



Curriculum Committee

September 14, 2015 | 2:30 p.m. | Room 804

Meeting Minutes

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)
Candace Klaschus (ALSS)
Craig Kutil, Chair (STEMPS)
Marina Lira (Articulation Officer)
Jill Oliveira (Counseling)

Members Present (non-voting):

Lisa Everett
Andrea Migliaccio
Barbara Morrissey
Carolyn Scott

Members Absent:

Roanna Bennie
Don Miller
Dyan Miller
Diana Rodriguez
Lisa Weaver (BSBA)

Meeting Guests:

Jason Craighead

1. Call to Order: Craig Kutil, Chair, called the meeting to order at 2:37 p.m.
2. Review and Approval of Agenda – Ms. Lira stated that there was a mix up of the units listed for a couple of the courses: HLTH 3 should be 3 units and KIN 16 should be 1 unit.

MSC: Klaschus/Amaya (1 abstention) to approve the agenda with these corrections.
3. Review and Approval of Minutes (May 11, 2015) – MSC: Klaschus/Amaya (2 abstentions)
4. Public Comment: None
5. First Reading of Curriculum Proposals/Presentations:
 - ENGR 10 (Introduction to Engineering, 2 units, 2 unit lecture) – Course Modification – Shared
Presented by: Lisa Everett for Keith Level
Several course outlines were updated for the new Science and Engineering Technology degree; this was one of them and is a part of the degree. It was modified fall 2014 but never made it through the process.

Ms. Lira stated that last spring she mentioned that there were some additions to the objectives and content that counseling faculty have concerns with. The specific objectives are items 4 & 8. The specific item under content is Area B (number 2) Engineering Transfer Advising. The objectives need clarification. They appear to be in the advising or counseling area. With the content there are concerns regarding faculty advising as well. Ms. Amaya also stated that a couple of textbooks might need to be updated.

Mr. Kutil stated that this will be held for another reading at the next meeting.

- HLTH 3 (Women's Health, 3 units, 3 unit lecture) - Course Modification
Presented by: Jason Craighead

Mr. Craighead stated that this course was updated by (former faculty member) Elizabeth Hopkins-Kurz before she left; just an update which included re-wording for updated text.

- KIN 16 (The Successful Student Athlete, 1 unit, 1 unit lecture) - Course Modification
Presented by: Jason Craighead
Modification to a hybrid class (was originally face-to-face); cleared up some language under content; updated objectives. He will meet again with Marina to clear up more issues. The equivalent course at Chabot is KINE CSA.
- THEA 53 (Script Analysis, 3 units, 3 unit lecture) – New Course Proposal

There was no faculty or dean present to discuss this course so it will be held for the next meeting for a first reading.

6. Discipline List Discussion

Mr. Kutil stated that the academic senate met on September 9th and approved our change in charge, so we will update and maintain our discipline list. The list is for hiring purposes for faculty (minimum qualifications and equivalencies). We have to submit the list to Human Resources. Any new discipline added must come from the State list (link posted on Blackboard). We are not allowed to have anything outside of what the State has. But there are courses that we offer now where there is no discipline assigned. We must identify who can teach these (what discipline they fall under).

Mr. Kutil stated that he will send out the current draft list for review and also the link to the State's list so we can identify if anything is missing or wrong. There was a suggestion at the Curriculum Institute that we should not send all the course outlines (just to add the discipline). They prefer that as outlines are updated, add the discipline. Mr. Kutil will request a discipline field be added in CurricUNET. He stated that he'd like everyone to identify their courses and what discipline they belong to.

A discussion ensued regarding this topic. Mr. Kutil will send the draft discipline list to deans for them to send to faculty in their areas.

7. Curriculum Calendar Discussion

Mr. Kutil stated that Ms. Lira confirmed via email that there is a problem with the calendar due to the GE submission date (December 11). So our last meeting of the semester which was scheduled on December 14, has to be moved to the first Monday, December 7. It will be for voting only. The curriculum calendar was modified to reflect this.

8. Vice President's Report - none

9. Chair's Report

Mr. Kutil stated that he's been contacted by the auto faculty. They will have quite a bit of updates as they are revising the entire program. They are pursuing a certification.

He stated that CurricUNET emails for the Curriculum Analyst (Carolyn Scott) and Curriculum Technician (Andrea Migliaccio) have been requested. So they should be getting them now.

He stated that he attended the ESS (Educational Support Services) meeting two Fridays ago and nothing spectacular happened. There was a concern that this program would start to oversee curriculum from both campuses but nothing like that was discussed. He stated that it was also said that we would be strictly an advisory type of committee and could only recommend things, but none of this was discussed.

Mr. Kutil sent (an email) to deans regarding programs up for CID review (5 year review); September 30 is the last date to make comments.

Mr. Kutil has been asked to be on a DEMC workgroup team by Dr. Don Miller. Sounds like it will be for discussing items like roll back for summer, and playing with numbers to get more classes. He will have more updates later.

Mr. Kutil stated he supplied Ms. Scott with the revised TMC for KIN AA-T in order for her to send to the State Chancellor's Office.

10. Articulation Officer's Report - none

11. Good of the Order

12. Adjournment – 3:29 p.m.

13. Next Regular Meeting (September 28, 2015)