

**Curriculum Committee Notes – February 23, 2012**

Collins Conference Center

**Members Present:** Duane Anderson, Arnie Andrasian, John Carpenter, Paula Dahl, Mike Daniel, Dawn Dobie, Janet Duenas-Cliff, Gay Gardella, Nan Gomez-Heitzeberg, Sue Granger-Dickson, Kathy Hairfield, Qiu Jimenez, Emily Maddigan, Bill Moseley, Dan O’Connor, Paula Parks, Billie Jo Rice, Sue Vaughn

**Members Absent:** Tim Capehart, Carl Dean, Stephen Eaton, Jennifer Johnson, Leslie Reiman, Elizabeth Rodacker, Nick Strobel, Bernadette Towns, Richard Wise

Agenda Item	Discussion	Action
<b>MINUTES</b>	January 26 and February 9 minutes.	The minutes of January 26 <sup>th</sup> and February 9 were accepted as written.
<b>CURRICULUM</b>	<p><b><u>Courses to Review for February 9</u></b></p> <ol style="list-style-type: none"> <li>1. ANSC B80 – Introduction to Veterinary Technology (2/23)</li> <li>2. ANSC B84 – Small Animal Diseases (2/23)</li> <li>3. AUTO B112 – Automotive Transmissions and Gear Boxes (2/23)</li> <li>4. CHEM B2a – Introductory General Chemistry (2/23) BC GE B.1</li> <li>5. COMS B2 – Introduction to Computer Information Systems (2/23) (DE course)</li> <li>6. COMS B14 – Introduction to Programming with Java (2/23) (DE course)</li> <li>7. COMS B35 – OOP and Data Structures with C++ (2/23) (DE course)</li> <li>8. COMS B101 – Web Systems and Security (2/23) (DE course)</li> <li>9. FIRE B3 – Fire Command, Strategy, Tactic (2/23)</li> <li>10. FIRE B7 – Building Construction for Fire Protection (2/23)</li> <li>11. MATH B4a – Mathematics for Elementary School Teaching (2/23)</li> <li>12. NURS B100 – Strategies for Success in a Nursing Program (2/23)</li> <li>13. PHIL B37 – Introduction to the World Religions (2/23) BC GE C</li> <li>14. RADT B6 – Clinical Education (2/23)</li> </ol> <p><b><u>Deleted Courses for February 23</u></b> INDT B277 – Special Problems in Construction</p> <p><b><u>Pending Courses from Previous Agendas</u></b></p> <ol style="list-style-type: none"> <li>1. ACDV B66 – Student Success (2/9/12)</li> <li>2. AGRI B49 Agricultural Leadership Training (1/26)</li> <li>3. APPR B249c Cooperative Work Experience Education/Carpenters (1/26)</li> <li>4. APPR B249e Cooperative Work Experience Education/Electrician (1/26)</li> <li>5. APPR B249p Cooperative Work Experience Education/Plumbers and Pipefitters (1/26)</li> </ol>	<p>Courses that were moved, seconded, and approved by the committee: ANSC B80, ANSC B84, AGRI B49, ARCH B33, ACDV B66, INDR B52, and PHED B10. ORNH B7 was approved contingent upon completion of the SCANS form. The committee approved the deletion of INDT B277.</p> <p>Sue Vaughn will follow up a repeatability issue with Jennifer Johnson. Two repeatability options are allowed per Title 5: course content changes each time, or student is building skills.</p>

