

Curriculum Committee Minutes

February 7, 2020 – Room 3134 (PDC Conference Room) - 1:30 p.m. to 3:00/3:15 p.m.

<https://cuestacollege.sharepoint.com/Committees/Academic%20Senate/curriculum%20handbook/Home.aspx>

| VOTING MEMBERS | | NON-VOTING MEMBERS | | | |
|----------------|---|--------------------|---|---|--|
| x | Chair Alexandra Kahane | x | Languages & Communications Brad Langer | DSPS Representative Jennifer Donaldson | |
| | Academic Skills TBD | | Leadership TBD | Articulation Thea Labrenz | |
| x | Biological Sciences Christopher Machado | x | Library/Information Technology Cynthia Wilshusen | x | ASCC Representative Chloe Baly , Yusbely Delgado Medrano |
| x | Business Education Tanya Downing | x | Math Matt Knudsen | x | CCFT Representative Zachary McKiernan |
| x | Student Development and Success Amy Kayser | | Non-Credit TBD | x | Curriculum Resource Specialist Monica Fiscalini |
| | Counseling Blake Reed | | Nursing and Allied Health Beth Johnson | | Evaluations A. Smith, W. Wooster, B. Carter |
| A | Engineering & Technology Rob Thoresen | x | Performing Arts Ron McCarley | A | Financial Aid Representative Michelle Evans |
| x | English Sally Demarest | | Kinesiology/Health/Athletics Allison Head | | Library/Distance Education Ryan Carnal |
| x | Fine Arts Michelle Craig | | Physical Sciences Lara Baxley | | WED/Non-Credit Matthew Green |
| x | Applied Behavioral Sciences Denae Boggs | x | Social Sciences Christopher Gilbert | A | VP, Academic Affairs Jason Curtis (interim) |
| | | | | | Copy: Roland Finger |
| | | | | | Guests: |

Please see end of minutes for the following:

- Curriculum Deadlines 2019-2020
- New Course Pre-Requirements
- Guiding Questions to Consider when Reviewing Curriculum (as well as proposing curriculum changes)
- Criteria for Curriculum Development
- Cuesta College Board Policies

| AGENDA ITEMS | WHO | TIME | NOTES |
|---|-------------|--------|---|
| 1. Approval of Minutes – 12/6/2019 and Agenda Changes | Alex Kahane | | Agenda Correct MQDD for BUS 253 M/S/P -- M. Knudsen/ C. Machado Minutes M/S/P -- C. Gilbert/C. Wilshusen |
| 2. Business Item One Description: Action/Consent Agenda then Non Consent Agenda Items Proposed Outcome: Course and program approvals. Vote on action items that are consent then non consent. | Alex Kahane | 15 min | Curriculum Proposals <u>Action/Consent Items</u> Course Major Modifications Modifications Degrees/Certificates M/S/P -- R. McCarley (?)/M. Craig <u>Action/Non Consent Items</u> Minimum Quals from Dec. 6, 2019 meeting M/S/P -- S. Demarest/Z. McKiernan (?) Distance Education Requested edit – replace “Canvas” with LMS; omit “face-to-face” feedback for OL M/S/P – B. Langer/M. Craig (Action/Consent Items and Action/Non Consent Items listed below) |
| 3. Business Item Two CPPR & APPW Curriculum Review Proposed Outcome: Discussion | Alex Kahane | 20 min | CPPR’s curriculum review form is awkward to fill out. Alex would like to incorporate changes and give to Curriculum Committee and IPPR Committee. Ideas: <ul style="list-style-type: none"> • Enter textbook date • Convert to fillable PDF • Add faculty name who did last edit • Add more explanation for those who aren’t as familiar with curriculum • Add radial buttons for yes/no • Order the form with the COR Idea for CurricUNET report to help with Curriculum Review: |

