MINUTES
CURRICULUM COMMITTEE
Meeting Location: Room LB 204 – 1:30 p.m. to 3:40 p.m.
Thursday, April 30, 2009

Stefano Saltalamacchia - ASCC President-Absent
Douglas Austin – Faculty / June 2010
Patrick Borja – Faculty / June 2009-Absent
Dyane Duffy – Faculty/June 2009-Absent
Robertta Eisel – SLO and Assess. Coord.-Absent
Kim Holland – Dir. Workforce Dev.-Absent
David Kary – Faculty / Interim Chair – June 2010
James Lancaster – Dean of Career, Technical and Continuing Education
Dennis Korn / Faculty / June 2010
Stephen Lindsey – Dean of Business and Distance Education
Irene Malngren – VP Instruction-Absent
Jennifer McLeod – Faculty/ June 2011

Rachelle Mead – Faculty / Cosmetology / June 2011
David Overly – Faculty/ June 2011-Absent
Carolyn Perry – Faculty / June 2011
Michelle Plug – Articulation Officer
Gloria Ramos – Faculty / June 2009
Rebecca Rudd – Faculty / June 2010
Barbara Rugeley – Librarian / June 2009-Absent
Alfie Swan – Faculty / June 2011
John Vaughan – Academic Senate President
Gailynn White – Faculty / June 2010
Jody Wise – Dean/Athletic Director
June Han – Faculty / June 2011-Absent
Cliff Wurst – Faculty/ June 2009-Absent

Guest: Nathan Armstrong - Aide

Announcements:

- Courses on today’s Consent Agenda: COS 140, LIBT 295 and MUS 214
- With the assistance of a student worker, every course outline now has Objectives in the objectives box in CurricUNET.
- Chair Kary reminded faculty to make sure we have supplied all the details in CurricUNET and have reviewed the course outline, making sure the grading method has been selected, pre-requisites entered and that the information is correct, especially the data that will be pulled to create the Citrus College Catalog.
- The General Education Committee has been meeting and is focusing on cleaning up the G.E. list of courses that is listed in our catalog. The committee will begin by deleting courses that are no longer applicable and addressing a couple of issues in Math and English. The committee also plans on creating the criteria for adding courses to the G.E. list. The list of G.E. courses may be found in the Catalog on
I. MEETING CALLED TO ORDER

Upon a quorum being present, Interim Curriculum Committee Chair David Kary called the meeting to order at 1:40 p.m.

II. APPROVAL OF MINUTES

The minutes of the April 9, 2009 meeting were moved, seconded and approved.

III. DISCUSSION

Consent Agenda

Courses on today’s Consent Agenda: COS 140, LIBT 295 and MUS 214 - Aside from a few typos that will be corrected by Interim Chair Kary, the courses on the consent agenda were M/S/A

Curriculum

MUS 245 – This new course is basically streamlining and clarifying the program, clearly identifying what is being done per semester. Typos will be corrected by Chair Kary. – M/S/A

SPCH 101 and SPCH 101H – Courses that also have an honors course should be pretty closely matched in terms of course content. – M/S/A with corrections to the following areas by Chair Kary: 1) Course concepts, 2) MQ: Communications, 3) remove “astronomically…” from course description, 4) entrance skill should be strongly recommended, 5) SPCH 101H needs SAM code

Motorcycle Service, Diagnosis and Repair Technician – Certificate of Achievement – M/S/A with the following corrections to be made by Chair Kary: Should be MOTO 1 or AUTO 101, add TOP code data to certificate, change start date to Spring 2010, and add “and” to #2 program outcome.

Course Deletions – M/S/A course deletions.

CurricUNET Fixes: Add “Hours Arranged” data to the All Fields Report, add “Outside Assignments” to the Word Report, and add TOP code data to the Certificates.

Objectives update

Chair Kary reported that “Objectives” are now in CurricUNET in the objectives box. Please look over classes to make sure that the objectives are correct and also look at the key catalog data: Units, grading method, maximum enrollment. Any feedback we can get from your departments will be helpful in producing a clean catalog.

2009-2010 Meetings

Chair Kary presented three versions of the proposed calendar meetings with deadlines, plus a worksheet. He reported that 74% of our credit courses have had their Student Learning Outcomes passed or in the approval process. Unfortunately, that still leaves us with over 200
courses that need to be reviewed regardless of their SLO status. Consequently, Chair Kary was hesitant to suggest version 3 (One Meeting per Month) of the proposed calendar meetings.

Further discussion included changing the date of our meetings from Thursdays to Tuesdays and changing the meeting time from 1:30 p.m. to 2:00 p.m. The biggest issue is that we haven’t been able to have student representation at our meetings. After some discussion, the committee asked Chair Kary to survey committee members as to whether they would like to change our meetings from Thursdays at 1:30 p.m. to Tuesdays at 2:00 p.m.

**M/S/A version 2: the Senate Synchronization of the proposed calendar meetings.**

**Handbook**
Chair Kary distributed another Draft of the Curriculum Handbook dated 4/28/09, which Title 5 requires us to have. We anticipate that the handbook will be updated every year. The Academic Senate has been informed and what remains is for the Curriculum Committee to approve the final document.

There are a few items where we may be out of compliance and where we are recommending some changes in procedure:

**Pre-requisites** – Proper content review

**Certificates and Degrees/Review Process** - The review process that we have is the easy part but the documentation process and reporting requirements to the Regional Consortium, Systems Office, and Accrediting Commission for Community and Junior Colleges will require more thought with a tracking system created within CurricUNET that would address these issues. One suggestion made by Director Kim Holland is to use the feature within CurricUNET called “Attach Files.”

