



Curriculum and Instruction Council

November 22, 2022 Minutes

3:30 – 5:00 PM

Room 4-2440

X Malcolm Rickard, **Co-Chair**

X Madelyn Arballo, *Provost, School of Continuing Ed*

X George Bradshaw, *Admission & Records*

E Meghan Chen, *AVP Instruction* **Co-Chair Designee**

X Jamaica Fowler, *Articulation Officer*

X Kelly Fowler, *VP Instruction* **Co-Chair**

X Hong Guo, *Library*

Carol Impara, *DL Coordinator*

X Briseida Ramirez Catalan, *School of Continuing Ed Faculty*

X Sara Mestas, *VP Academic Senate*

Christopher Jackson, *Outcomes Co-Coordinator*

Stacey Nakamatsu, *Mapping and Catalog*

Coordinator

X Dianne Rowley, *Assistant Curriculum Liaison*

E Sylvia Ruano, *Dean of Instruction*

Om Tripathi, *Faculty*

X Roger Willis, *Academic Senate President Student Representative, Vacant*

Non-Voting Members

Irene Pinedo, *Curriculum Specialist II*

Lesley Cheng, *Curriculum Specialist I*

Guests

Meeting Agenda	Outcomes
I. Approval of Minutes: November 8, 2022	Approved
II. Public Comments	
III. Agenda Check	Agenda with flexibility
IV. Information	
V. Acceptance of Minutes A. Distance Learning Committee Minutes 1. October 25, 2022 B. Educational Design Committee Minutes 1. November 1, 2022 2. November 8, 2022 3. November 15, 2022 4. November 22, 2022 C. Outcomes Committee Minutes 1. November 1, 2022	A. Accepted B. . 1. Accepted 2. Accepted 3. Accepted 4. Motion to add Minutes from November 22, 2022. Motion approved. Minutes Accepted C. Accepted

Meeting Agenda		Outcomes
VI. New Courses		
1. ACCS N33 Strategies for Success in Math for Students with Disabilities		1. Approved
2. AD 15B Law and Ethics for Addiction Counselors		2. Approved
3. AD 82B Work Experience in Addiction Counseling		3. Approved
4. VOC BS34 Social Media Marketing		4. Approved
5. VOC BM 50 World Culture: A business Perspective		5. Approved
6. FIRE WF101 Wildland Fire Behavior		6. Approved
7. FIRE WF102 Wildland Firefighter Safety and Survival		7. Approved
8. FIRE WF103 Wildland Fire Operations		8. Approved
9. FIRE WF104 Wildland Fire Investigation, Prevention, and Planning		9. Approved
10. FIRE WF105 Wildland Fire Logistics, Finance, and Planning		10. Approved
11. MUS 102 Film Music Appreciation		11. Approved
12. FIRE WF87 Wildland Fire Academy		Motion to add FIRE WF87. Motion approved
		12. Approved
VII. New and Substantive Program Changes		
1. Social Media Marketing		1. Approved
2. Supply Chain Management		2. Approved
3. Wild Fire Technology AS		Motion to add:
4. Wild Fire Technology Cert		Wild Fire Technology AS
		Wild Fire Technology Cert
		Motion approved
		3. Wild Fire Technology AS - Approved
		4. Wild Fire Technology Cert - Approved
VIII. New Stand-alone courses		
IX. Course Disciplines		
Disciplines are being added none are removed to the following courses:		Motion to approve disciplines added all courses listed.
AHIS 4 — Classics, History		Motion approved.
AHIS 4H — Classics, History		Added disciplines to the listed courses approved.
AHIS 10 — Classics		
AHIS 14 — Classics		
AHIS 15 — Classics		
LATN 1 — Classics		
LATN 1H — Classics		
LATN 2 — Classics		
LATN 2H — Classics		
ARTG 20 – Commercial Art		
ARTG 21A – Commercial Art		
ARTG 21B – Commercial Art		
ARTG 22A – Commercial Art		
ARTG 23 – Commercial Art		
ARTG 24 – Commercial Art		