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|---|-------------|--------|--|
| | | | <ul style="list-style-type: none"> • A log showing all changes made to courses and programs in CurricUNET over a certain time period. <p>Idea for APPW:</p> <ul style="list-style-type: none"> • Add place to insert a copy of the five-year cycle calendar from the CPPR. |
| <p>4. Business Item Three</p> <p>Program of Study Description and Health & Diversity Taskforces</p> <p>Proposed Outcome: Reconvene taskforces</p> | Alex Kahane | 20 min | <p>Program of Study Description Taskforce</p> <ul style="list-style-type: none"> • Has not met yet • Would be good to have overall program description for the catalog program fliers • Would be good to have program of study description for each degree and certificate for Guided Pathways Program Mapper • Would like to have unity for the descriptions • Would like to have process for review and going forward <p>Volunteers for an in-person meeting and finish by email -- Alex Kahane, Sally Demarest and Chris Gilbert</p> <p>Health & Diversity Taskforces</p> <ul style="list-style-type: none"> • Need more diversity representation • Met several times in Spring 2019 • Discuss moving health and diversity requirements in to local GE patterns • Discuss whether to go away from diversity conflict model rubric <p>Volunteers -- Chris Gilbert, Zach McKiernan and Michelle Craig. Alex will re-invite members from last year.</p> |
| <p>5. Business Item Four</p> <p>Description: Chair's Report</p> <p>Proposed Outcome: Additional updates and announcements.</p> | Alex Kahane | 10 min | <p>Taskforce needed to look at process for developing DE addendums for all course that do not already have one. Cynthia Wilshusen and, Brad Langer.</p> <p>COCI update:</p> <ul style="list-style-type: none"> • After researching vendors for a new curriculum management system, the Chancellor's Office is behind schedule on making a selection. May reach out to determine whether to go forward or keep COCI. • CCCCCO suggested colleges could also get new local curriculum management system, which put Cuesta's search on hold. |

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| | | <p>UC Transfer Pathways discussion:</p> <ul style="list-style-type: none"> • Chris Gilbert reported on his work with C-ID in relation to UC Pathways. • Feels like UC is trying to dictate curriculum after TMC work has already been done. • Not a degree and not a guarantee so why does the UC need to make an agreement? • No college is going to have all the courses on the Philosophy list. • Chris will type a paragraph for Alex to share with Curriculum Committee Chair listserv. <p>Credit for Prior Learning recap:</p> <ul style="list-style-type: none"> • Palomar College may write language that could help with new Board Policy <p>MQDD policy revision:</p> <ul style="list-style-type: none"> • Alex, Cherie Moore and Lara Baxley are working on language related to assigning faculty to courses. Adding two paragraphs to senate document. • Will be going through Academic Senate • Want HR to maintain a list of faculty minimum qualifications <p>Alex is available for CPPR curriculum review guidance</p> <p>Text Flex will occur this semester</p> <p>Need noncredit curriculum rep:</p> <ul style="list-style-type: none"> • Doesn't have to be someone who only teaches noncredit but someone who is interested in becoming a noncredit expert. • Some colleges are leveraging their noncredit to offer support courses in various disciplines. Revisiting high school level work – “just in time learning” <p>Curriculum Institute:</p> <ul style="list-style-type: none"> • July 8-11 in Riverside • Would like to have more faculty attend |
| Summary of Meeting Actions/Decisions/Future Steps | Alex Kahane | |

Next Meeting March 6, 2020– Room 3134 (PDC Conference Room), 1:30 p.m. to 3:00/3:15 p.m.

ACTION/CONSENT ITEMS

| MAJOR MODIFICATIONS | | Effective Fall 2020 |
|---|---|--|
| COURSE/CAP | RATIONALE | SCHEDULING CHANGES, ETC. |
| BIO 220 Environmental Biology 110 (Category 1 - Large Lecture) | During our recent Program Review, we identified key components of this Course Outline of Record (COR) that needed updates. This modification will correct those areas and update the COR. | <u>COR Changes</u> Schedule Description Requisites & Advisories -- Removing "Eligibility for" from ENGL 201A advisory SLOs Objectives Topic & Scope Assignments Methods of Evaluation Textbooks |

| DEGREES/CERTIFICATES MODIFICATIONS | | Effective Fall 2020 |
|---|---------------------------------------|---|
| TYPE/TITLE | TOTAL MAJOR REQUIREMENT CREDIT | RATIONALE |
| Addiction Treatment Studies, A.A. | 28 | The Addiction Treatment Studies AA Degree description needs to be updated to reflect the status of an officially registered program through CCAPP (California Consortium of Addiction Programs and Professionals). |
| Addiction Treatment Studies, C.A. | 28 | The Addiction Treatment Studies Certificate of Achievement description needs to be updated to reflect the status of an officially registered program through CCAPP (California Consortium of Addiction Programs and Professionals). |

ACTION/NON CONSENT ITEMS

| CCCCO MINIMUM QUALIFICATIONS | Effective Fall 2020 |
|-------------------------------------|--|
| COURSE | MQDD DESIGNATION |
| BUS 253 Work Experience in Business | <u>Business</u> Business OR Work Experience Instructors or Coordinators |
| CUL 260 Food Production | Culinary Arts/Food Technology |
| ENGR 202 Introduction to Civil 3D | Engineering Support |

