

### Curriculum Committee Notes

October 7, 2010, Collins Conference Center

**Members Present:** Duane Anderson, Barbara Braid, Maritza Carlisle, Paula Dahl, Mike Daniel, Dawn Dobie, Janet Duenas-Cliff, Stephen Eaton, Lisa English (SGA), Gay Gardella, John Gerhold, Nan Gomez-Heitzeberg, Kathy Hairfield, Rebecca Head, Qiu Jimenez, Denise Mitchell, Dan O'Connor, Jeannie Parent, Leslie Reiman, Billie Jo Rice, Wally Simmons, Nick Strobel, Rene Trujillo, Sue Vaughn, Ann Wiederrecht

**Members Absent:** Carl Dean, Janet Fulks, Adie Geiser, Jennifer Johnson, Kristopher Stallworth, Jason Stratton, Pat Thompson, Bernadette Towns, Kimberly Van Horne, Richard Wise

Agenda Item	Discussion	Action
<b>Emergency Approvals</b>	<p>John Gerhold chaired the meeting for Janet Fulks, who was at a conference today. There was a round of introductions. Nan Gomez-Heitzeberg noted that upgrades have been made this week to the CurricUNET approval process in response to problems with the automatic email notifications.</p> <p>To meet compliance with Title 5 regarding the ratio of units to hours, adjustments were made to the number of hours for several PE and Music courses. In order for these courses to be offered in spring with the new hours, emergency approval is needed to forward these changes to the Board. The two history courses were revised in response to an articulation concern.</p>	

**Consent Agenda**

The following courses were reviewed for a second reading:

**New Courses**

BSAD B16 Introduction to Entrepreneurship  
BSAD B27 Students in Free Enterprise (SIFE) Collegiate Entrepreneurs Organization  
MUSC B15c Intermed. Ear Training and Sight-Singing  
MEDS B69 Nurse Assistant

**Courses Requesting Distance Education**

BSAD B51 Business Math  
BSAD B61 Human Resources Management

**Course Revisions**

MUSC B4c (Intermediate Theory Contemporary Materials), MUSC B5a (Class Piano)  
MUSC B5b (Class Piano), MUSC B6a (Class Voice), MUSC B6b (Class Voice), MUSC  
B6c (Class Voice), MUSC B6d (Class Voice), MUSC B10a (Concert Band), MUSC  
B12a (College Orchestra)

THEA B27 Acting Theatre Laboratory

PHED B2sb (Aquatics: Beg. Swimming), PHED B2ssf (Aquatics: Swim and Stay Fit),  
PHED B3adp (Adaptive PE), PHED B5vb (Volleyball), PHED B5wsb (Softball),  
PHED B5wsc (Soccer), PHED B6a (Archery), PHED B6bb (Basketball), PHED  
B6bLb (Beg. Ballet), PHED B6da (Dance Aerobics), PHED B6g (Golf), PHED B6pf  
(Physical Fitness), PHED B6sc (Soccer), PHED B6t (Tennis), PHED B6y (Yoga)  
PHED B6fcx (Fitness Center), PHED B6jd (Jazz Dance), PHED B6kx (Cardio  
kickboxing fitness), PHED B6pl (Pilates), PHED B6py (Pilates/Yoga Mat Flow),  
PHED B6wt (Weight Training), PHED B7b (Adv. Baseball), PHED B7w (Adv. Men's  
Wrestling), PHED B7fb (Football), PHED B9s (Adv. Swimming), PHED B9t (Adv.  
Tennis), PHED B9tr (Adv. Track)

John Gerhold asked if there were any problematic issues necessitating removing a course from the consent agenda. PHED B6bLB and PHED B6jd are cross-referenced with DANC B6bLB and DANC B6jd. Sue Vaughn questioned whether action was being taken on the cross-referenced dance courses. Janna said that cross-referenced courses share the identical course outline, and typically one department updates the course, which automatically updates the cross-referenced version. The course title and cross-reference titles are changed for the cross-referenced course, and separate outlines are filed in the master course history files.

The PE hours are being changed from 36 hours to 54 hours of activity for one unit.

