I. Call to Order, Approval of Agenda and Minutes

The meeting was called to order at 3:03pm by Amanda, and the agenda was approved. The minutes from the 2/3/16 meeting were approved by consensus (one typo corrected).

II. Announcements and Reports

Chair Report/DCCC Report: Amanda: One change to the Agenda. Anything with Welding is on hold. Consensus given. Amanda asked the committee if they liked having the discussion items in red. Everyone agreed to leave the red comments in the minutes. Amanda announced that Alex Casareno was leaving the Curriculum Committee. Thanked him for his service and invited him to attend any of the Curriculum Committee’s meetings. Michael Lawlor will be returning in Alex’s place.

Guest: Lance Parks (CIS): Came to talk with the Curriculum Committee about the CIS courses that are in 2nd Reading. There are questions regarding technology requirement. The existing requirements are 15 years old. Lance would like to remove them. These requirements were from when students had to install operating systems at home in order to complete labs. Now everything’s in the cloud. If the Curriculum Committee is comfortable, Lance will change the language from what it is currently to “students need access to reliable internet.” Inform students who don’t have the required internet, they can do labs in the computer lab. Not all students want to come to campus, but they’re told they will need a computer and internet access. Add one sentence to Supplementary Requirement and have a note published in the class schedule. Discussion comments:

NOTE: Unless otherwise noted, voting on motions is unanimous and those present for the vote are indicated above.
• As a student if it wasn’t in the catalog he didn’t see it. Counselors don’t know about it.
• Put note in schedule. Isn’t that good enough?
• Faculty will change. They won’t know what to put in syllabus
• Discussed the importance of the catalog and student success. The catalog is the primary source for students; like a contract. Requirement should be in catalog.
• Dean’s: one hasn’t had any complaints, the other one has. The COR should show it is a Distance Ed course (should show that students need reliable internet access).
• There needs to be consistency across curriculum regarding Distance Ed courses.
• A suggestion would be: “Course may be web enhanced”
• If there’s significant time commitment involved overall, there should be a campus-wide discussion about putting all information that might restrict a student from succeeding in the class, needs to go into the catalog.
• Communication classes have a sentence in the catalog (“Access to a computer with online capabilities may be required and computer access is available on campus”). If it’s a vital part of the course it should be in the course description. Specifics can be put in a note in the class schedule.
• Since not all instructors use web-enhanced methods, it’s important to put “may be required.”
• More is required for Lance’s courses.
• Distance ed specialize by department/course. Similar language for all DE courses.
• Keep generic in SOCRATES but specific in schedule.
• Open communication between Curriculum Committee and Distance Ed.
Recommendation: For Lance to put in Supplemental Requirement not Course Description until conversation with DE Committee takes place.
The catalog Distance Ed needs to reword DE description.
Future DE discussion item for the Curriculum Committee.

III. Office of Instruction Report/SAG Report: - In the February 9th meeting they went over list of things discussed in SAG the last couple of years. Discussed what they want SOCRATES to do that it doesn’t do now. Discussed how to prioritize the next project for Phil. Dennis wants chairs’ list of top 5 priorities. Amanda and Brian met and came up with a list. Some things were already agreed upon.

#’s 3 & 5 are a combo. Auto deletions could affect number of units for a program and pre-requisite course. There should be an email sent to the Curriculum Chair and the discipline when a course is being deleted.

#’s 9 &10: Effective dates in progress. Programs do not have effective dates.

#2 online catalog being worked on. Amanda and Brian didn’t like anything on the second page.

#19 – CID of course it needs to happen. Articulation Officers need the ability to edit or delete incorrect CID descriptions.

#22 – Database software SOCRATES uses through server
Courses with collaboration are leap frogging between the different campuses. Phil thinks it will be a difficult thing to solve. Some things postpone until summer to try to come up with a solution. Amanda described what leap frogging is.

IV. **Articulation Officer Report**: Amanda received a lengthy email from Lynn Fowler. Many articulation requests should have been made. Has made some in ASSIST. Faculty need to put them into SOCRATES. Amanda has been working on that.

V. **LMS Work Group Report** – Katie Morgan-Nance: The links for the Canvas survey are up. Emails have not been sent out yet. ARC links are published. 3 or 4 people have tried both D2L and Canvas. One student (out of 160 invited) has tried it. Need to email Bitner to request access for the link. OEI – current impact? Only classes CID approved are part of OEI. OEI has a rubric – course could be accessed across the state. No significant curriculum impact at this point. OEI – participate in common course and instructor. COR – check it course is CID course. This is our control.