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|--|-------------|
| ENGR 290L Introduction To Composite Materials And Machining | Engineering |
|--|-------------|

| DISTANCE EDUCATION | | | |
|--|-------------|---|-----------------------|
| COURSE | TYPE | CAP | DE CAP REQUEST |
| ASL 201 American Sign Language I | DE Only | 30 (Category 6 - Skills/Field Studies) | DE 30 (OL) (HY) (BL) |
| ASL 202 American Sign Language II | DE Only | 30 (Category 6 - Skills/Field Studies) | DE 30 (OL) (HY) (BL) |
| <i>DE Only</i> <i>Eff. Fall 2020</i> | | | |
| <i>New/Modified</i> <i>Eff. Fall 2020</i> | | | |

CURRICULUM DEADLINES 2019-2020

Catalog-Related Curriculum Deadlines (Catalog is released March for the following academic catalog year)

| Curriculum Changes Affecting... | Pre-Approval From Dean/Director (Including VPAA) Before Launch* | When to Submit In CurricUNET** | Curriculum Meeting Votes in | BOT Meeting Votes in | Requires CCCC Approval? | When will my Curriculum become Effective? |
|---|---|--------------------------------|-----------------------------|----------------------|-------------------------|--|
| New or Modified Certificates of Achievement (CTE) | By Sept. 1 st | By Oct. 1 st | November | December | Yes | Next catalog year after CCCC approval |
| New or Modified Local AA and AS Degrees (CTE) | By Sept. 1 st | By Oct. 1 st | November | December | Yes | Next catalog year after CCCC approval |
| New or Modified Certificates of Achievement (non CTE) | By Oct. 1 st | By Nov. 1 st | December | January | Yes | Next catalog year after CCCC approval |
| New or Modified Local AA and AS Degrees including Liberal Arts (non CTE) | By Oct. 1 st | By Nov. 1 st | December | January | Yes | Next catalog year after CCCC approval |
| AA Liberal Arts: Arts and Humanities and AA Liberal Arts: Social and Behavioral Sciences Course Additions | No | By Nov. 1 st | December | January | No | (LA Degrees modified/launched annual by AH and SB Emphasis Group Chairs) |
| New Non-Credit Courses, Course Unit or Prefix Changes*** | By Sept. 1 st | By Oct. 1 st | November | December | Yes | Next catalog year after CCCC approval |
| New Credit Courses, Special Topics, Course Unit, or Prefix Changes*** | By Sept. 1 st | By Oct. 1 st | November | December | No | Next catalog year after CCCC approval |
| | By March 1 st | By April 1 st | May | June | No | Next catalog Addendum |
| New Department or Department Name Changes (Requires prior College Council Approval) | By Oct. 1 st | By Nov. 1 st | December | January | No | Next catalog year after BOT approval |

| Curriculum Changes Affecting... | Pre-Approval From Dean/Director (Including VPAA) Before Launch* | When to Submit In CurricUNET** | Curriculum Meeting Votes in | BOT Meeting Votes in | Requires CCCC Approval? | When will my Curriculum become Effective? |
|---|---|--|-----------------------------|----------------------|-------------------------|---|
| Local Requirements: Cuesta General Education, Cuesta Diversity, and Cuesta Health | No | By Nov. 1 st | December | January | No | Added by Articulation Officer once a year for catalog deadline |
| Course Number, Title, or Description Changes | No | By Nov. 1 st | December | January | No | Next catalog year after Curriculum Committee approval |
| Course Reactivations*** | No | By Oct. 1 st | November | December | No | Next catalog year after Curriculum Committee approval |
| Course Deactivations*** | No | By Nov. 1 st | December | January | No | Next catalog year after Curriculum Committee approval |
| New or Modified Certificates or Specialization | No | By Nov. 1 st | December | January | No | Next catalog year after Curriculum Committee approval |
| Pre and Co-requisites including Recency Prerequisites | No | By Oct. 1 st | November | December | No | Next catalog year after Curriculum Committee approval |
| New and Modified Associate Degree for Transfer (ADTs) | No | Aug. 1 st through April 1 st | | | Yes | Upon CCCC approval |
| Distance Education (You may submit DE request after these deadlines and have course entered into schedule if pre-arranged with dean.) | No | By Feb. 1 By Aug. 1 | | | No | Summer and Fall semesters if launched Nov. 1 to Feb. 1 upon BOT approval Spring semester if launched March 1 to Aug. 1 upon BOT approval |

* “Pre-Approval from Dean/Director (including VPAA) Before Launch” consists of faculty discussing proposal with Division Chair and Dean/Director. Proposers should complete the New Course Dean Pre-Approval Questions by the date indicated.

Dean/Director will discuss with the VPAA. Faculty will submit electronic Dean/Director consent by attaching it to the COR or POR when launching the proposal.

** These are the last dates to make catalog. It is recommended that these proposals be submitted sooner. If a proposal doesn't pass on this date, the curricular change will be delayed by at least a year.

