



LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Members:

Faculty/Voting

Angela Amaya (Library)
 Kristy Woods (MSEPS)
 Elizabeth Owens (MSEPS)
 Colin Schatz (CATTS)
 Craig Kutil, Chair (MSEPS)
 Marina Lira (Articulation Officer)-Absent
 Jill Oliveira (Counseling)
 Michael Sato (A&H)
 Lisa Weaver (BHAWK)
 Gabriela Discua (Counseling)

Non-voting/Ex. Off. Members

John Armstrong- Absent
 Roanna Bennie
 Andrea Migliaccio
 Don Miller
 Don Carlson
 Sylvia Rodriguez- Absent
 Nan Ho Madeline Wiest

Guests:

Moh Daoud
 Patricia Stokke

Approved Minutes

1. Call to Order at 2:32 PM Craig Kutil, Chair
2. Review and Approval of Amended Agenda Craig Kutil
MSC: Owens/ Amaya/ Approved
Amended: CNT 68 Prerequisite removed and replaced with "Strongly Recommended: CIS 66 with a minimum grade of C"
3. Review and Approval of Amended Minutes (Jan. 30, 2017) Craig Kutil
MSC: Owens/ Sato/ Approved- 1 Abstention
4. Public Comments (This time is reserved for members of the public to address the Curriculum Committee. Please limit comments to three minutes. In accordance with the Brown Act, the Curriculum Committee cannot act on these items.)
5. First Reading of Curriculum Proposals/ Presentations:
 - Courses
 - **BUSN 30 (Business Ethics and Society- 3 Units, 3 Units Lecture)**
 Modified Course Proposal: NSC: G, 1X, DE, CSU T/GE, LPC GE/AS.
 Strongly Recommended: BUSN 40 with a minimum grade of C.
 Strongly Recommended: Eligibility for ENG 1A. Discipline: Business.
 (Start Date: Spring 2018)
 - *Presented by Patricia Stokke*- Updates to the course include textbooks, assignments, and skills analysis. This course will move forward for voting next meeting.
 - **MUS 1 (Introduction to Music- 3 Units, 3 Units Lecture)** Modified Course Proposal: NSC: G, 1X, CSU T/GE, IGETC, LPC GE AA/AS, UC T, **C-ID Discipline: Music, Course Number: 100.** Discipline: Music. (Start Date: Spring 2018)
 - *Presented by Don Miller*- Don Miller stated that to his knowledge updates to this course include textbooks and formatting. This course will move forward for voting next meeting.
 - Deactivations:
 - Courses:
 - **INDT 61: Manufacturing Processes**- Craig Kutil explained that this course is being deactivated as it has not been offered in a long time and will not be offered in the future. Chabot still utilizes this course descriptor. This course deactivation will move forward for voting next meeting.

- Programs:

- **Physical Education (Transfer) A.A.**- Craig Kutil stated he was told by Jason Craighead to deactivate this program. He believes that the intention was to deactivate this program once the Kinesiology AA-T was approved. The program was not formally deactivated and is still active in the Curriculum Inventory. This program has not been in recent catalogs. This program deactivation will move forward for voting next meeting.

6. Second Reading of Curriculum Proposals/ Presentations:

- Courses:

- *CNT Courses Presented by Craig Kutil:* Craig Kutil explained that since there was confusion last meeting regarding these CNT courses, in terms of Discipline placement and the Prerequisite for CNT 68, the courses have been brought back to the committee for a second reading. It has been confirmed that the previous prerequisite for CNT 68 should be removed and replaced with a strongly recommended of CIS 66, which is cross-listed with CNT 54. It was confirmed with LaVaughn Hart that “Computer Service Technology” is the correct discipline, a decision that she discussed with Lisa Everett when she was previously Dean. These courses will move forward for voting next meeting.
- **CNT 68 (Digital Forensics Fundamentals- 3 Units, 2.5 Units Lecture, .5 Unit Lab)** Modified Course Proposal: NSC: O, 1X, DE, CSU T, **C-ID Discipline: ITIS, Course Number: 165.** Prerequisite: CNT 69 with a minimum grade of C (May be taken concurrently). Discipline: Computer Service Technology. (Start Date: Spring 2018)
****Amended: “Prerequisite: CNT 69 with a minimum grade of C” removed and replaced with “Strongly Recommended: CIS 66 with a minimum grade of C”*
- **CNT X80.01 (Introduction to Networks (CCNA1)- 3 Units, 2.5 Units Lecture, .5 Units Lab)** New Course Proposal: O, 1X, DE, CSU T, **CI-D Discipline: ITIS, Course Number: 150.** Strongly Recommended: CIS 50. Discipline: Computer Service Technology. (Start Date: Spring 2018)
- **CNT X80.02 (Routing and Switching Essentials (CCNA2)- 3 Units, 2.5 Units Lecture, .5 Units Lab)** New Course Proposal: O, 1X, DE, CSU T, **C-ID Discipline: ITIS, Course Number: 151.** Prerequisite: CNT X80.01 with a minimum grade of C. Discipline: Computer Service Technology. (Start Date: Spring 2018)