6. APPR B249s Cooperative Work Experience Education/Sheet Metal (1/26)
7. ARCH B33 Architectural Computer Practice (1/26)
8. ARCH B55 – Building Codes (2/9/12)
9. ARCH B56 – Building and Related Codes (2/9/12)
10. AUTO B2a – Automotive Engine Overhaul (2/9/12)
11. AUTO B2b – Automotive Engine Machining (2/9/12)
12. CRIM B1 Intro. to Criminal Justice (BC GE D1) (tabled at 10/20 mtg.)
13. HIST B20a African American History of the United State (BC GE D.2, D.3) (1/26)
14. INDR B52 – Geographic Information Systems (2/9/12)
15. MUSC B21a History of Music (BC GE C) 11/3
16. MUSC B21b History of Music (BC GE C) 11/3
17. MUSC B22 Music Appreciation (BC GE C and a DE course) 11/3
18. MUSC B27 History of Rock and Roll (BC GE C) 11/3
19. ORNH B1 – Introduction to Ornamental Horticulture (2/9/12) (Dept. is requesting a review for BC GE B.1)
20. ORNH B7 – Ornamental Plant Ident.-Large Shrubs, Small Trees, Large Trees & Palms (2/9/12)
21. PHIL B10 Introduction to Ethics (BC GE C) (1/26)
22. PHIL B7 Introduction to Logic (BC GE B.2) (DE Course) (1/26)
23. THEA B1 – Introduction to Acting, BC GE C, (2/9/12)
24. THEA B12a – Introduction to Shakespeare, BC GE C, (2/9/12)
25. THEA B2a Elements of Acting (BC GE C) 11/17
26. THEA B2b Elements of Acting (BC GE C) (1/26)
27. THEA B31 Introduction to Film Studies (BC GE C) (1/26)
28. THEA B32 – Contemporary Film Studies, BC GE C, (2/9/12)

Duane Anderson discussed challenges he is experiencing with respect to updating the apprenticeship curriculum. The work experience courses don't quite fit into the CurricUNET course outline template. Also, the apprenticeship program is unique, and the hours vary for acceptance into the program depending on the trade. He is talking with people affiliated with the program in an effort to better understand how the apprenticeship program works. Sue Vaughn stated that the apprenticeship courses are not included with the 320 report.

Bill Moseley reviewed feedback and follow-up work that needs to occur to address issues to courses on today's agenda.

Sue Granger-Dickson volunteered to research other college work experience programs. Bill Moseley offered some suggestions for Duane to expedite his work in revising the courses through CurricUNET.

Duane Anderson will follow up with his department about the reading advisory for ARCH B55.

**Submitted Programs**

1. AA in Art History  
BC New Program 04/12/2011
2. AutoCAD  
BC Program Modification 02/09/2012
3. Automotive Heating, Ventilation and Air Conditioning (HVAC)  
BC Program Modification 02/01/2012
4. BC American Sign Language AA  
BC Program Modification 02/14/2012
5. BC Animal Science AA  
BC Program Modification 01/11/2012
6. BC Animal Science AS  
BC Program Modification 12/16/2011
7. BC Animal Science Cert  
BC Program Modification 01/11/2012
8. BC Anthropology Major AA  
BC Program Modification 02/14/2012
9. BC Architectural CAD  
BC Program Modification 02/09/2012
10. BC Architectural Drafting Major AA  
BC Program Modification 02/13/2012
11. BC Architecture/Architectural Drafting AS  
BC Program Modification 02/09/2012
12. BC Art Major AA  
BC Program Modification 04/08/2011
13. BC Associate Degree Nursing Program, AS  
BC Program Modification 02/14/2012
14. BC Auto Brakes and Wheel Alignment  
BC Program Modification 02/08/2012
15. BC Auto Engine Overhaul  
BC Program Modification 02/01/2012
16. BC Auto Tune-Up and Emission Systems  
BC Program Modification 02/01/2012
17. BC Automotive Power-Trains Cert  
BC Program Modification 02/05/2012
18. BC Basic Machine Tool Operations-Lathe, Mill  
BC Program Modification 02/05/2012
19. BC Blueprint Reading and Layout for Welders

