

**LAS POSITAS COLLEGE**  
**Curriculum Committee**  
**April 13, 2015**  
*Draft Minutes*

**Faculty/Voting Members Present:**

Angela Amaya (Library)  
LaVaughn Hart (Chair, Faculty, Non-voting)  
Elizabeth Hopkins-Kurz (BSBA)  
Candace Klaschus (ALSS)  
Craig Kutil (STEMPS)  
Marina Lira (Articulation Officer)  
Jill Oliveira (Counseling)  
Jim Ott (ALSS)  
Lisa Weaver (BSBA)

**Faculty/Voting Members Absent:**

N/A

**Non-Voting/Ex. Off. Members Present:**

Lisa Everett  
Andrea Migliaccio  
Don Miller  
Barbara Morrissey  
Carolyn Scott  
Jim Wright

**Non-Voting/Ex. Off. Members Absent:**

John Armstrong  
Dyan Miller  
Diana Rodriguez

**Guests:**

Titian Lish

ASLPC 2014 – 15 Representative:  
None

1. **CALL TO ORDER:** Ms. Hart called the meeting to order at 2:34 p.m.
2. **Approval of Agenda**  
MSC: Ott/Klaschus to approve the agenda.
3. **Review/Approval of Minutes of March 23, 2015:** MSC: Ott/Klaschus to approve the minutes.
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.)  
  
None
5. **Curriculum Proposals/Presentations – All proposals are on CurricUNET**
  - **AJ 63 (Criminal Investigation, 3 units, 3 unit lecture)** – Course Modification: G, 1X, CSU, C-ID. (Start date: Spring 2016)
  - **AJ 66 (Juvenile Procedures, 3 units, 3 unit lecture)** – Course Modification: O, 1X, CSU, C-ID. (Start date: Spring 2016)

AJ Courses were presented by Lisa Everett (in Mark Tarte's absence). She stated that they are course modifications to get in line with CID. But AJ 66 is still questionable and needs to be aligned more closely. Mark Tarte will be asked to do a little more work on it.

There was a concern among committee members that AJ 63's content is a little short; not a lot of detail. Ms. Hart stated that this is what's being recommended by the CID folks. But she will ask Mark Tarte to give a little more detail.

  - **BIO 29B (Independent Study – Biology, 0.5 – 2 variable units)** – Course Modification: O, 1X, CSU. (Start date: Spring 2016) (*formerly BIOL 29*)

- **BIO 29T (Independent Study – Botany, variable units)** – New Course: O, 1X, CSU. (Start date: Spring 2016)

BIO courses were presented by LaVaughn Hart. 29B = Biology; 29T = Botany. Ms. Hart informed the committee that the state now requires an outline for independent study courses as well. These courses are patterned after the KIN independent study course which has been approved by the State. Independent study courses are for students who participate in special types of projects. They don't list specific types of textbooks, or are not approved for CID. It was noted that CSU transfer had not been requested for these courses. The previous BIOL 29 course was approved for transfer to CSU and independent studies classes are transferable. Ms. Hart will check with the proposer to see if CSU transfer should be added to the proposals.

- **BUSN 20 (International Business, 3 units, 3 unit lecture)** – Course Modification: O, 1X, DE, CSU, LPC GE AA/AS. Strongly recommended: BUSN 40 and ENG 1A. (Start date: Spring 2016)

Lisa Weaver presented BUSN 20. She stated that it has been in the catalog for a while but had not been offered. There's been lots of request for this course and they intend to expand in this area. Title 5 updates were made. It already has DE approval. It is not a C-ID course.