<p>X. Items for Discussion or Action</p> <ol style="list-style-type: none"> 1. AB 1705 and MATH 71 – M. Rickard 2. Courses submitted for Deletion Attached to Programs – M. Rickard 3. Curriculum Submission Deadline – M. Rickard 4. AP 4024 Units-to-Contact-Hour Relationship – M. Rickard 5. AP 4020 Program and Curriculum Development – M. Chen, M. Rickard 	<ol style="list-style-type: none"> 1. Language in catalog regarding MATH 71 which is no longer offered. Technically nobody can graduate, so language has to be adjusted. There is verbiage prepared for the catalog. <p>Placement, transfer level courses and support courses.</p> <p>Unhooking support courses to remove unit requirement from degrees introduced.</p> <p>Prerequisites to target courses are being kept. Students can opt to take a corequisite or not.</p> <p>Pathways. With a complete AQ, what would be the recommendation? What happens if students switch pathways?</p> <p>Currently AQ is providing every single course students can take.</p> <p>Has banner been programmed to override MATH 71? No.</p> <p>Confusing Title 5 says Math 71 is still a requirement for graduation. The message to student about the courses they can take has been drafted.</p> <p>Programs with MATH 71 as requirement: Geo Tech certificate 71 and Nursing. Is this requirement going to be change for Statistics? There is a bit of confusion because there are students who have taken MATH 71 and are eligible for graduation. For those who have not, they need to be given choices. The recommendations is Statistics, but would they require a higher MATH?</p> <p>Nursing has to be careful about restrictions since is affecting Admission and Records.</p> <p>Students would have catalog rights in terms of associate degrees graduation requirements including students coming from other colleges.</p> <p>Discussion about corequisites. Statistics cannot prove that students are more successful in the MATH courses by taking the support courses. 1705 mandates to uncouple support cursres from its main course?</p> <p>It was because of limiting units in the calculus route.</p> <p>In the class schedule, how do students find these courses?</p>
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There was a talk in Academic Senate about uncoupling.

A concern was the unit value for transfer students. These support courses are not degree applicable. We need clarification. Financial Aid is being affected as well with these units.

There was a different limitation in STEM too. Classes will be changed to meet 1705 without enough data. This is another issue.

Data is needed before a report is submitted to the Chancellor's Office.

To be continued.

2. Example of a to-be-deleted course is PSYC 17. It has not been offered in years. It appears in programs in other departments. Departments have no incentive to submit a program modification to remove PSYC 17. In the meantime, PSYC 17 cannot be deleted since it lives in programs.

A group should be formed to create a recommendation. We are following AP 4020 which requests courses not offered to be inactivated. Can departments be compelled to modify programs? **To be continued.**

3. Recommendation to move deadline from March 31 to December 31. There are many reasons. Mainly to do winter prescreening. Summer is effective but many authors are gone during this time.

Main reasons:

- Catalog production is a big reason.
- Tight to administrative policy such Catalog Rights.
- Students having access to information they need before registration.
- Counseling must be able to look at catalog for orientation before registration
- Meghan goal is to get catalog out 30 -45 days before registration to communicate what programs and courses are available to students
- Support services and students use
- Chancellor's office process of approval
- Winter prescreening will be more productive.
- The first year will create one quick turn-around.

To be continued.

Meeting Agenda		Outcomes	
		4. The 4024 cohort is making progress. 5. The 4020 cohort is making progress reviewing documents, AS docs, Board docs.	
6. On Hold/Tabled Items			
2022-23 Meetings 3:30-5:00PM 2 nd & 4 th Tuesdays	Fall 2022 September 13 & 27 October 11 & 25	November 8 & 22	Spring 2023 March 14 & 28 April 11 & 25 May 9 & 23



Curriculum and Instruction Council

February 28, 2023 Minutes

3:30 – 5:00 PM

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X Roger Willis, *Academic Senate President*
Student Representative, Vacant

Non-Voting Members

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Lannibeth Calvillo, *Curriculum Specialist II*