- |  |  |  |
|--|--|--|
|  | <p>BC Program Modification 02/09/2012</p> <p>20. BC Cabinetmaking Cert<br/>BC Program Modification 02/01/2012</p> <p>21. BC Chemistry AS<br/>BC Program Modification 02/17/2012</p> <p>22. BC Chicano(a)/Latino(a) Studies<br/>BC Program Modification 02/21/2012</p> <p>23. BC Child Development Associate Teacher Cert<br/>BC Program Modification 02/10/2012</p> <p>24. BC Child Development Master Teacher: Infant Toddler Cert<br/>BC Program Modification 02/10/2012</p> <p>25. BC Child Development Master Teacher: Special Education Cert<br/>BC Program Modification 02/10/2012</p> <p>26. BC Child Development Teacher Cert<br/>BC Program Modification 02/10/2012</p> <p>27. BC Child Development and Family Relations AS<br/>BC Program Modification 02/10/2012</p> <p>28. BC Child Nutrition Management Cert<br/>BC Program Modification 02/10/2012</p> <p>29. BC Computer Information Systems Certificate of Achievement<br/>BC Program Modification 02/14/2012</p> <p>30. BC Computer Information Systems Major AA<br/>BC Program Modification 02/14/2012</p> <p>31. BC Computer Information Systems Major AS<br/>BC Program Modification 02/14/2012</p> <p>32. BC Computer Numerical Control Programming<br/>BC Program Modification 02/09/2012</p> <p>33. BC Computer Science Cert<br/>BC Program Modification 02/14/2012</p> <p>34. BC Computer Science Major AS<br/>BC Program Modification 02/14/2012</p> <p>35. BC Construction Technology Cert<br/>BC Program Modification 02/05/2012</p> <p>36. BC Control Systems Technology<br/>BC Program Deactivation 02/14/2012</p> <p>37. BC Culinary Arts AS<br/>BC Program Modification 02/10/2012</p> <p>38. BC Culinary Arts Cert</p> |  |
|--|--|--|

- |  |   |  |
|--|---|--|
|  | <p>BC Program Modification 02/10/2012</p> <p>39. BC Digital Arts AA<br/>BC Program Modification 04/08/2011</p> <p>40. BC Digital Arts Cert<br/>BC Program Modification 04/08/2011</p> <p>41. BC EMERGENCY MEDICAL TECHNICIAN-1 (EMT-1)<br/>BC Program Modification 02/14/2012</p> <p>42. BC Economics Major AA<br/>BC Program Modification 02/21/2012</p> <p>43. BC Electronics Technology Cert<br/>BC Program Modification 02/09/2012</p> <p>44. BC Engineering Major As<br/>BC Program Modification 01/17/2012</p> <p>45. BC Engineering Technology A.S.<br/>BC Program Modification 02/01/2012</p> <p>46. BC Environmental Horticulture AA<br/>BC Program Modification 12/16/2011</p> <p>47. BC Environmental Horticulture AS<br/>BC Program Modification 12/16/2011</p> <p>48. BC Environmental Horticulture Cert<br/>BC Program Modification 12/16/2011</p> <p>49. BC Foodservice Management Option AS<br/>BC Program Modification 02/10/2012</p> <p>50. BC Forestry Cert<br/>BC Program Modification 01/13/2012</p> <p>51. BC Forestry Major AA<br/>BC Program Modification 01/13/2012</p> <p>52. BC Forestry Major AS<br/>BC Program Modification 01/13/2012</p> <p>53. BC Gas Metal Arc/Gas Tungsten Arc Welding/Flux Core Arc Welding<br/>BC Program Modification 02/09/2012</p> <p>54. BC Geology Major AS<br/>BC Program Modification 02/17/2012</p> <p>55. BC History Major AA<br/>BC Program Modification 02/21/2012</p> <p>56. BC Human Services<br/>BC Program Modification 02/08/2012</p> <p>57. BC Industrial Drawing Major AA</p> |  |
|--|---|--|

- |  |   |  |
|--|---|--|
|  | <p>BC Program Modification 02/13/2012</p> <p>58. BC Industrial Technology (General) Major AS<br/>BC Program Modification 02/10/2012</p> <p>59. BC Industrial Technology, Automotive Option Major AS<br/>BC Program Modification 02/13/2012</p> <p>60. BC Industrial Technology, Construction Option AS<br/>BC Program Modification 02/13/2012</p> <p>61. BC Industrial Technology, Control Systems Technology AS<br/>BC Program Deactivation 02/14/2012</p> <p>62. BC Industrial Technology, Electronics Option AS<br/>BC Program Modification 02/11/2012</p> <p>63. BC Industrial Technology, Industrial Drawing Option AS<br/>BC Program Modification 02/13/2012</p> <p>64. BC Industrial Technology, Manufacturing Technology Option AS<br/>BC Program Modification 02/13/2012</p> <p>65. BC Industrial Technology, Welding Option AS<br/>BC Program Modification 02/11/2012</p> <p>66. BC Industrial Technology, Woodworking and Cabinetmaking Option AS<br/>BC Program Modification 02/11/2012</p> <p>67. BC LVN to Associate Degree Nursing Program<br/>BC Program Modification 02/14/2012</p> <p>68. BC LVN to Non-Degree Nurse (30 unit option)<br/>BC Program Modification 02/14/2012</p> <p>69. BC Manufacturing Technology Cert<br/>BC Program Modification 02/05/2012</p> <p>70. BC Math Major AA<br/>BC Program Modification 12/14/2011</p> <p>71. BC Music Major AA<br/>BC Program Modification 12/09/2011</p> <p>72. BC Nurse Assistant<br/>BC Program Modification 02/14/2012</p> <p>73. BC Physical Education Major AA<br/>BC Program Modification 01/30/2012</p> <p>74. BC Physics Major AS<br/>BC Program Modification 02/17/2012</p> <p>75. BC Plant Science AA<br/>BC Program Modification 12/16/2011</p> <p>76. BC Plant Science AS</p> |  |
|--|---|--|