We determined that we need to establish the protocol:
- Filing intent
- Labor market data
- Estimated attendance in the program
- Facilities piece
- Non-destructive competition
- Building courses

**AA and AS degrees** – Following the review by academic senate, Chair Kary would like us to adopt the statewide academic senate’s set of guidelines for differentiating between AA and AS degrees, which may be found on page 78 of the Curriculum Handbook as follows:

a. The “Associate in Science” degree will be award in
   1. The areas of science, technology, engineering, or mathematics; or
   2. The areas of career technical education.
b. The “Associate in Arts” degree will be awarded in all areas not included in part (a).
Schedule Description – After a brief discussion regarding the schedule description, and after determining that we no longer use this description, the committee M/S/A to delete the schedule description from the “Cover” link in CurricUNET.

We may have some small revisions that will need to be made to the handbook to include input from Nathan Armstrong, AA/AS Citrus College definition, and the Pre-requisites approval process. Chair Kary would like to have the final version of the handbook ready for approval by our next curriculum committee meeting.

Textbook Review Process -
Chair Kary presented the flowchart/process created within CurricUNET to handle textbook changes only. Once this is selected within CurricUNET, the only box that is available to edit will be the textbook section. The process takes place over a 10 day period. After the textbook change is reviewed locally, it moves on to the Technical Review Committee and then is processed immediately. M/S/A the textbook review process within CurricUNET.

BP AP 4050 Articulation Final 03-09-09 – This is the policy and procedure for the role of Articulation Officer, the position currently held by Michelle Plug. The draft was prepared by Eric Rabitoy and updated by James Lancaster. The committee M/S/A the policy.

IV. CURRICULUM

NEW COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>No.</th>
<th>Course Title</th>
<th>M/S/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS</td>
<td>245</td>
<td>Pop, Rock, and Jazz Performance Styles II</td>
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</tbody>
</table>

COURSE MODIFICATIONS – Credit

<table>
<thead>
<tr>
<th>Course</th>
<th>No.</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS</td>
<td>140</td>
<td>Introduction to Cosmetology</td>
<td>Updating course content and adding SLOs – M/S/A with typos corrected</td>
</tr>
<tr>
<td>LIBT</td>
<td>295</td>
<td>Audiovisual Services</td>
<td>Addition of SLOs and update description – M/S/A with typos corrected</td>
</tr>
<tr>
<td>MUS</td>
<td>214</td>
<td>Musical Theatre Techniques</td>
<td>Adjust units/hours, add arranged hours content – M/S/A with typos corrected</td>
</tr>
<tr>
<td>SPCH</td>
<td>101</td>
<td>Public Address</td>
<td>Update SLOs – M/S/A with corrections</td>
</tr>
<tr>
<td>SPCH 101H</td>
<td>Public Address</td>
<td>Update SLOs – M/S/A with corrections</td>
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**COURSE MODIFICATIONS – Non-Credit**

None

**COURSE DELETIONS**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td>COLL 012</td>
<td>Basic Vocabulary and Spelling Skills</td>
<td>No longer offered – M/S/A</td>
</tr>
<tr>
<td>COLL 017</td>
<td>Basic Speaking and Listening Skills</td>
<td>No longer offered – M/S/A</td>
</tr>
<tr>
<td>COLL 023</td>
<td>Basic Research Skills</td>
<td>No longer offered – M/S/A</td>
</tr>
<tr>
<td>COLL 025</td>
<td>Basic Academic Skills for Cosmetology</td>
<td>No longer offered – M/S/A</td>
</tr>
<tr>
<td>COLL 053</td>
<td>Basic Math and Reasoning Skills</td>
<td>No longer offered – M/S/A</td>
</tr>
<tr>
<td>COMM 090</td>
<td>Introduction to Distance Education</td>
<td>No longer offered – M/S/A</td>
</tr>
<tr>
<td>COS 110</td>
<td>Body Massage Therapy and Reflexology</td>
<td>No longer offered – M/S/A</td>
</tr>
<tr>
<td>LIBT 103</td>
<td>Library Support Services</td>
<td>Course has not been taught for over five years – M/S/A</td>
</tr>
<tr>
<td>READ 122</td>
<td>Speed Reading</td>
<td>No longer offered – M/S/A</td>
</tr>
<tr>
<td>SPAN 298</td>
<td>Spanish V</td>
<td>Course has not been taught for over seven years and the language department will not be teaching this course in the foreseeable future – M/S/A</td>
</tr>
<tr>
<td>SPAN 299</td>
<td>Spanish VI</td>
<td>Course has not been taught for over seven years and the department will not be teaching this course in the foreseeable future – M/S/A</td>
</tr>
</tbody>
</table>

**NEW - PROGRAMS/CERTIFICATES/SKILL AWARD APPROVALS**

| MOTORCYCLE SERVICE, DIAGNOSIS AND REPAIR TECHNICIAN – Certificate of Achievement | This will be a new certificate in an existing program. The courses listed in the Motorcycle Service, Diagnosis and Repair Technician certificate are selected to provide a |
comprehensive set of job skills needed by Motorcycle technicians. The certificate is designed to prepare an individual for employment or provide the skills needed for career advancement. – M/S/A with the following corrections to be made by Chair Kary: Should be MOTO 1 or AUTO 101, add TOP code, change start date to Spring 2010, and add “and” to #2 program outcome.

MODIFICATIONS - PROGRAMS/CERTIFICATES/SKILL AWARD APPROVALS

None

DELETIONS - PROGRAMS/CERTIFICATES/SKILL AWARD APPROVALS

None

V. CURRICUNET FIXES

Add “Hours Arranged” data to the All Fields Report and add “Outside Assignments” to the Word Report, add TOP Code data to Certificates.

VI. MEETING ADJOURNED

The meeting was adjourned at 3:20 p.m.