Lesley Cheng, *Curriculum Specialist I*

Guests: Jimmy Tamayo

Meeting Agenda	Outcomes
I. Approval of Minutes: Approved November 22, 2022	
II. Public Comments	
III. Agenda Check	Approved agenda with flexibility.
IV. Information	
Acceptance of Minutes A. Distance Learning Committee 1. November 8, 2022 B. Educational Design Committee Minutes 1. November 29, 2022 2. February 9, 2023 C. Outcomes Committee Minutes None D. Mapping and Catalog Committee Minute None	A. 1. Accepted B. 1. & 2. Accepted
V. A New Courses 1. ACCS RRW – Introduction to Your Rights and Responsibilities in the Workplace 2. ACCS SSW - Social Skills for the Workforce 3. ACCS ILSD - Independent Living Skills - Self Determination 4. ACCS N34 - Writing Strategies 5. MATH 12 - Support Topics for Finite Mathematics	1. Approved 2. Approved 3. Approved 4. Approved 5. Approved
VI. New and Substantive Program Changes 1.	
VII. New Stand-alone courses	

Meeting Agenda	Outcomes
VIII. Course Disciplines	

<p>IX. Items for Discussion or Action</p> <ol style="list-style-type: none"> 1. AB 1705 and MATH 71 – M. Rickard 2. Courses submitted for Deletion Attached to Programs – M. Rickard 3. AP 4024 Units-to-Contact-Hour Relationship – M. Rickard 4. AP 4020 Program and Curriculum Development – M. Chen, M. Rickard 5. DLC – M. Rickard 6. Curriculum Submission Deadline – M. Rickard 	<ol style="list-style-type: none"> 1. Chancellor’s Office (CO) webinar regarding AB 1705. There were questions about low unit prerequisites but in our case it is about success rate, GE, Math, and transfer courses. AB 928 (CalGETC) GE set at a maximum of 34 units outside of the major. It sets a specific pathway for students. Students can opt into the prerequisite but can’t be put on that path, even if it’s beneficial for the student to take the course. AB 928 impacts students who take math course for transfer and then later decide they don’t want to transfer. Students may have to take additional units attached to a course as prerequisites. CO is going to release guidance language on how to make us compliant by July 2023 and July 2024 for STEM majors. Will all our students (specifically undecided) be required to take transfer-level courses their first year? We are still waiting for CO guidance. AB 1705 is preventing us from offering MATH 71. The interpretation of offering this course is complicated. One positive thing: There are other states that have already passed similar legislation. They are resolving these issues now and they can potentially be a great model to follow. 2. PSYC 17 is an example of a department proposed course inactivation that is also part of three or four programs outside of its division. Other departments are aware of having to modify their programs. Can the affected departments authorize the Curriculum Specialist II (CS II) to make that one and only change? The department would have to submit the modification to the program with documents attached. If the department authorizes the CS II to make that change, and minutes and in some cases, Narratives are provided (if not on file), they could be released of that inconvenience. There will be clear communication about the changes CS II can make. This is about students. Having a real plan. There is an obligation by AP 4020.
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If this council feels supportive of this, this must be recommended to Executive Academic Senate.

This is to implement AP 4020 and to support faculty in modification of the programs.

A list of courses to be deleted should be sent to the curriculum office. The curriculum office would check if any of these courses are part of a program. Checking on honors courses would be good too. Some Honors courses don't transfer to the UC.

Motion to recommend to senate that this council make it a process to inactivate courses that are not intended to be offered.

C&I recommends that senate authorizes the CS II to work with departments to initiate a proposal to inactivate a course and remove it from programs in which this course is part of with their approval as long as:

- this is the only change
- there is documentation on file (example: narrative, department minutes authorizing CS II to make the change, LMI, etc.)
- no unit changes to the program
- a designated author has been identified by the department

Approved.

3. It is still a work in progress. Activity hours are mentioned in AP 4024. This is something that needs clarification. CSUs list activity hours on their course outlines. There is a need to address this matter as courses waiting for EDC review and approval. This matter impacts information listed in the catalog. Roger will send CO formulas, CSU breakdown of activity courses, PCAH, and ASCCC guidance on how to determine lab vs activity. To be continued.

4. Will keep AP 4020 on the agenda. Roger will provide update on status of revision. Roger and senate leadership are reviewing the progress of AP 4000's related to academic affairs.

5. There is a proposal to move the deadline for courses and programs to reach the curriculum office from May 31st back to December 31st.

Meeting Agenda		Outcomes	
		How will this proposed change impact DLC since courses and DL come together to EDC? It would be helpful to set a deadline for DL forms submission, so faculty are clear when they can start offering DL courses. To be continued.	
7. On Hold/Tabled Items			
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