*** New courses and reactivations for meetings after semester breaks must be submitted in CurricUNET a month earlier so that Tech Review has time to review: due by December 1st for February meeting and due by July 1st for September meeting.

New Course Pre-Requirements (Please send answers to these questions to your Dean using [jotform](#)) Link is also on CurricUNET homepage:

1. What is the title of the course?
2. What is the tentative course description? (~5 sentences or less)
3. How many credits and lab/lecture hours are being proposed?
4. How will this course fit into any existing degrees or certificates?
5. What is the rationale for the course? (If intended for transfer or articulation, then have you consulted the Cuesta College Articulation Officer)?
6. How does the course fit into the college mission?
7. Does the course require additional resources? If so, how will resources covered for the course?
8. Does the department currently have faculty that meet MQs for the proposed MQDD for the course?
9. What will the course cap be and how will this affect the department's efficiency?
10. Does this course duplicate an already existing course in any department?

Once a general pre-approval to create curriculum is given, then faculty are expected to follow the expanded list of guiding questions for creating curriculum.

Guiding Questions to Consider when Reviewing Curriculum (as well as proposing curriculum changes):

1. Do contact hours per week match credits (units)?
2. Do the catalog and schedule descriptions start with a verb and clearly reflect the course content?
3. Are the pre-/co-requisites/advisories (if applicable) appropriate and validated by content review or statistical validation?
4. Does “Degree Applicability” show correct choice? Note: Verify that all applicable degrees are checked on the drop-down menu. This information is not displayed on COR.
5. Is the Method of Instruction indicated and appropriate?

6. Is Distance Education approval (if applicable) indicated and substantiated. Note: The DE sub-committee will review and give a recommendation to the full committee; the detailed “application” is not on the COR and is viewed by looking in the edit function.
7. Is the Grading Method indicated and appropriate?
8. Is the Repeatability blank or zero? There are very few exceptions and those must be checked first through the Curriculum Chair and VPAA to see if they meet the state requirements.
9. Is the class size (course cap is our college term) indicted and substantiated? Note: Narrative rationales in addition to checked categories are not displayed on COR.
10. Do the Objectives use Bloom’s Taxonomy verbs and are they aligned with Methods of Evaluation selected from drop-down menu?
11. Are the Topics & Scope aligned with objectives selected from the drop-down menu and do they commensurate with the amount of course credits/units?
12. Are the examples of independent work assignments aligned with objectives selected from the drop-down menu and do they commensurate with 2 hours of independent work for each hour in class (Carnegie Unit)?
13. Are the examples of critical thinking drawn from class participation and assignments and aligned with objectives selected from the drop-down menu and are commensurate with the complexity expected at that course level?
14. Are the Methods of Evaluation indicated and appropriate?
15. Are the texts and materials primarily dated within the last 5 years?
16. Is the Cuesta AA General Education / IGETC / CSU GE and UC Transfer information (if applicable) accurate?
17. Is the rationale for new/major modification inclusive and clear?
18. Are the Student Learning Outcomes indicated and Bloom’s Taxonomy verbs used?
19. Are the library materials adequate and current (not displayed on COR, see the edit version)?
20. Has the proposer made applicable updates to any of their own degrees and/or certificates which this course is in?
21. Do the courses proposed for GE, diversity, health, Liberal Arts, and Distance Ed meet the rubric / requirements? (Note: not displayed on COR; will be reviewed by sub-committees for a recommendation to the full committee)
22. If the course is changing units, prefix, or name, have degree/certificate changes been launched for the same curriculum meeting and have all affected departments (who include this course in their degrees/certs) been notified to do the same?
23. Have program learning outcomes and a program description been included for certificates and degrees?
24. Remind faculty to begin CPASes for new courses.

Criteria for Curriculum Development

When reviewing a new course for approval the following criteria should be taken into consideration:

- Appropriate to Mission (both college mission & system mission)
- Legitimate need
- Meets established curriculum standards
- Adequate resources available
- Compliance with Title 5 and Board policies

Cuesta College Board Policies

BP 4020 Program, Curriculum, and Course Development

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Superintendent/President shall rely primarily on the Academic Senate in establishing procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance, based on Title 5 Section 53200 and Board Policy 2510.

Furthermore, these procedures shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes as referenced in BP 2510;
- Regular review and justification of programs and course descriptions;
- Integration with the processes and content of institutional program plan and review;
- Consideration of job market and other related information for career and technical education programs;
- Opportunities for training for persons involved in aspects of curriculum development; and
- Consideration of current Board policies regarding curricular matters.

All new programs and program deletions shall be presented by the President/Superintendent or designee to the Board of Trustees for final approval.

All new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree- applicable credit and degree- applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.