- **CIS 60 (Systems Analysis and Design, 3 units, 3 unit lecture)** – Course Modification: O, 1X, DE, CSU. Strongly recommended: CIS 50 with a minimum grade of C. (Start date: Spring 2016)
- **CIS 62 (Project Management, 3 units, 3 unit lecture)** – Course Modification: G, 1X, DE, CSU. Strongly recommended: CIS 60 with a minimum grade of C. (Start date: Spring 2016)
- **CIS 66 (Networking Fundamentals, 3 units, 3 unit lecture)** – Course Modification: O, 1X, DE, CSU, C-ID. Strongly recommended: CIS 50. (Start date: Spring 2016) (*cross-listed with CNT 52*)
- **CNT 52 (Networking Fundamentals, 3 units, 3 unit lecture)** – Course Modification: O, 1X, DE, CSU, C-ID. Strongly recommended: CIS 50. (Start date: Spring 2016) (*cross-listed with CIS 66*)
- **CNT 51 (CompTIA's A+ Certification Computer Technician, 4 units, 3 unit lecture, 1 unit lab)** – Course Modification: O, 1X, DE, CSU, C-ID. Strongly recommended: CNT 50. (Start date: Spring 2016)

LaVaughn Hart presented the CIS/CNT courses. She stated that they are in the process of developing a new degree in conjunction with the Lawrence Livermore Lab called Computer Information Technologist. These are a few of the set of courses identified to be a part of that degree. They are all due for an update.

CIS 60 is a higher end class that basically covers how a system gets implemented.

CIS 62 is a project management that goes along with certification testing. It's been offered for several semesters.

CIS 66 and CNT52 are the same courses, offered in both disciplines (cross-listed). They are an introduction to networking and detail the different kinds of networks and equipment.

CNT 51 merges the A+ certification for hardware and software. Currently there are two courses (51 A & B) but now it's combined as one 4-unit course. Great for those wanting to be a computer technician or to fix your home computer.

Dr. Weaver expressed concerns about catalog description for CIS 62 and it focusing on business and management skills. The content does not seem to reflect this. She believes the last sentence in the description should either be deleted or changed to the more technical part of the course (rather than a business and management aspects). Another option could be to cross-list CIS 62 (with a business course) and expand the outline. Committee members made comments and discussed. Ms. Hart will speak with the proposer.

- **SOC 11 (Sociology of Gender, 3 unit, 3 unit lecture)** – Course Modification: O, 1X, CSU, IGETC Area 4, CSU GE Area D, LPC GE AA/AS, UC, C-ID. (Start date: Spring 2016)

Dr. Don Miller presented SOC 11 (in absence of Sarah Thompson). He stated that revisions were being made to update textbooks. This course is taught every semester.

Ms. Lira stated that CID approval is going to expire so textbooks must be made current. Ms. Hart stated to change the start date to Spring 2016.

### **Programs**

- **Retail Management (Certificate of Achievement)** – Program Modification  
This program was presented by Dr. Weaver. She stated that this certificate has been offered for 12 years at LPC and is also offered by close to 70% of community colleges across the State. Thanks to a grant from Gates foundation, a nation-wide analysis of the industry was taken to see what skills managers and supervisors in the retail industry actual need, and the most effective way of delivering these skills. After the conclusion of that study the determination was made that this certificate could be reduced from 10 to 8 courses. So this is being done statewide. It's also being rolled out in 8 other western states.

There was concern and discussion over the new format of listing courses. There is wording that says “three to four units of Computer Application courses such as Word, Excel, Power Point, Access, etc.” instead of listing specific courses. If someone was evaluating this in order to grant the certificate is it better to have a list of courses? Ms. Lira stated that it is easier to have a list of courses but not mandatory. Dr. Weaver stated that all other colleges are handling it this way (not a list of courses). There are some courses/subjects that a student may never use as a manager, like Access. So they wanted to leave that option open. Dr. Weaver doesn't mind changing to a list, but would like the certificate to be as close as possible to the other colleges. Ms. Scott stated that for the purpose of submitting course information to the State she would need to know which courses are core and which are electives. Dr. Weaver stated that all the courses are core. There were no strong objections to leaving it as is.