- |  |  |  |
|--|--|--|
|  | <p>BC Program Modification 12/16/2011</p> <p>77. BC Plant Science Cert<br/>BC Program Modification 12/16/2011</p> <p>78. BC Political Science Major AA<br/>BC Program Modification 02/21/2012</p> <p>79. BC Political Science, Emphasis in Domestic Policy AA<br/>BC Program Modification 02/21/2012</p> <p>80. BC Political Science, Emphasis in International Relations AA<br/>BC Program Modification 02/21/2012</p> <p>81. BC Principles of Fluoroscopy<br/>BC Program Modification 01/19/2012</p> <p>82. BC Principles of Venipuncture<br/>BC Program Modification 01/12/2012</p> <p>83. BC Radiologic Technology AS<br/>BC Program Modification 12/09/2011</p> <p>84. BC Shielded Metal Arc Welding<br/>BC Program Modification 02/09/2012</p> <p>85. BC Spanish Major AA<br/>BC Program Modification 02/14/2012</p> <p>86. BC Theatre Arts Major AA<br/>BC Program Modification 02/09/2012</p> <p>87. BC Web Development Cert<br/>BC Program Modification 02/14/2012</p> <p>88. BC Welding Cert<br/>BC Program Modification 02/09/2012</p> <p>89. BC Woodworking/Cabinetmaking<br/>BC Program Modification 02/01/2012</p> <p>90. Basic and Advanced Clean Air Car Course<br/>BC Program Modification 02/01/2012</p> <p>91. Child Development Assistant Teacher Job Skills Certificate<br/>BC Program Modification 02/10/2012</p> <p>92. Dietetic Services program<br/>BC Program Modification 02/10/2012</p> <p>93. Vocational Nursing Program<br/>BC Program Modification 02/14/2012</p> |  |
|--|--|--|

<p><b>TOP AND SAM CODES</b></p>	<p>A question came up about curriculum feedback with regard to changing TOP and SAM Codes. SAM codes are used to indicate the degree to which a course is occupational, and to assist in identifying course sequences in occupational programs. TOP codes categorize programs and courses at the community colleges.</p> <p>These codes are part of the Basic Course Information page. Sue Vaughn stressed the importance of choosing the correct TOP codes given they are part of the 320 report. Janna agreed, and said that all TOP and SAM code changes must be reported to the State. The approved codes are entered into Banner, and must match the State MIS inventory. When someone makes a change, the State asks for a rationale for the change, which is reported on a special form uploaded through their curriculum inventory. If the change is approved, then Banner is changed so that it will match the State inventory. The MIS term submission reports are submitted by District MIS three times per year, and data elements that do not match Banner are returned to the colleges as MIS errors, which must be fixed. Otherwise, it holds up funding. Nan said that TOP and SAM codes are reviewed periodically by the CTE departments, and changes are made during that process.</p>	<p>Bill Moseley will include information about TOP and SAM codes in the CurricUNET handbook.</p>
<p><b>CATALOG TERMINOLOGY</b></p>	<p>Sue Vaughn is part of the Degree Works implementation team. There are differences in terminology with respect to Degree Works and the BC catalog (credits vs. units). She suggested the terminology be consistent so that students do not get confused.</p> <p>This prompted a discussion about options for choosing whether a course is required or elective. The CurricUNET program page includes a drop-down list of BC degrees and certificates. Faculty can choose whether the course is required or elective for the program. Sometimes it is not clear which option should be chosen, especially when the course is listed as an elective. The State Chancellor’s Office considers “restricted” electives as a requirement for a degree or certificate. In other words, if the elective is part of a list of courses from which students must choose from in order to fulfill degree requirements, then it is a restricted elective and therefore “required” for the program. If the elective is part of a list that says, “other suggested courses,” then it is not required and should be marked as an elective.</p>	
<p><b>REVIEWING PROGRAMS IN CURRICUNET</b></p>	<p>Ninety-three programs have been submitted in CurricUNET. This includes several new art programs. Bill said that there are not a lot of changes; the majority of the programs are existing programs that were updated to include program learning outcomes (PLO). Bonnie Suderman and Bernadette Towns have reviewed all of the PLO’s for the proposed art programs and have given them approval. Bill asked what criteria the committee should be looking at with respect to evaluating the program changes.</p>	



