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**Meeting Minutes**

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**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.

**Curriculum Committee**

**Members Present (voting):**

Angela Amaya (Library)  
 Moh Daoud (STEMPS)  
 Gabriela Discua (Counseling)  
 Craig Kutil, Chair (STEMPS)  
 Marina Lira (Articulation)  
 Jill Oliveira (Counseling)  
 Jim Ott (ALSS)

**Members Present (non-voting):**

Roanna Bennie  
 Lisa Everett  
 Candace Klaschus (ALSS)  
 Andrea Migliaccio  
 Barbara Morrissey  
 Carolyn Scott

**Members Absent:**

Don Miller  
 Dyan Miller  
 Diana Rodriguez  
 Lisa Weaver (BSBA)

**ASLPC 2015-16 Rep:** none

**Meeting Guests:**

Lisbeth Coiman

1. Call to Order: Meeting called to order at 2:32 p.m.
2. Review and Approval of Agenda – MSC: Amaya/Ott to approve the agenda; CIS 55 should list CSU T; not UC T. Committee unanimously approved.
3. Review and Approval of Minutes (March 14, 2016) – MSC: Klaschus/Ott with correction to ECD 95 to add that it was also updated to include Work Experience (per Kutil); also replacing “Ott” where “Orf” is listed. Committee approved with one abstention.
4. Review and Approval of Minutes (April 11, 2016) – MSC: Klaschus/Oliveira. Committee approved with one abstention.
5. Public Comment: None
6. First Reading of Curriculum Proposals/Presentations:

**6.1 Course Outlines – Credit**

- **CIS 55 (Integrating Office Application, 4 units – 3 units lecture, 1 unit lab)** – Modified Course Proposal NSC: O, 1X, CSU T, DE. Strongly Recommended: CIS 50 (Effective date: Spring 2017)

Presented by Lisa Everett: Updated outline, course content, and textbooks; more changes to come.

**6.2 Course Deactivations – Effective Date: Fall 2016**

- ELEC 1511 – Electronic Technology
- ELEC 1512 – Workforce Development Lab
- ELEC 29 – Independent Study Electronics
- ELEC 55 – Telecommunications Exam Prep
- ELEC 59 – Optical Electronics
- ELEC 70 – Introduction to Electronics
- ELEC 85.1 – DC Fundamentals
- ELEC 85.2 – AC 1 Fundamentals
- ELEC 85.3 – AC 2 Fundamentals
- ELEC 85.4 – Semiconductor Devices
- ELEC 85.5 – Digital Logic Fundamentals
- ELEC 85.6 – Digital Circuits 1
- ELEC 85.7 – Digital Circuits 2
- ELEC 86.1 – Operational Amplifier Fundamentals

- ELEC 86.2 – Operational Amplifier Applications
- ELEC 86.3 – Power Supply Regulation
- ELEC 87.1 – DC Network Theorems
- ELEC 87.2 – Transistor Amplifier Circuits
- ELEC 87.3 – Transistor Power Amplifiers
- ELEC 87.4 – Transistor Feedback Amplifiers
- ELEC 87.5 – Field Effect Transistors
- ELEC 87.6 – Thyristor/Phase Cntrl Circuits
- ELEC 87.7 – 32-Bit Microprocessor
- ELEC 9 – Colloquium-Electronics Tech

Presented by Craig Kutil: These courses are from the Electronics program which is being deactivated. Some of the courses were deactivated last year and this is the rest of them as far as we know. These were not originally in CNET but just added by LaVaughn Hart. Mr. Daoud added that he used to teach some of these courses and there were very few students.

### 6.3 Course Outlines – Non-Credit

- **MATH 201 (Math Jam for Pre-Algebra, 0.5-1 non-credit unit – 0.5-1 non-credit unit lab)** – Modified Course Proposal: NC, 1X, DE. (Effective date: Spring 2017)
- **MATH 202 (Math Jam for Elementary Algebra, 0.5-1 non-credit unit – 0.5-1 non-credit unit lab)** – Modified Course Proposal: NC, 1X, DE. (Effective date: Spring 2017)
- **MATH 203 (Math Jam for Intermediate Algebra, 0.5-1 non-credit unit – 0.5-1 non-credit unit lab)** – Modified Course Proposal: NC, 1X, DE. (Effective date: Spring 2017)
- **MATH 204 (Math Jam for Statistics & Probability and Mathematics for the Liberal Arts, 0.5-1 non-credit unit – 0.5-1 non-credit unit lab)** – Modified Course Proposal: NC, 1X, DE. (Effective date: Spring 2017)
- **MATH 205 (Math Jam for Trigonometry/Pre-Calculus and Business Calculus, 0.5-1 non-credit unit – 0.5-1 non-credit unit lab)** – Modified Course Proposal: NC, 1X, DE. (Effective date: Spring 2017)