- **Technical Theater (Certificate of Achievement)** – New Program  
This program was presented by Titian Lish. She stated that they analyzed what theater students did once they left college and found that a lot of them went on to develop relationships with local community theaters, sometimes 4-year colleges and private theater companies, and private colleges not as students but operating as technical theater staff. They looked at other college theaters in area offering associates or certificates and found that they are more focused on design but not the more practical aspect of theater work, such as a stage hand. There's a lot of production going on in this area and there is a demand for stage hands. So this program will offer support to those students. Students don't have to have a master's degree in technical theater if they just want to work in the theater. This program will give them the skill set needed to go to the union to begin work in industry. Currently trying to create apprenticeships with the union. If a student decides to later transfer to a 4-year college, they will already have a large portion of program completed.

Ms. Hart stated that the narrative form would have to be completed. And since this certificate is CTE, market information will have to be included. Vicki Shipman can help with CTE information.

### **6. Review/Vote**

*Previously approved cross-listed courses needing official vote on Distance Education (DE) only*

- **BUSN 43 (Professional Communications, 3 units, 3 unit lecture)**

- **CIS 43 (Professional Communications, 3 units, 3 unit lecture)**
- **CNT 43 (Professional Communications, 3 units, 3 unit lecture)**
- **CS 43 (Professional Communications, 3 units, 3 unit lecture)**  
MSC: Weaver/Kutil to approve DE status for these courses.
  
- **MATH XX (Core Intermediate Algebra, 4 units, 4 unit lecture)** – New Course: O, 1X, DE, LPC GE AA/AS. Prerequisite: MATH 65 or MATH 65B with a minimum grade of C. (Start date: Spring 2016)  
MSC: Kutil/Weaver to approve outline  
MSC: Ott/Kutil to approve DE  
MSC: Kutil/Ott to approve prerequisite  
MSC: Kutil/Weaver to approve LPC GE AA/AS
  
- **MUS 45 (Chamber Choir, 1 unit, 1 unit lab)** – Course Modification: O, 4X, CSU, UC, C-ID. Strongly recommended: MUS 44 with a minimum grade of C. (Start date: Fall 2015)
- **MUS 46A (Beginning Jazz Choir, 1 unit, 1 unit lab)** – Course Modification: O, 4X, CSU, UC, C-ID. Strongly recommended: MUS 6. (Start date: Fall 2015)
- **MUS 46B (Advanced Jazz Choir, 1 unit, 1 unit lab)** – Course Modification: O, 4X, CSU, UC, C-ID. Prerequisite: MUS 46A with a minimum grade of C. (Start date: Fall 2015)  
MSC: Weaver/Kutil to approve outlines for MUS courses  
MSC: Kutil/Ott to approve advisories for MUS courses  
MSC: Amaya/Kutil to approve CID for MUS courses

7. **Vice President's Report:** Dr. Jim Wright  
None

8. **Chair's Report:** Ms. Hart  
Ms. Hart stated that we have a request from Institution Effectiveness Committee to complete the committee feedback form on Prioritization of Resources (see Blackboard docs). Discussion: Committed discussed items to complete the form (items 1, 3, and 4). The completed form will be sent to IEC.

9. **Report on SLO Common Ground Committee meeting**  
Ms. Hart stated that there was a Common Ground group meeting on March 27 (in attendance: Craig Kutil, Kristy Woods, John Ruys, Elena Cole, Tina Inzerilla, Melissa Korber, Karin Spirm, Sarah Thompson, LaVaughn Hart) to discuss SLOs and look for ways to clarify what they are and improve how they are created/tracked/assessed. Ms. Hart has posted the group's recommendations on Blackboard and wanted to bring them to the committee's attention because they have an impact on curriculum. The group will meet again sometime in the near future. They spoke about the need for more administrative assistance to assist Curriculum, SLO, Program Review committees.

If these were adopted we'd have to figure out how to implement. The Committee discussed the recommendations particularly with regard to creating a way to link Measurable Objectives with SLOs. Send thoughts or comments to Kutil or Hart.

10. **Articulation Officer's Report:** Ms. Marina Lira  
None

11. **Good of the Order**  
None

12. **Adjournment:** 4:19 p.m.

13. **Next Meeting:** April 27, 2015 at 2:30 p.m. in room 804