

LAS POSITAS COLLEGE
Curriculum Committee
September 24, 2012
Draft Minutes

Faculty/Voting Members Present:

Jeremiah Bodnar (Chair, Faculty, Non-voting)
(ALSS)
Adeliza Flores (STEMPS)
Joel Gagnon (Counseling)
Elizabeth Hopkins (BSBA)
Marina Lira (Articulation Officer)
Ruchira Majumdar (STEMPS)
Cheryl Warren (Librarian)

Faculty/Voting Members Absent:

Lisa Weaver (BSBA)

Non-Voting/Ex. Off. Members Present:

Janice Noble
Carolyn Scott

Non-Voting/Ex. Off. Members Absent:

John Armstrong
Neal Ely
Marilyn Flores
Dyan Miller
Diana Rodriguez

ASLPC Fall 2012 Representative (2):

Brenton Amdt
Paulina Reynoso

Guests:

Barbara Morrissey

1. **CALL TO ORDER:** Mr. Bodnar called the meeting to order at 2:40 p.m.
2. **REVIEW/APPROVAL OF MINUTES:** Ms. Flores motioned and Ms. Warren seconded to approve the minutes of the September 10, 2012 meeting; unanimous.
3. **CURRICULUM PROPOSALS/PRESENTATIONS – All proposals are on CurricUNET**
 - **CIS 79 (Medical Office Procedures)** – Course Modification: Title V update, Distance Education - *This item is tabled until next meeting; neither dean nor faculty present.*
4. **REVIEW/VOTE**
 - **Music 38 (Applied Music)** – Course Modification: Title V updates
Ms. Lira cleared for articulation. She found comparables but they are not the ones that are listed in the proposal. The original ones no longer exist. Ms. Lira sent an email on September 17 advising them to revise Curricunet with the comparables and to review Chabot's Music 40 that was just recently approved. There has been no response.

Item tabled until next meeting – MSC: Warren/Hopkins; unanimous
5. **VICE PRESIDENT'S REPORT:** Dr. Jan Noble
Dr. Noble stated that the Distance Education Committee is developing a policy related to regular and effective contact and are looking for feedback. Scott Vigallon, Chair, will attend a curriculum committee meeting in the near future to explain the policy. If we are okay with this he will contact Ms. Scott to be added to the agenda.

6. **CHAIR'S REPORT:** Mr. Jeremiah Bodnar
Regarding questions of the deadline for curriculum to be approved and ready to go, Mr. Bodnar stated that he has no definite answers. Many issues are out of the control of our committee as items must go to the State for approval. The class schedule has its own timeline and a course must be approved before it can go into the schedule. The rule of thumb is to submit proposals and have everything ready a year in advance. That's the best estimate. Dr. Noble added that there is even more uncertainty from when the proposal is sent electronically from Ms. Scott to the State Chancellor's office. Until there is a pattern of quicker response from them, we can't be sure of the time. Ms. Scott added that she has received another message from the State stating that the Curriculum Inventory is still down. The new start date is September 25. Ms. Flores wanted to know whether every course revision needs to be articulated. Ms. Lira stated that if the content has significantly changed, it must be re-articulated.

7. **CURRIUNET:** Mr. Jeremiah Bodnar
Mr. Bodnar asked the committee to let him know of any other issues regarding CurricUNET that he and/or LaVaughn Hart would need to review.

8. **PREREQUISITE POLICY:**
Mr. Bodnar stated that Title V requires the curriculum committee to say what courses are good candidates for pre-requisites. We said we would do that by giving everyone the data, and giving them some ways to think about it. But we would let the faculty members in that division determine the results. Rajinda Samra would need to know which data to run. He has agreed to get it to us by the end of the semester. English faculty suggests not running English 100A or English 1A as potential prerequisites due to their content, goal, and transferability. Mr. Samra suggests not running math data because it will affect less people. He will present the data at our November meeting.

9. **DISCUSSION OF REPEATABLE COURSES AT DIVISIONS:**
Mr. Bodnar hopes to have some input from Dr. Diana Rodriguez on this issue. Hopefully this issue was discussed at Division meetings and made clear that all repeatability is going away unless it fall in one of three categories. Be prepared to justify repeatability if you still have it. Ms. Flores stated she verbally pointed her group to the two big issues (repeatability and prerequisites). Ms. Hopkins stated that her division very strongly expressed that the process needs to be communicated and easy to access. Ms. Majumdar stated that there is no worry about the math courses because according to the current outlines they can only be taken once. Mr. Bodnar stated that since there were no deans in attendance he may have to speak to them individually for them to get this information to their faculty - instances where non-repeatable courses can still be repeated: extenuating circumstances defined by Title V, significant lapse of time, variable unit or open entry/exit courses with multiple enrollments, cooperate work experience, special needs, when legally mandated, and when there is a significant change in industry or licensure standards.

10. **PRESENTATION ON AA-T, AS-T, TMC:**
Ms. Lira and Ms. Morrissey presented a PowerPoint entitled "The New AA-T & AS-T Degrees: What Do Faculty Need to Know." The PowerPoint and Glossary of Terms can be found on the Curriculum Development web page.

11. **GOOD OF THE ORDER:** N/A
12. **ADJOURNMENT:** 3:56 p.m.
13. **NEXT MEETING:** October 8, 2012; 2:30 p.m., Room 804