to ensure that students are not adversely impacted. Work on this will begin in the fall. The findings of the workgroup will be sent to the committee.

E. **Topics/Directed Studies SLOs/Nelson**

Palomar's Course Outlines of Record (CORs) included Student Learning Outcomes (SLOs) for the first time this year. Topics/Directed Studies courses were never required to have SLOs so there were none on these CORs and they were held up in the approval process. There was discussion about language that could be used in these cases and about whether these SLOs would need to be assessed. The language is as follows: For Directed Studies Courses: "Student will apply foundational knowledge in (subject here) to complete individual directed studies assignments."

For Topics Courses: "Students will describe and apply concepts outlined in the selected topics course form."

F. **Distance Education/Perry**

Steve Perry discussed how any materials distributed to students are subject to accessibility guidelines. Training has been taking place to assist faculty with things they need to do to documents to ensure accessibility. There are approximately 16 items to look at. These items are not difficult but can be time consuming. The initial all-day trainings didn't work but online self-paced trainings will be available beginning in the summer. These resources will be advertised at Plenary and at different events around campus. This is an accreditation requirement and is federal law. We have been given time to do this by the state. There is no hard deadline but we should certainly be ready by our next accreditation visit as it will become more of a requirement in the future. The accessibility website will also have these resources. The

OEI course design rubric will be there (adopted by many colleges statewide) replacing the online checklist. Richard Loucks reported that this also affects sabbatical reports.

VII. **INFORMATION**

A. Reading Support/Thomson

- N READ 949 and N READ 931 (Fall) N READ 932 (Spring) Support classes. Working closely with DRC and Counseling to fill.
- N READ 949 -INTRODUCTION TO COLLEGE READING SKILLS-FOR FALL –Designed to improve student fluency in vocabulary and literal comprehension. Students will improve the skills necessary to read at or above the 10th grade level. Replaces Read 49 and satisfies the requirements of AB 705.
- N READ 931-DEVELOPING READING SKILLS -FOR FALL - A computer-assisted instruction program based on individual student diagnosis to improve vocabulary and literal reading comprehension skills. Replaces READ 31 and offers practice in developmental vocabulary and comprehension skills. Satisfies the requirements of AB 705.
- N READ 932 -INTERMEDIATE READING SKILLS -FOR SPRING - Individualized computer-assisted instruction based on individual student diagnosis to improve command of denotative and connotative vocabulary, and literal/analytical reading. Replaces READ 32. Offers additional practice in intermediate vocabulary/comprehension skills. Satisfies the requirements of AB 705.
- READ 105 -ACADEMIC READING -FOR FALL (*awaiting CSU approval*) - Focuses on developing specific reading strategies to support success within academic courses and career technical courses. Designed to provide subject-specific reading and learning strategies. Provides additional support for student success in Guided Pathways courses or other academic programs.
- Offering an open lab to all Palomar students for tutoring in textbook management and technical reading skills. Will be contacting department chairs with readability information on textbooks in all entry level texts (e.g. Biology 100) if available. Implementing summer support with full rollout in fall.

B. Name Change

Cabinet and Furniture Technology (CFT) discipline to **Wood Products Manufacturing and Design (WPMD)**
 The department is changing the name to more accurately reflect what they teach. This has been discussed with the dean. Course and program changes will need to be done in order to update the discipline.

C. GE Approvals/Mudgett

Summary of all GE activity (CSU/IGETC and local Associates) was distributed and discussed.

D. Course Reviews - The following courses have completed the course outline review process between April 27, 2019 and May 10, 2019 and are effective Fall 2019

AIS	102	The American Indian and the U.S. Political System
AIS	140	The Original Californians
ANTH	121	Cultural Resource Management
ASL	100	American Sign Language I
ASL	220	Specialized Settings Of Interpreting
BUS	152	Social Media for Business
CHEM	115L	General Chemistry Laboratory
DA	90	Clinical Rotation
EME	206	Introduction to Paramedic Training (Lecture)
EME	206L	Introduction to Paramedic Training (Laboratory)
EME	208L	Trauma Skills (Laboratory)
GEOG	134	GIS Applications and Programming
GEOG	144	Internet Mapping and Application Development
GEOG	295	Directed Study in Geography
GEOL	100L	Geology Laboratory
JOUR	101	Multimedia Writing and Reporting
RE	100	Real Estate Principles

VIII. **REPORTS**

A. **Accreditation/Kahn**

Fallbrook Center substantive change was accepted and approved. Group went to the ACCJC conference. Lots of good takeaways and best practices.

B. **Articulation/Mudgett**

Secured a mini grant for assessing Credit for Prior Learning work. Beginning work in the summer for presentation beginning in the fall. More information to come.

C. **AB 705/Sivert - No report.**

D. **Credit for Prior Learning Workgroup - No report.**

E. **Learning Outcomes/Farrell – No further report.**

IX. **FUTURE ITEMS FOR DISCUSSION** - Electronic Requisite Enforcement

X. **NEXT MEETING** – September 4, 2019, 3:00 pm, Room AA-140

Meeting adjourned at 4:56 pm