Presented by Craig Kutil: These five Math Jam courses have already been voted on and approved, but we did not deal with the hours so they have been brought back. Our course outlines tally units; so if we just say no units then the course would have no hours attached to it. The State Chancellor's Office won't accept zero units. So we will have the course outlines show zero units but actually tally hours. Our plan is to request to have another section in CNET for non-credit so these hours can be tallied differently than credit course hours. Our best attempt is to have these approved for Spring 2017. We will be sure the

course outlines says non-credit. Other non-credit courses will be coming through as well. They will show 0.5 – 1 unit lab but they will be for non-credit. We are using unit designation to keep consistent with our credit courses. Non-credit can be taken as many times as desired so “1X” will be changed to “4X” for now (since Banner can take a number up to 4 for that field; Ms. Migliaccio will check). Again, we don’t have a way to put non-credit through the system and show hours too. We are waiting for the Governet/CurricUNET folks to fix the field. So for now these Math Jam courses are still on hold.

VP Bennie stated that we should document or collect the decisions we make in this committee for items such as non-credit, families, etc. Non-credit also requires outcomes like other courses. A Board item correction must be made for these Math Jam courses.

#### **6.4 Program Deactivations – Effective Date: Fall 2016**

- **A.S. for Science Technology - Control # 09220**
- **A.A. for Liberal arts and Sciences: Business (Duplicate) - Control # 19130**
- **A.A. for Liberal arts and Sciences: Computer Studies (Duplicate) - Control # 19132**
- **A.A. for Liberal arts and Sciences: Humanities (Duplicate) - Control # 19134**
- **A.A. for Liberal arts and Sciences: Language Arts (Duplicate) - Control # 19136**
- **A.A. for Liberal arts and Sciences: Mathematics/Sciences (Duplicate) - Control # 19138**
- **A.A. for Liberal arts and Sciences: Social Science (Duplicate) - Control # 19140**
- **A.S. for Electronics Technology: Telecom Systems – Control # 21583**
- **A.S. for Surgical Technology – Control # 18826**
- **Certificate of Achievement (18 units or greater) for Electronics Technology: Telecom Systems – Control # 09218**
- **Certificate of Achievement (18 units or greater) for Technical Illustration – Control # 01053**
- **Certificate of Achievement (18 units or greater) for Bridgestone/Firestone Apprenticeship – Control # 17515**

VP Bennie stated that this is the clean-up mentioned last time. This is in addition to the other certificate/program clean up at the State. This is the rest of the clean-up.

Mr. Kutil stated that all of these programs are currently at the State but have not been used in a while or at all at the college. Some of them are duplicates. They have not been put in CNET as deactivated programs. But there are some items in CNET that we will have be removed by the Governet people because he can’t delete them. This will clean up the programs at the State.

## **7. Voting**

### **7.1 Course Outlines - Credit**

- **MSCM 5 (Introduction to Mass Communications, 3 units – 3 units lecture)** – Modified Course Proposal NSC: O, 1X, CSU GE/T, UC T, IGETC, LPC GE AA/AS, DE. Strongly Recommended: ENG 1A (Effective date: Spring 2017)
- **MSCM 17 (Express Editorial Board, 1 unit – 1 unit lecture)** – Modified Course Proposal NSC: O, 1X, CSU T. Strongly Recommended: ENG 1A (Effective date: Spring 2017)
- **MUS 38 (Applied Lessons, 1 unit – 1 unit lab)** – Modified Course Proposal NSC: O, 4X, CSU T, UC T, LPC GE AA/AS, C-ID. Corequisite: MUS 8A or MUS 8B or MUS 10A or MUS 10B, and MUS 12 or MUS 14 or MUS 15 or MUS 16 or MUS 45 or MUS 46A (Effective date: Spring 2017)
- **PSCN 40 (Life Skills: Financial Literacy, 1 unit – 1 unit lecture)** – Modified Course Proposal NSC: O, 1X, CSU T, DE. (Effective date: Spring 2017)
- **THEA 53 (Script Analysis, 3 units – 3 units lecture)** – New Course Proposal: O, 1X, CSU GE/T, UC T, IGETC, LPC GE AA, C-ID. Prerequisite: ENG 1A (Effective date: Fall 2017)

