

**Bakersfield College Curriculum Committee Minutes**  
**Collins Conference Center**  
**October 3, 2013**

Present: John Carpenter, Billie Jo Rice, Cari Meyer, Lindsay Ono, Emily Madigan, Leslie Reiman, Creighton Magers, Mark Staller, Sean Caras, Paula Parks, Elizabeth Rodacker, Brenda Nyagwachi, Tim Capehart, Qiu Jimenez, Brent Damron, Dawn Dobie, Arnie Andrasian, Mike Daniel, Nick Strobel, Mike Harvath, Sue Granger-Dickson, and Edwin Borbon.

Administrators Present: Nan Gomez-Heitzeberg and Sue Vaughn.

Absent: Kimberly Van Horne, Kathy Hairfield, Jennifer Johnson, Randy Messick, Michael McNellis, and Liz Rozell.

I. Called to Order

Billie Jo Rice called the meeting to order at 2:32 pm.

II. Approval of Minutes

m/s Qiu Jimenez /Elizabeth Rodacker to approve the minutes. Motion passed by a unanimous vote.

III. Reports

A. Co-Chairs' Report

1. Billie Jo stated the ADT (Associate Degree for Transfer) curriculum workshops will be October 21 & 22 from 2 – 4 in LA 225. She asked committee members to have people bring their C-ID Descriptors and ADT templates. Departments are encouraged to submit their course revisions now, in order to enter all of their ADT information in curriculum at the workshop. There was a discussion on the timing of the workshops, since the dates are after the December Board of Trustees agenda deadline. The curriculum co-chairs' schedules do not allow them to conduct the workshops any earlier. John Carpenter is the newly appointed SLO coordinator. It is hoped that departments are completing their course revisions now to make the December Board of Trustees report.

2. Curriculum Approval queues did not work right last year. They are working better now, but there are still issues. Members were encouraged to remind their department heads and departments to look at their approval queues. Members were asked to notify the curriculum chairs if they are not receiving emails about their approval queues. Billie Jo will check with Matt (IT) to see if "add critical thinking assignment" wording can be added to the attachment page in curriculum.

3. Review Timelines – we need to figure out how to move things on the agenda while being compliant with the Brown Act. For the next meeting, October 17<sup>th</sup>, the agenda

must be posted by October 14<sup>th</sup> at 2:30. That means the review team would need to have their reviews completed by Wednesday, October 9<sup>th</sup>. Review teams will have one week to review courses and need to email Billie Jo or John and state if the course was approved or not.

#### B. Articulation Officer Report

1. Billie Jo stated that as the AO, she is looking at all 378 C-ID descriptors as she reviews courses. It is a much lengthier process than just doing the 10 minute review from last year.
2. Billie Jo has been receiving a lot of emails regarding C-ID and ADT. It is a good sign that departments are working on their courses and degrees.

#### IV. Opportunity To Address The Committee

##### A. Primavera Arvizu – Director of Financial Aid

1. Update on Financial Aid Eligibility – Students may only receive the PELL grant for six years. This includes their entire college life. There is a high school eligibility benefit - students must bring their official high school diploma or GE to get financial aid. They can no longer take a test to qualify. International students must have their transcripts evaluated for equivalency at their cost. They are trying to cut down of financial aid fraud by evaluating unusual enrollment history where students have attended multiple institutions during the same time frame. There is a 150% limit on subsidized loans for new borrowers. Students satisfactory academic progress policies – Students must complete 67% of the units attempted with a gpa of 2.0 or financial aid is suspended.
2. Financial Aid can only be provided for programs that are approved by the Department of Education. Primavera is working with Sharon Bush on the programs. Primavera will need to go in and change things in Banner to reflect this and is hoping to have things wrapped up in December. The Gainful Employment Report is something different than just the programs. We must provide success rates, cost, etc. and the Department of Education must approve programs. We are out of compliance.
3. 67% of BC students receive PELL grants. Billie Jo and John will put the handouts that Primavera brought on the committee website.
4. Nan Gomez-Heitzeberg discussed Job Skills Certificates. Job Skills Certificates do not qualify for financial aid. Departments should be reviewing if their Job Skills Certificates are meeting a need or if a Certificate of Achievement would be better fit, as students could receive financial aid. The standards for Certificate of Achievements should be reviewed by departments that are offering Job Skills Certificates. Sue Granger-Dickson

asked members to talk to their departments to make sure students are not being encouraged to take multiple degrees.

#### V. Additions To The Agenda

A. Nothing was added to the agenda.

#### VI. Unfinished Business

##### A. Content Review Guidelines Task Force Update

Content Review Forms are on the Curriculum Committee website now. The website will be updated to make them easier to find. Starting now, courses must use these new forms. During the FCDC training in August, Department Chairs were told that new content review forms were being created to be in compliance with the new regulations.

##### B. Skills Prerequisite Task Force Update

John Gerhold is the chair of the committee. He has been busy with program review. He should be working with the task force as the program review deadline has passed.

##### C. Repeatability Status Update

1. John stated it is done. The last of the non-repeatable courses is on the agenda. There will be lots of music courses coming through for deletion on the upcoming agenda.

##### D. Curriculum/Assessment Clinics

Mark Staller and Mike Harvath volunteered to lead a curriculum clinic next Thursday on 10/10/13 from 2:30 – 4:00 in L225.

#### VII. New Business

There was no new business.

#### VIII. First Agenda

##### A. One course was read on the first agenda:

RADT B9A

Team G - Cari Meyer and Mike Daniel volunteered to review the course. They will let Billie Jo and John know by Wednesday if the course should be placed on the voting agenda for the next meeting. The approval queues are bottlenecking at level 2 – department head/dean. The result is that they are doing better reviews of the courses. When the course reaches our level, mistakes have been fixed. All committee members will receive an email when courses are up for review, but those can be ignored. Course reviews will be assigned by team at the curriculum committee meetings.

#### IX. Second Agenda

A. m/s Sue Granger-Dickson/Dawn Dobie to approve the following voting items. Motion passed by a unanimous vote.

Program Deletion  
BC Chicano(a)/Latino(a) Studies

Course Revision  
PSYC B1b

New Courses  
VNRS B79  
VNRS B79L

X. Good and Welfare Concerns

1. The committee wanted to commend Jennifer Johnson for her excellent job on the new vocational nursing courses. Her attention to detail makes the review process easy.

2. Sue Granger-Dickson thanked the faculty for their comments. The high school meeting is on Friday and she received five pages of comments from faculty on how to help students be successful at BC.

X. Adjournment

Billie Jo adjourned the meeting at 3:40 pm.

Respectfully submitted

Sharon Bush  
Academic Services Assistant