

LAS POSITAS COLLEGE
Curriculum Committee
September 9, 2013
Draft Minutes

Faculty/Voting Members Present:

LaVaughn Hart (Chair, Faculty, Non-voting)
Joel Gagnon (Counseling)
Elizabeth Hopkins (BSBA)
Craig Kutil (STEMPS)
Marina Lira (Articulation Officer)
Marty Nash (ALSS)
Cheryl Warren (Librarian)
Lisa Weaver (BSBA)

Faculty/Voting Members Absent:

N/A

ASLPC 2013 – 14 Representative (2):
Colleen Redmond
Jessica Samorano

Non-Voting/Ex. Off. Members

Present:

Lisa Everett
Andrea Migliaccio
Carolyn Scott

Non-Voting/Ex. Off. Members

Absent:

John Armstrong
Justin Garoupa
Dyan Miller
Janice Noble
Diana Rodriguez

Guests:

Kristine Woods
Angela Amaya (will be taking Cheryl Warren's place)

1. **CALL TO ORDER:** Ms. Hart called the meeting to order at 2:36 p.m.
2. **Review/Approval of Minutes:** Dr. Weaver motioned and Ms. Warren seconded to approve the minutes of the August 26, 2013 meeting. (approved with 1 abstention)
3. **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.)

Ms. Collen Redmond (student) stated she is from Student Government assigned to Curriculum this year. Last year (Fall and Spring) she met with the Basic Skills Committee.

Ms. Jessica Samorano (student) stated that she is also from Student Government and this is her first committee assignment, and she's looking forward to it.

4. **Review of Charge and Membership:** Ms. LaVaughn Hart
Ms. Hart posted documents for discussion on BlackBoard: Summary of Curriculum Committee Charge and Committees' Charge from the Shared Governance document. At the last College Council meetings it was asked that committees review their charge and membership and make sure it's in accordance with what they really

do. Once this is completed, we will fill out our Shared Governance worksheet. The Summary was completed by the Curriculum Committee in 2009 to provide more detail into what we do. It goes over each of the areas of that listed on the Shared Governance document. Please provide feedback on both documents. The Shared Governance document is what we will certify, but the Summary gives a better explanation. If we don't feel this represents what we do, or feel we need to change our membership, then it would have to go to Academic Senate. We need to have this all completed by September 27.

Comments/Edits/Additions:

Lisa Everett: Two At-Large Faculty representatives (Articulation Officer and Librarian) are listed on the Shared Governance document. Also on the same document the Articulation Officer is listed under Ex-Officio Members.

Ms. Hart suggested removing the Articulation Officer from the Ex-Officio Members because it's never been that way. Also remove the "2 At-Large" and list both positions separately under faculty representation.

Ms. Scott: The Academic Services Administrative Assistant is listed under Ex-Officio Members which is incorrect. The Executive Assistant serves on the committee.

Ms. Hart: We might want to add ADTs to the bulleted area on the summary.

Dr. Everett: Add "Curriculum" to first section of the summary. Also add "discontinuation of existing courses and programs" to the Educations Programs section.

Ms. Lira: Approving CID is not a function of the Curriculum Committee yet; it is something that she has to do. So it should not be added to the summary as of yet.

Mr. Gagnon: Add CRIC (Courses Related in Content) instead of families. Also rephrase "limitations" bullet to say something about repeatability.

Ms. Hart asks that any other ideas about changes to the lists be sent to her. We will vote on the charge at the next meeting. She will send information about slight rewording to Academic Senate.

5. Division Tech Training – What Do I look For?

To help those involved in curriculum creation and review, Dr. Weaver (division tech review), Ms. Warren (Library), Ms. Lira (Articulation) and Mr. Vigallon by email (Distance Education) gave a summary of what they look for once new curriculum comes their way for approval.

Ms. Hart: If we can narrow down some of the things very important to these areas, we can probably reduce some curriculum from being sent back. Perhaps we can prepare a list of maybe the five most popular things that would send curriculum back. Upcoming CurricUNET training with Kristy Woods: Monday, Sept. 16, 1 -2 p.m., and Wednesday, Sept. 25, 2 – 4:30 p.m. (Discussion ensued)

Ms. Lira: Please take back to your departments that changes cannot be made to certificates and degrees just because you created a new course, and you want to use it now instead of the old one.

Ms. Hart: Changes must go through the curriculum process. We can't just take things out or put things in.

6. **Vice President's Report:** none
7. **Chair's Report:** none
8. **Articulation Officer's Report:** none
9. **Good of the Order:** none
10. **Adjournment:** 4:27 p.m.
11. **Next meeting:** September 23, 2013; 2:30 p.m., Room 804