MSC: Klaschus/Ott to approve the course outlines for credit. Committee unanimously approved.

## 7.2 GE/Transfer Pathways

- **MUS 38** – LPC GE AA/AS, UC Transfer, C-ID
- **THEA 53** – CSU GE and Transfer, UC Transfer, IGETC, LPC GE AA, C-ID

MSC: Amaya/Klaschus to approve transfer pathways. Committee unanimously approved.

## 7.3 Requisites

- **MSCM 5** – Strongly Recommended: ENG 1A
- **MSCM 17** – Strongly Recommended: ENG 1A
- **MUS 38** – Corequisite: MUS 8A or MUS 8B or MUS 10A or MUS 10B and MUS 12 or MUS 14 or MUS 15 or MUS 16 or MUS 45 or MUS 46A
- **THEA 53** – Prerequisite: ENG 1A

MSC: Oliveira/Klaschus to approve requisites. Committee unanimously approved.

## 7.4 Distance Ed

- **MSCM 5**

- **PSCN 40**

MSC: Amaya/Ott to approve Distance Ed. Committee unanimously approved.

### **7.5 Families List – revised 4/11/16**

MSC: Ott/Klaschus to approve final families list. Committee unanimously approved.

## **8. Discussion Items**

### **8.1 Non-Credit Units**

Mr. Kutil stated that the pay has not yet been negotiated for non-credit. As of last week the faculty union has ordered a formal “cease and desist” until the pay issue is worked out. What seems to be the standard at a lot of colleges is that they would have the same hours as if there were units. He stated that Ohlone has CNET like us and they input lab and lecture units which calculates their hours, but then the course outline shows no units. The difference with non-credit courses is that there is not a grade, they are endlessly repeatable, students don’t pay for them, and there’s no homework. Everything is supposed to be done in class. So whether you are lecturing or not it’s still lab time.

VP Bennie stated that faculty can lecture in a non-credit course. It’s managed with lecture and lab but instead of faculty teaching 15 hours they teach 25-30 hours so it’s prorated. But with that they are not grading exams, etc. There are lots of pieces that need discussion. She stated that here are two kinds of non-credit, one that has more pay and one that has less pay. Since we are new at this we need to discuss and agree. We do tutoring for non-credit now. We do not want to keep students from tutoring. First order of business is that we can carry on as we have been. Our first meeting regarding this is May 6. She stated that she is hoping that we at least have a MOU to get us through Fall. There are lots of contributing factors to sort this out. She stated that Lisbeth Coiman is having North Orange College visit us. They have a large selection of non-credit courses.

The committee engaged in more discussion.

### **8.2 Effective Date**

Mr. Kutil stated that he changed “start date” on agenda to “effective date” for articulation, Banner, and State purposes. There were concerns that some faculty members were asking for approved courses to be scheduled that were not yet effective.

**9. Reports****9.1 Vice President’s Report – Roanna Bennie**

None

**9.2 Chair’s Report – Craig Kutil**

Mr. Kutil stated that the State Chancellor’s office has decided that we can no longer make minor changes to programs and courses using the “Correction” tool. People were taking advantage of this option. So now all changes must go through the normal modification process. He stated that he will be working on the plan to get our curriculum corrected with the State this summer. He will also be training the new person this summer. He will try to get more information about the State system’s shutdown timeline at the Curriculum Institute.

**9.3 Articulation Officer’s Report – Marina Lira**

None

**10. Good of the Order – N/A**

Mr. Kutil stated that the new Program and Course Handbook (PCAH) is out in draft form only.

**11. Adjournment – 3:30 p.m.****12. Next Regular Meeting – May 9, 2016**