VI. **Curriculum Proposals** –

Requisite Subcommittee Consent:
Members of the Requisite Subcommittee have reviewed the requisite sections of these course proposals and “consent” that the proposals meet the approval of the subcommittee to bring forward to the Curriculum Committee.

The following courses are proposals with a new requisite or a change to a requisite.

<table>
<thead>
<tr>
<th>Course</th>
<th>Adv = Advisory; Pre = Prerequisite</th>
<th>Changes from Catalog/ Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISN 302</td>
<td>Adv: CISC 310</td>
<td>This proposal removes the co-requisites of CISC 310 and CISC 356, and removes an advisory of CISC 302 for this new advisory of CISC 310.</td>
</tr>
<tr>
<td>CISS 342</td>
<td>Pre: CISS 310</td>
<td>This proposal removes CISC 323 as a prerequisite for this new prerequisite of CISS 310. Consequentially, CISS 310 is removed as an advisory.</td>
</tr>
</tbody>
</table>
Move for approval of requisite list – Brian Noel.  2nd – Dan DuBray

Distance Ed Proposals – The following course has been approved (or reaffirmed) by the Distance Education Sub-Committee for distance education. The sub-committee humbly requests for its full-approval at this time.

<table>
<thead>
<tr>
<th>Course</th>
<th>New Approval</th>
<th>Reaffirmed Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>SONOG 228</td>
<td>Up to 75% Distance Education</td>
<td></td>
</tr>
</tbody>
</table>

Dan DuBray moved for approval of SONOG 228 for up to 75% for Distance Ed.  2nd - Katie Morgan-Nance
The course can be offered as Distance Ed for Summer 2016.

Requisite Proposals – None

GE Proposals – Documents coming back. Rochelle and Alex are meeting at the end of the week. Might have something for catalog.

High School Articulation Requests – None

Consent/FYI Programs – None

Second Reading – Courses: the following courses were reviewed:

CISN 300 Network Systems Administration
CISN 302 Intermediate Network Systems Administration
CISN 303  Network Administration – Linux Server
CISN 304  Networking Technologies
CISN 308  Internetworking with TCP/IP (wasn’t this a deletion?)
CISS 330  Implementing Internet Security and Firewalls
CISS 341  Implementing Windows Operating System Security
CISS 342  Implementing Linux Operating System Security
CISS 350  Disaster Recovery

(Add old technology requirements. If committee comfortable, Lance Parks will change language from current to “students need access to reliable internet”)

ESLL 20  Novice Listening and Speaking
ESLL 30  Novice-High Listening and Speaking
ESLL 40  Intermediate-Low Listening and Speaking
ESLL 50  Intermediate-Mid Listening and Speaking
ESLL 310 Intermediate-High Listening and Speaking
ESLP 50  Intermediate-Mid Pronunciation
ESLR 20  Novice Reading
ESLR 30  Novice-High Reading
ESLR 40  Intermediate-Low Reading
ESLR 50  Intermediate-Mid Reading
ESLW 20  Novice Writing
ESLW 30  Novice-High Writing
ESLW 40  Intermediate-Low Writing
ESLW 50  Intermediate-Mid Writing

ESL – Revisions very clean
GEOG 301  Physical Geography Laboratory
GEOG 335  Introduction to Geographic Information Systems Applications
GOEG 335 removing “.” numbers. Is in Tech Review. Courses came through fine.
GEOG 495  Independent Studies in Geography
MATH 110  Elementary Geometry
SONOG 228  Advanced OB/GYN Pathology

Approved for 75% DE
VIET 401  Elementary Vietnamese
VIET 402  Elementary Vietnamese

Min will talk to colleagues from other campuses about course title, but wants to get revisions through.

Motion for approval of second reading courses – Dan DuBray; 2nd – Brian Noel

Second Reading – Programs
Theatre Arts  Theatre Arts (A.A. Degree)
Amanda took out the “or” that were in different places. Removed one of the “Students must take 6 units in...” Looks better.
Veterinary Technology  Veterinary Technology (Certificate)
Veterinary Technology  Veterinary Technology (A.S. Degree)
These are 2 years out. Chris Impinna doesn’t want it to be in the new catalog. Note somewhere the effective date. Changes have a 2 year roll out. Bob will follow up with Chris.
## First Reading – Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMT 321</td>
<td>Advanced Automotive Electrical &amp; Electronic Systems</td>
</tr>
<tr>
<td>COMM 315</td>
<td>Persuasion</td>
</tr>
</tbody>
</table>

Name change. This is the 2nd course in the series. Will help with confusion for students. Dan said requisites were ok. Brian will bring back next Curriculum meeting.