	<p>Nan Gomez-Heitzeberg explained that including the PLO's into the catalog is part of the accreditation process. In years past, the degree and certificate changes for existing programs were not reported to the Curriculum Committee or the Board. Rather, the department chair made changes, gave it to the Curriculum Tech, who worked it into the catalog. She said that in order to align student learning outcomes (SLO's) with PLO's, another module will be added to CurricUNET that will pull the student learning outcomes into the program learning outcomes.</p> <p>Sue Granger-Dickson expressed concern about the large number of degrees and certificates listed in the catalog. BC has one of the largest programs in terms of number of programs offered. She said this is confusing to students when they are deciding on choosing a pathway. If it is not the Curriculum Committee who provides guidance about this, who is responsible? Nan said that the State legislature and other external agencies are looking out outcomes and suggesting that monies be allocated contingent upon completions. She doesn't see this conversation going away, but getting more intense as the budgets get tighter. BC has a long list of programs that have not been awarded in 5 years or longer. Nan suggested that this is a good conversation starter for the Academic Senate. However, in the mean time, we need to move forward in getting our programs into the catalog and through the approval process.</p> <p>Sue Vaughn reminded the committee that the majority of BC degrees awarded to students are for Liberal Arts. Bill agreed that a process needs to take place for simplifying programs, but the timing is not appropriate to ask departments to evaluate their degree offerings.</p> <p>It was pointed out that departments should be mindful of catalog rights when making changes to courses within the degree. Billie Jo questioned how to move forward without some criteria to evaluate the programs. In response to a question, Janna said that program changes can be viewed by clicking the "CC" (course comparison) icon. Additions are highlighted in green font, and strikeouts are highlighted in pink font). Dan O'Connor advised that these are existing programs that are now in a different format. They were revised to include CurricUNET components (PLO's, program descriptions, and a small paragraph about career opportunities).</p>	<p>Sue Granger-Dickson suggested the idea of a joint Academic Senate and Curriculum Committee to spearhead this effort.</p> <p>Paula Dahl moved approval of the submitted programs after which a timeline will be established for a comprehensive review of degree and certificate programs for next year. The motion passed with one no vote.</p>
--	--	--

<b>CURRICULUM TRACKER</b>	Bill Moseley previewed new features to improve the feedback process and expedite course approval through the curriculum tracker, including one inbox to view all comments and combining all pending courses into one agenda.	
<b>CATALOG ADDENDUM</b>	<p>Bill explained that due to a convergence of scheduling with new statewide and local procedures, the timeline for submission of the catalog was moved up by several weeks. As a result, the catalog will include a significant addendum reflecting curriculum approvals after February 9 and any degree or COA changes. The program changes must be reported to the Board, after which they are reported to the State Chancellor's Office. They cannot be published in the catalog until they receive approval by the State.</p> <p>Nan stated that some colleges cut off curriculum review in December in order to allow for catalog work, reporting to the Board, and submitting the program change through the State Chancellor's Office Curriculum Inventory to occur in the spring semester.</p>	It was suggested that an insertion be included in the catalog directing students to the addendum.
<b>ADJOURNMENT</b>		Meeting adjourned at 4:00 p.m.

:Janna Oldham