

Bakersfield College Curriculum Committee Minutes

Meeting on October 1, 2015

I. **Call to order** by Billie Jo Rice at 2:32 pm

Chairs in Attendance: John Carpenter, Billie Jo Rice, and Liz Rozell

Administrators in Attendance: Sue Vaughn

Members in Attendance:

Kimberly Bligh, Kathy Hairfield, David Koeth, John Carpenter, Creighton Magers, Patrick Aderhold, Paula Parks, Jeanie Parent, Tim Capehart, Qiu Jimenez, Mindy Wilmot, Carol Smith, Jennifer Johnson, Josh Ottum, Mike Daniel, Michael Harvath, Maddie Herndon, Victor Diaz, and Kate Pluta.

II. **Review and Approval of the Minutes**

m/s Mike Daniel/ David Koeth to approve the October 1st minutes.

Voice vote for approval: Kimberly Bligh, Kathy Hairfield, David Koeth, John Carpenter, Creighton Magers, Patrick Aderhold, Paula Parks, Jeanie Parent, Tim Capehart, Qiu Jimenez, Mindy Wilmot, Carol Smith, Jennifer Johnson, Josh Ottum, Mike Daniel, Michael Harvath, Maddie Herndon, Victor Diaz, Kate Pluta, and Sue Vaughn.

Voice vote opposed: None

Abstentions: None

Motion Passed

III. **Reports: Co-Chairs, Articulation Officer, and Assessment Co-Chair Reports**

A. Co-Chairs – Billie Jo Rice and John Carpenter

1. Curriculum Summer 2016 Deadline – October 15th and 30th are the last two meetings to vote on curriculum changes effective summer 2016. Courses must be on two agendas. Faculty is just finishing program review, so the departments are focusing on curriculum now.

2. CurricUNET – Shawn Harrison is the District IT person assigned to CurricUNET. The approval queues are not working correctly because of the dean and department head changes. Please contact chairs Billie Jo and John to get courses moved through the approval queue.

B. Articulation Officer – Billie Jo

1. New UC courses (handout) – This is the first time the handout for new UC courses is being distributed to the committee. In August, courses are submitted for UC transfer approval. There are three groups: approved, not approved, and requesting more information. In December, courses that are UC and CSU transferable may be submitted for IGETC and CSU GE approval.

C. Assessment CO-Chairs – David Neville

1. David is out sick today.

IV. Opportunities to Address the Committee

None.

V. Additions to the Agenda

None.

VI. Unfinished Business

None.

VII. First Agenda

Curriculum Review Teams – Listed on the back of the agenda.

BAS courses – should be ready for the next meeting.

New Program – held over as there are more issues with the narrative and template. They are still working on it.

RADT B3A Radiographic Principles 1

RADT B3B Radiobiology and Radiation Protection

INDA B100 Industrial Design Graphics I

INDA B101 Industrial Design Graphics II

INDA B105 Materials Science for the Technician

INDA B110 Industrial Automation Networks

INDA B112 Industrial Automation Measurement

INDA B114 Industrial Safety Principles and Management

INDA B120 Industrial Automation Systems

INDA B122 Industrial Motion Control

INDA B124 Industry Sector Seminar: Applied Automation

INDA B134 Industry Sector Seminar: Manufacturing and Production

Associate in Science in Agriculture Plant Science for Transfer

VIII. Second Agenda

A. New Courses - 9 New Work Experience Courses. ACCT B48WE was removed from the list per the department head stating that it wasn't needed. There were lots of comments from the committee members emailed to the chairs including Qiu Jimenez comment that course disciplines were not mentioned in the catalog description. Comments were addressed.

Programs - At least 25 programs will need to be modified after the new courses are approved by the State Chancellor's Office.

Repeatability – Sue Vaughn had a question about repeatability. Occupational Work Experience can be repeated. Sue is looking into whether the courses should be equivalent. She will discuss with Michelle Pena the downsides of being equivalent courses.