Wally said that the Math course was already approved for classroom and online and that the department wanted to offer it hybrid, so the committee didn't see the need to review it again. This prompted process questions. Are we saying if a course has already been approved for two modalities, it doesn't need approval for hybrid and

Mike Daniel moved, and Sue Vaughn seconded to approve the consent agenda which includes the DE components for BSAD B51 and BSAD B61 with the contingency

	therefore can be entered into Banner?	that the courses be reviewed by the Extended Learning Committee by next Friday, October 15.
<b>Course Revision vs. Course Update</b>	The difference between the Course Update and Course Revision options was questioned. Course Update should be a minor change, and Course Revision should refer to major changes. Rene said it would be helpful to make a distinction between minor changes not requiring Board approval and significant changes requiring Board approval. Billie Jo Rice suggested the committee look at the final version of the "goldenrod" form that was discussed at length last year. (The "goldenrod" form was the form used to make minor changes not requiring full curriculum review. These changes were always sent to the Curriculum Committee for information only and did not require a vote). Although that form is obsolete now, the committee suggested it be put into the CurricUNET program. There was discussion about Student Learning Outcomes and Program Level Outcomes.	It was M/S/P that the final version of the minor change form approved last year will be looked at with the intention of incorporating this into CurricUNET.
<b>Catalog Description</b>	BC does not have guidelines for writing and formatting course descriptions. A model that Cerro Coso uses was taken from the CurricUNET Help Box and shared with the committee. Sue Vaughn suggested adding a minimum grade statement to course descriptions for prerequisite consistency. The prerequisites are separated from the catalog description in CurricUNET. Other suggestions included using the current catalog as a resource, reviewing descriptions and aligning content for articulated courses, adding directions for accessing ASSIST, and limiting the number of words contained in a course description.	This topic will be discussed again. The sample prerequisite phrase will be added to the guidelines for discussion.  New changes will be made as courses come through for curriculum review and revision.
<b>SB 1440</b>	SB 1440 regarding transfer has been signed. The community colleges and the CSU's are working on general agreement of core discipline courses. Until that work is completed and we have direction from the Chancellor's Office, it is prudent to wait to make changes. John said the Academic Senate discussed the bill, and the minimum participation expected of each college in the State is to offer at least one transfer degree in a discipline. The law doesn't state each college must have a transfer degree in each discipline. The transfer degree is a 60 unit degree and includes a minimum of 18 units of major preparation. There was discussion about some of the degrees in the catalog and it was pointed out if a student took 39 required units and 39 units of general education, those are excess units that will not transfer for the student. A campus discussion will need to take place in regards to the implementation of SB1440.	
<b>Critical Thinking – BC GE</b>	The BC General Education pattern does not include a critical thinking (A.3) area, but the CurricUNET GE page does include that area. The GE Committee is not planning to add this area; it is merely a mistake that it was added in CurricUNET. It was suggested that committee members inform their chairs and faculty in their areas to ignore the A.3 BC GE category until such time it can be removed from curricUNET. The committee agreed it should be removed from the CurricUNET screen.	Paula Dahl moved, and Rene Trujillo seconded, to remove the critical thinking component from the BC GE page in CurricUNET.

<p><b>First Read for Oct. 21</b></p>	<p>These courses are agenized and scheduled for an October 21 “first” committee read:  MUSC B9a Beginning Class Guitar  MUSC B9b Intermediate Class Guitar  MUSC B9c Advanced Class Guitar  MUSC B10a Concert Band  MUSC B230a Music Laboratory  MUSC B230b Music Laboratory  MUSC B230c Music Laboratory  PHIL B18 History of Ancient Philosophy  PHIL B9 Critical Thinking and Advanced Competition  POLS B2 Comparative Government  POLS B3 International Politics</p> <p>There was discussion about the automatic CurricUNET emails related to the approval process. People would log into the system, but not be able to make comments as a Curriculum Committee member, but as a GE member. Likewise, not all courses requiring approval were listed. These problems have been relayed to the CurricUNET programmers. (Janet was aware of the approval process glitches, and sent separate emails to various committee members with a list of courses to review).</p> <p>If anyone continues to experience problems, please contact Janet Fulks.</p>	
<p><b>Upcoming Training</b></p>	<p>John said the committee needs to decide whether to meet as a combined group or separately. Discussion ensued regarding upcoming meetings. Janna will work on finding meeting rooms for additional dates.</p>	<p>A short meeting will be held on October 21 to go over the approval queue process.</p> <p>Paula Dahl moved, and Billie Jo Rice seconded, to schedule October 28 as an additional meeting to work on curriculum using the comment and approval process contingent on cancelling the November 4<sup>th</sup> meeting. Motion passed.</p> <p>Qui Jimenez requested that the GE Committee meet separately. The GE Committee will meet as a separate group on October 14.</p>
<p><b>SLO Number</b></p>	<p>This topic was not discussed.</p>	
<p><b>ADJOURNMENT</b></p>		<p>Meeting adjourned at 4:30 pm.</p>

:Janna Oldham

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