

**Palomar College  
Curriculum Committee Minutes  
September 1, 2021 - Zoom Conferencing**

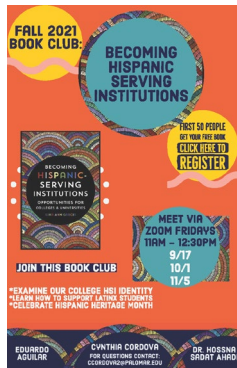
**A. CALL TO ORDER – 3:03 pm**

- Co-Chairs**     Wendy Nelson,  Jack Kahn  
 Melissa Bagaglio,  Melissa Balcombe,  Christine Barlolong,  Mark Bealo,  Fabienne  
**Members**    Chauderlot,  Sarah DeSimone,  Patti Dixon,  Matt Doherty,  Jim Eighmey,  Marlene  
**Present**      Forney,  Luis Guerrero,  Dewi Hokett,  Natalie Lopez,  Leigh Marshall,  Liliana Martinez,  
**Roll-Call**      John McMurria,  Adam Meehan,  Vickie Mellos,  Patricia Menchaca,  Benjamin  
Mudgett,  Michael Mumford,  Duy Nguyen,  Lillian Payn,  Kevin Powers,  Nichol Roe,  
 Clare Rolens,  Candace Rose  Leslie Salas  Suzanne Sebring,  Justin Smiley,  Gary Sosa,  
 Diane Studinka,  Aundrea Tavakkoly,  Gina Wilson;  Susan Wyche;  Benhui Zou  
**Staff**          Cheryl Kearse (Recorder),  Richard Loucks    **Guests**    Hossna Sadat Ahadi, Liz Mendoza,  
Mary Cassoni, Lacey Craft

**B. ACTION - MINUTES Of May 19, 2021 Curriculum Committee – MSC Dixon, Chauderlot (Abstentions: Mumford, DeSimone, Studinka)**

**C. ANNOUNCEMENTS**

- Hossna Sadat Ahadi** – Professional Development opportunity “Becoming a Hispanic Serving Institution” Book club. This book club will inform curriculum pedagogy and design. Free books are once again available since additional funding was approved. Although Palomar is an HSI institution, this book club will allow us to improve in this area.



- Luis Guerrero - Grading for Equity Book Club** – First session is Friday, September 3, 8-9:30 am. This is a part of Palomar’s DEI initiative. The author visited Palomar this past week and helped establish some initial steps but the book club will go in depth into the book and practices.



- Wendy Nelson** - October 1 is the curriculum submission deadline. Drop-ins are scheduled for September 8, 10, 22 and 29.
- Introductions**

- D. **Agenda Changes** – Moving the Information topic before the Discussion topic
- E. **ACTION-APPROVE CURRICULUM PROPOSALS, PENDING OTHER APPROPRIATE APPROVALS, EFFECTIVE FALL 2022:**
1. **Credit Program Deactivations – effective fall 2022 - MSC Mudgett, Barlolong**
    - A. Computer Network Administration with Emphasis: Linux  
Richard requested that the department develop a teach out plan for any students currently enrolled in the program and some of the courses in the program are CPL so the program will need to be removed from the Credit for Prior Learning website.
  2. **Credit Course Changes – effective fall 2022 - MSC Dixon, Mudgett**

A. ASL 115	E. ASL 215
B. ASL 206	F. MATH 54
C. ASL 210	G. N BASC 901
D. ASL 211	
  3. **Credit Course Deactivations – effective fall 2022 - MSC Barlolong, Sosa**

A. CHDV 152D	E. FIRE 145
B. DT 197	F. FIRE 71
C. DT 225	G. FIRE 72
D. FIRE 125	
  4. **Requisites** - The establishment of the following advisories meets Title 5 Regulations 55003, effective fall 2022 – **MSC 4 & 5 Studinka, Sosa**

A. ASL 206	C. ASL 211
B. ASL 210	D. ASL 215
  5. **Distance Education effective Fall 2022** – The following courses may be offered as distance learning and meet Title 5 regulations 55200-55210, effective fall 2022 - **MSC 4 & 5 Studinka, Sosa**

A. ASL 115	E. ASL 215
B. ASL 206	F. MATH 54
C. AL 210	G. N BASC 901
D. ASL 211	
- F. **ACTION-APPROVE CURRICULUM PROPOSALS, PENDING OTHER APPROPRIATE APPROVALS, EFFECTIVE FALL 2021:**
6. **Distance Education and Course Reviews** – The following courses have completed the course approval process. Those eligible to be taught Distance Education meet title 5 Regulations 55200-55210 and are indicated below. These proposals are effective fall 2021. **MSC Sosa, Mudgett**

A. BIOL 114	C. DNCE 205
B. DNCE 110	D. PHIL 200
  7. **Credit Course Technical Corrections – effective fall 2021 MSC - Marshall, Bagaglio**