7. Voting on Curriculum Proposals:

- Courses

- **MATH 55C (Intermediate Algebra Corequisite Support- 2 Units, 2 Units Lecture)** New Course Proposal: P/NP, 1X. Corequisite: Math 55. Prerequisite: Math 107 with a minimum grade of C or Math 107B with a minimum grade of C. Discipline: Mathematics. (Start Date: Spring 2018)
- **MATH 65C (Elementary Algebra Corequisite Support- 2 Units, 2 Units Lecture)** New Course Proposal: P/NP, 1X. Corequisite: Math 65. Discipline: Mathematics. (Start Date: Spring 2018)

MOTION to APPROVE Course Outlines:

MSC: Amaya/ Owens/ Approved

- Requisites:

- **MATH 55C: Intermediate Algebra Corequisite Support-** Corequisite: Math 55. Prerequisite: Math 107 with a minimum grade of C or Math 107B with a minimum grade of C.
- **MATH 65C: Elementary Algebra Corequisite Support-** Corequisite: Math 65

MOTION to APPROVE Requisites:

MSC: Oliveira/ Amaya/ Approved

- Modified Programs:
 - **Nutrition and Dietetics AS-T**

MOTION to APPROVE Programs

MSC: Owens/ Amaya/ Approved

- Deactivations:
 - Courses:
 - AUTO 69: Auto Testing and Diagnosis
 - KIN ASA: Aerobics/ Step Aerobics
 - KIN BA: Ballet
 - KIN BLK: Basketball League
 - KIN BRD: Ballroom Dance
 - KIN DT: Dance Techniques
 - KIN FFL: Fifty Plus-Fit for Life
 - KIN FNB: Fencing- Beginning
 - KIN FNI: Fencing- Intermediate
 - KIN JDB: Jazz Dance Beginning
 - KIN JDI: Jazz Dance Intermediate
 - KIN OF: Outdoor Fitness
 - KIN PM: Pilates Mat Work
 - KIN QFF: Fifty and Fit
 - KIN SWA: Swimming Advanced
 - KIN SWL: Learn to Swim
 - KIN TT: Table Tennis
 - KIN TTT: Table Tennis Tournament
 - PSYC 16: Selected Topics in Psychology

MOTION to APPROVE Course Deactivations:

MSC: Woods/ Weaver/ Approved

- Programs:
 - Emerging Technologies Career Certificate
 - TCP/IP Network Analysis Career Certificate

- Cisco Network Professional Certificate of Achievement

MOTION to APPROVE Program Deactivations:

MSC: Weaver/ Woods/ Approved

8. Discussion Items

- **Proposal Process**

Craig Kutil

Craig Kutil stated that since we are currently awaiting the new PCAH and Curriculum Inventory there is some uncertainty with regards to what the Chancellor's Office is requiring when submitting programs for review. Especially, since reviewers are not being consistent. We will not be able to access the Curriculum Inventory, probably in April, while we are moved to the new Curriculum Inventory System. The new system will not be run by Governet. The initial reason the college moved to CurricUNET was that it was thought that our curriculum would move directly from CurricUNET to the Curriculum Inventory.

- **Division Tech Training**

Craig Kutil

Craig Kutil explained that after the meeting he would like to have a small training on what Division Techs and Dean's should be looking for when they are reviewing courses and programs in CurricUNET.

9. Reports

- **Vice President's Report**

Roanna Bennie

Roanna Bennie stated that the Data Unlocked Project is currently underway to examine the data elements for each of our programs and courses to ensure accuracy for reporting. This includes scrutinizing data elements including course and program names, units, required courses for programs, and TOP Code across Banner, MIS, the Curriculum Inventory and CurricUNET. From working on this project we have come to an agreement, with the data specialist, that the college has 68 CTE programs and 104 total programs. There are quite a few courses that have mismatched names between all of our systems that will need more investigation. Part of the project is to make sure that we have accurate TOP Codes for all of our courses and programs. TOP Codes are separate from the disciplines list. TOP Codes are assigned and used throughout our institution, including budgeting and MIS. TOP Codes need to match for all of our courses and programs between all of our systems. In the Taxonomy of Programs some programs have many TOP Codes, but some programs only have one TOP Code to choose from. Both the Discipline List and our Data Unlock Project are important topics that we will continue to work on.

- **Chair's Report**

Craig Kutil

Craig Kutil indicated that he is continuing to meet with faculty to work on updating courses and programs. We should see some of those updates appear on our next curriculum meeting agenda, the first Monday in March. At the March 6th meeting the first disciplines will be on the agenda for first reading. Just like for all curriculum, the disciplines will be brought for a first reading and voted on at the second meeting. There should be a representative for all departments, which have disciplines being brought forward for first reading. This may be difficult for small departments that do not have any full time faculty members, for which the Dean's may need to represent the department. Craig and Madeline Wiest are scheduled to go to the division meetings to talk about disciplines, as well as course and program updates. Once disciplines are approved we will not be updating every course outline, but instead the course outlines will be updated as they come through the Curriculum Committee. However, we do need to have a master list for our records. He stated that we will not

be moving to eLumen for Curriculum, as eLumen does not allow for the same website content customization as CurricUNET. In CurricUNET SLOs will soon not be editable by faculty, instead only by Super Users. SLOs need to be entered into eLumen and approved for the following semester, then Madeline Wiest will enter them into CurricUNET.

- **Articulation Officer's Report** – No Report

Marina Lira

10. Good of the Order
11. Adjournment at 3:10 PM
12. Next Regular Meeting (March 6th, 2017)