Effective Semester – Would like to be effective spring 2016.

m/s Kate Pluta/ Qiu Jimenez To approve the new courses:

AGBS B48WE Occupational Work Experience Education

ANSC B48WE Occupational Work Experience Education

BSAD B48WE Occupational Work Experience Education

CRPS B48WE Occupational Work Experience Education

FDSV B48WE Occupational Work Experience Education

FORE B48WE Occupational Work Experience Education

MCAG B48WE Occupational Work Experience Education

NURS B48WE Occupational Work Experience Education

ORNH B48WE Occupational Work Experience Education

Voice vote for approval: Kimberly Bligh, Kathy Hairfield, David Koeth, John Carpenter, Creighton Magers, Patrick Aderhold, Paula Parks, Jeanie Parent, Tim Capehart, Qiu Jimenez, Mindy Wilmot, Carol Smith, Jennifer Johnson, Josh Ottum, Mike Daniel, Michael Harvath, Maddie Herndon, Victor Diaz, Kate Pluta, and Sue Vaughn.

Voice vote opposed: None

Abstentions: None

Motion Passed

B. Course Revision –Registration – currently requires instructor’s signature for students to enroll as it is restricted.

m/s Creighton Magers/ Kathy Hairfield To approve the Course Revision:

BIOL B21 Special Projects in Biology

Voice vote for approval: Kimberly Bligh, Kathy Hairfield, David Koeth, John Carpenter, Creighton Magers, Patrick Aderhold, Paula Parks, Jeanie Parent, Tim Capehart, Qiu Jimenez, Mindy Wilmot, Carol Smith, Jennifer Johnson, Josh Ottum, Mike Daniel, Michael Harvath, Maddie Herndon, Victor Diaz, Kate Pluta, and Sue Vaughn.

Voice vote opposed: None

Abstentions: None

Motion Passed

IX. New Business

Content Review – Kimberly Bligh is training two people in her department on content review. With the change in Title 5, a discipline expert must approve content review. Kimberley’s department was bombarded last year at the last minute by everyone waiting to revise their courses. Paula Parks said the English Department could help. Kimberly will be out of town next week.

Curriculum Training – CurricUNET- Programs

John Carpenter stated that he has checklists for all the programs (certs, ADT, AA/AS, etc.) from the PCAH. Faculty can come to him and he will assist you to ensure that you have all the required documentation.

Program Title – The State Chancellor’s Office does not like words like “certificate” and “degree” in the program title. These are award types. This will be the exact title appearing in the catalog, diplomas/certificates, and on transcripts.

Basic Program Information

Award Type – pick one such as Certificate of Achievement or Associate in Science Degree.

Justification – 3-4 sentences explaining why you are creating or modifying the program.

Description

Program Description – Please refer to the catalog to get the correct formatting. It appears in the catalog and Degree Works exactly as it is written. PLO’s should be listed here as part of the catalog description.

Program Learning Outcomes

PLO’s – need to be entered individually. Write the assessment of how you are going to assess it. Click “save” and type the next one. When finished, click “finish”.

Conditions of Enrollment

Conditions of enrollment – most programs don’t have a condition of enrollment. Add conditions for programs like nursing, etc.

Courses – If you have questions, call John Carpenter as the course section is not intuitive.

Definition – write a definition and header like “Required Core Courses” or “List A select 3 – 6 units”. Click “save”. You must click save before you can add courses.

Program Courses – click discipline; click “courses”. “Active” vs “Pending” – click the “Active” version of the course. Note: Work Experience courses must be approved and marked active before you can modify a program. Click “condition” like “and” or “or”. Click finish. The screen does not show a list of courses.

Program Matrix

Courses are listed here. PLO’s – click the box for the course that lines up with the PLO.

Planning Summary

Please reference the PCAH. The PCAH explains what each item is.

If it states “(CTE)” and your program is not CTE, write “Not CTE”.

Things need to be written as a number. If there are no new faculty positions – write 0, do not write n/a.

Program Review – month and year

Attached Files – Attach narratives and Student Ed Plans. For ADTs attach Articulation reports, templates, etc.

X. Good and Welfare

None.

XI. Adjournment

Billie Jo adjourned the meeting at 3:40 pm.