A. AP WE 710	D. AP WE 713
B. AP WE 711	E. ARCH 295
C. AP WE 712	F. MIL 199
- G. **INFORMATION**
1. **Curriculum Training Nelson/Kearse** - Curriculum is at the center of what we do. This training informed new members and reminded current members of curriculum work as it takes place at Palomar. The training, or some form of training, is required by the Chancellor's Office. Confirmation of the training must be certified each fall by each college. Added to the training materials was the approval of General Education programs and eligible GE courses. There were discussions regarding the course outline of record, DEI integration, the curriculum approval process, SLOs, Chancellor's Office requirements, programs (certificates and degrees), statewide curriculum happenings and discussions, compliance and quality.

2. **Cultural Audit Update *Nelson/Dixon/Mellos/Guerrero/McMurria/Mudgett*** – Subcommittee to consider how to implement and institutionalize DEI into our curriculum. The committee is looking at ways to integrate this work into META as a part of the curriculum process. There was a 2-day workshop over the summer and a variety of faculty from diverse disciplines participated. Most attendees took an @One class which focuses on equitable teaching online. Participants received 3 years of success and retention data from their courses. The participants looked at ways to integrate DEI into their CORs including transparent assignments, active learning, course content, classroom activities, assignments, grading structure, language, class policies and more. Hossna and Luis did a mini “Decolonizing the Syllabus” presentation. Efforts on how to institutionalize and further this work will continue and include more faculty participation. The summer participants submitted feedback and ideas about how to improve this work moving forward. The full report follows.

**Equitizing Our Curriculum - Summer Workgroup**

**Who?**

11 participants - faculty from Math, Biology, English, Kinesiology, Reading, Cinema, ESL, Sociology  
Curriculum workgroup helped organize Summer 2-day Workshop (Luis, Patti, Vickie and John, Ben)

**What?**

1. Most of the participants took the @One course
2. Participating faculty received 3 years of success and retention data from their classes
3. Will have the opportunity to meet with a researcher to discuss their data
4. Attended the two-day workshop:
  - Why we need to address equity in the COR
  - Discussed ways to infuse DEI in the COR
  - Reviewed their CORs and looked for gaps
  - Learned about transparent assignments
  - Learned about active learning techniques
  - Decolonizing the Syllabus
  - Brainstormed action plan for DEI supplement in META and PD Activities for 21-22

**Deliverables for participants:**

- Reflection based on course success data - document will be available soon.
- COR Analysis: An Analysis of the current COR including any recommended changes, if applicable.
- Equitized Syllabus: A revised course syllabus with changes to some or all of the following aspects of the course: Course content (readings, topics, etc.), classroom activities, assignments, grading structure, language, class policies and more.
- Transparent Assignments: Two or more new or revised assignments using the “Transparent assignment protocol”
- Active learning Activities: An explanation of two or more newly designed active learning activities.
- Highlights Powerpoint: A short powerpoint presentation highlighting the changes you made to your class for PD workshop

**Feedback for Curriculum Committee**

- Need to consider who is doing the work - how is it equitized in departments, department meetings, etc.

3. **Program Outcomes *Tavakkoly*** – Working on putting together a guide for program outcomes, specifically for those assessing utilizing a capstone course or exit assignment. Working on getting a report which more clearly informs faculty of needs.

H. **DISCUSSION**

1. **Equity Guide for Curriculum** - *Not discussed*

I. **REPORTS**

1. **Accreditation Meehan/Smiley** – The ISER is moving along. It should be going to the Governance Councils in the coming weeks.
2. **Articulation/Mudgett** - Website “Adegreewithaguarantee.com” is changing to “icangotocollege.com” under transfer tools. Local Ethnic Studies requirement was passed by the Board of Governors. It is with the ASCCC and the statewide Ethnic Studies Faculty Council to determine what the requirement will include. Common course numbering system legislation is being discussed in Sacramento.
3. **Credit for Prior Learning (CPL)/Rose** - There was no report.

4. **New Programs Subcommittee/Chauderlot** – Fab asked the committee to send new programs directly to her via email since she does not always receive them. Nichol Roe recommended the Curriculum Committee find a more effective way to communicate to faculty that they may need to submit new programs to the subcommittee.
  5. **Learning Outcomes Tavakkoly** – There was no report.
  6. **Noncredit Sebring** – There was no report.
  7. **CTE Wyche** – There was no report.
- J. **FUTURE ITEMS FOR DISCUSSION** – Mapper Subcommittee, Courses not Offered, Combining of Class Sections.
- K. **NEXT MEETING** – Next Regular Meeting, Wednesday, September 15, 2021 at 3:00 pm, Zoom Conferencing
- L. **ADJOURNMENT** – Meeting adjourned at 5:02 pm