Similar to HONOR 341 which is the seminar course for the 315 Persuasion Course. COMM 315 is not open to students who have taken HONOR 341.

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>WELD 136</td>
<td>Gas Metal Arc Welding of Plate &amp; Pipe</td>
</tr>
<tr>
<td>WELD 137</td>
<td>Gas Metal Arc Welding Process of Sheet Metal</td>
</tr>
<tr>
<td>WELD 138</td>
<td>Gas Tungsten Arc Welding of Aluminum Alloys</td>
</tr>
<tr>
<td>WELD 139</td>
<td>Gas Tungsten Arc Welding of Stainless Steel</td>
</tr>
</tbody>
</table>

Welding courses on hold.

## First Reading – Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Mechanics Technology</td>
<td>Automatic Transmissions/Transaxles (Ford ASSET) (Certificate)</td>
</tr>
<tr>
<td>Automotive Mechanics Technology</td>
<td>Automotive Brakes (Ford ASSET) (Certificate)</td>
</tr>
<tr>
<td>Automotive Mechanics Technology</td>
<td>Automotive Electrical Systems (Ford ASSET) (Certificate)</td>
</tr>
<tr>
<td>Automotive Mechanics Technology</td>
<td>Automotive Engine Performance (Ford ASSET) (Certificate)</td>
</tr>
<tr>
<td>Automotive Mechanics Technology</td>
<td>Automotive Engine Repair (Ford ASSET) (Certificate)</td>
</tr>
<tr>
<td>Automotive Mechanics Technology</td>
<td>Automotive Heating and Air Conditioning (Ford ASSET) (Certificate)</td>
</tr>
<tr>
<td>Automotive Mechanics Technology</td>
<td>Automotive Mechanics Technology (Ford ASSET) (Certificate)</td>
</tr>
<tr>
<td>Automotive Mechanics Technology</td>
<td>Automotive Mechanics Technology (Ford ASSET) (A.S. Degree)</td>
</tr>
<tr>
<td>Automotive Mechanics Technology</td>
<td>Automotive Suspension and Steering (Ford ASSET) (Certificate)</td>
</tr>
<tr>
<td>Automotive Mechanics Technology</td>
<td>Manual Drive Train and Axles (Ford ASSET) (Certificate)</td>
</tr>
<tr>
<td>Film/Digital Cinema Production</td>
<td>Film/Digital Cinema Production (A.A. Degree)</td>
</tr>
<tr>
<td>RTVF 306</td>
<td>Being added. Still in talks with colleagues about those courses that were talked about last meeting. Lauren Wagner will let Amanda know. Deleted courses are in Tech Review.</td>
</tr>
</tbody>
</table>

## Theatre Arts

<table>
<thead>
<tr>
<th>Program</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Theatre for Young Audiences</td>
<td></td>
</tr>
</tbody>
</table>

Changed from 14 to 11 units. Questions about whether the unit change will affect financial aid eligibility. Look into why Colette Harris-Mathews didn’t sign off. Will not be on transcript because it’s less than 12 units. Why continue to offer a program that is not financial aid eligible?

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welding</td>
<td>Welding Fabricator</td>
</tr>
<tr>
<td>Welding</td>
<td>Welding Technology</td>
</tr>
</tbody>
</table>

Welding is on hold.

## VII. Discussion/Action Items

SLO formatting - discussion with Rhonda Farley

Not consistent information regarding formatting in SOCRATES. Creates confusion. Nothing is standardized. Automated assessment reporting form so it pulls from SOCRATES and puts SLO’s into reporting form. Have to use “SLO” or outcomes won’t get pulled into SOCRATES. Created frustration because some forms were blank and instructors thought they’d done their SLO’s.

Went over the process of SLO’s on the CRC faculty page. Rhonda wanted to start the discussion at the Curriculum Meeting. Consensus: Departments should format the same. As things come up for review give a standard format. Come up with a style and then be consistent.
From the old Curriculum Handbook, Amanda showed 4 options. Currently full-time faculty only submit SLO’s but as smaller programs come in and are taught only by adjuncts, they should be given consistent format and direction.
Amanda will send out the link for Curriculum Committee members to look over formatting options. The consensus is to get it down to two options. Continue discussion at another point.

VIII. Subcommittee Reports
A. DE – Add future discussion about DE language across the board.
B. GE/Multicultural – None
C. Requisite – None
D. Tech Review – Tim Hixon and Veronica Dobson will serve on TR.

Adjournment – 4:50pm