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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)  
Candace Klaschus (ALSS)  
Craig Kutil, Chair (STEMPS)  
Marina Lira (Articulation)  
Jill Oliveira (Counseling)  
Jim Ott (ALSS)  
Lisa Weaver (BSBA)

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

Roanna Bennie  
Lisa Everett  
Andrea Migliaccio  
Don Miller  
Dyan Miller  
Barbara Morrissey  
Carolyn Scott

**Members Absent:**

Gabriela Discua (Counseling)  
Diana Rodriguez

**ASLPC 2015-16 Rep:**

N/A

**Meeting Guests:**

Nadiyah Taylor  
Titian Lish  
David Everett

1. Call to Order: Meeting called to order at 2:30 p.m.

2. Review and Approval of Agenda – MSC: Weaver/Klaschus to approve the agenda with corrections: No prerequisite for ECD 74; AUTO A8 should be titled "Engine Performance." Committee approved unanimously.

3. Review and Approval of Minutes (January 25, 2016) – MSC: Ott/Amaya with the correction of the title of AUTO A8. Committee approved, one abstention.

4. Public Comment: None

5. First Reading of Curriculum Proposals/Presentations:

**a. Courses**

- **AJ AJXX (The Police and Hollywood, 3 units - 3 units lecture)** – New Course Proposal: O, 1X, CSU T. (Start date: Spring 2017)

Presented by Lisa Everett: A new course about police in the media and how the media can influence people's perception of law enforcement. This class is very popular in the 4-year universities and is geared toward anyone.

- **ECD 74 (Child Guidance, 2 units - 2 units lecture)** – Modified Course Proposal NSC: G, 1X, CSU T, DE. (Start date: Fall 2016)

Presented by Nadiyah Taylor: A course modification to offer as DE; updated content and textbooks.

Per Mr. Kutil this course will move forward for voting.

- **KIN 31B (Fall Intercollegiate Basketball - Men, 1.5 units - 1.5 units lab)** – Modified Course Proposal SC: G, 4X, CSU T/GE, LPC GE AA/AS, UC T. (Start date: Spring 2017)

- **KIN 48B (Intercollegiate Athletics: Women's Soccer, 3 units - 3 units lab)** – Modified Course Proposal SC: G, 4X, CSU T/GE, LPC GE AA/AS, UC T. (Start date: Spring 2017)

KIN courses were presented by Craig Kutil: These are substantial changes (unit changes) to bring them in line with what intercollegiate students should be doing; also textbook updates. Mr. Kutil will touch base with the instructors on any issues.

- **MUS 10A (Chromatic Harmony/Musicianship, 4 units - 3 units lecture, 1 unit lab) –** Modified Course Proposal NSC: O, 1X, CSU T/GE, IGETC, LPC GE AA/AS, UC T, C-ID. Prerequisite: MUS 8B (Start date: Fall 2016)

Presented by Craig Kutil: This is informational – this course was previously approved last semester for 3 units but should have been listed on the agenda as 4 units. It has already been sent to Board and the State with the correct units.

- **PSCN 6 (Introduction to Case Management for Human Services, 3 units - 3 units lecture) –** Modified Course Proposal NSC: O, 1X, CSU T, DE. Strongly Recommended: PSCN 5 (Start date: Fall 2016)
- **PSCN 13 (Multicultural Issues in Contemporary America, 3 units - 3 units lecture) –** Modified Shared Course Proposal NSC: O, 1X, CSU T/GE, IGETC, LPC GE AA/AS, UC T, DE. (Start date: Fall 2016)

PSCN courses were presented by Marina Lira: PSCN 6 has updates to the title, description, content, textbooks, and is seeking DE. PSCN 13 has updates to textbooks, and some modification to the content.

Per Mr. Kutil these courses will move forward for voting.

- **PSYC 6 (Abnormal Psychology, 3 units - 3 units lecture) –** Modified Course Proposal NSC: O, 1X, CSU T/GE, IGETC, LPC GE AA/AS, UC T, C-ID, DE. (Start date: Spring 2016)
- **PSYC 10 (Psychology of Human Sexuality, 3 units - 3 units lecture) –** Modified Course Proposal NSC: O, 1X, CSU T/GE, LPC GE AA, UC T, C-ID, DE. (Start date: Spring 2016)

PSYC courses were presented by Dyan Miller: There are updates to textbooks and DE is requested.

- **THEA 5 (Theater for Young Audiences, 3 units - 3 units lecture) –** Modified Course Proposal SC: O, 1X, CSU T/GE, LPC GE AA, UC T. Strongly Recommended: THEA 1A (Start date: Fall 2017)

Presented by Titian Lish: More historical information was added, updated description, tried to make it a more moderate, relevant course.

Per Mr. Kutil this course will move forward for voting.

- **VWT 41 (Fall Winery Operations, 3 units - 2 units lecture, 1 unit lab) –** Modified Course Proposal NSC: O, 1X, CSU T. Strongly Recommended: VWT 20 (Start date: Fall 2016)

Presented by David Everett: Catalog description was updated to reflect the passing of the California State Assembly Bill 199 (under 21 and over 18 college students can be enrolled in the course). Prerequisites were changed, as well as advisory skills and measurable objectives. Textbooks were updated and the title of the course changed by adding "Fall."

Per Mr. Kutil this course will move forward for voting.

## 6. Voting

### a. Proposals

- **AUTO A8 (Engine Performance, 5 units, 3 units lecture 2 units lab)** – New Course  
Proposal: O, 1X, CSU T. Prerequisite: AUTO INTR may be taken concurrently (Start date: Fall 2016)
- **LIBR 6 (Research in Special Subjects, 0.5 units, 0.5 units lecture)** – Modified Course  
Proposal NSC: P, 1X, CSU T. (Start date: Spring 2017)
- **PSCN 3 (Theories and Concepts of Counseling: An Introduction, 3 units, 3 units lecture)** – Modified Course  
Proposal NSC: O, 1X, CSU T/GE, LPC GE AA/AS, DE. (Start date: Spring 2017)
- **PSCN 15 (College Study Skills, 2 units, 2 units lecture)** – Modified Shared Course  
Proposal NSC: O, 1X, CSU T, DE. (Start date: Fall 2016)  
MSC: Weaver/Klaschus to approve course outlines. Unanimously approved by the committee.

### b. Prerequisites

- **AUTO A8 – Prerequisite: AUTO INTR may be taken concurrently**  
MSC: Weaver/Klaschus to approve distance education.  
Committee approved unanimously.

### c. Distance Education

- **PSCN 3**  
MSC: Ott/Weaver to approve distance education.  
Committee approved unanimously.

## 7. Course Number Change for KIN SOC1 to KIN 22A – Craig Kutil

Mr. Kutil stated that KIN courses in ASSIST with a course number using letters, are considered theory based. So the course approved as KIN SOC1 will be changed to KIN 22A. Others being changed: KIN YTT1 will become KIN 25A, and KIN CYS will become KIN 26A.

## 8. Psychology Counseling Course Identifier Change – Craig Kutil

Mr. Kutil stated that he received a letter from Christina Lee in Psychology Counseling requesting a course identifier change. They would like to use PCN. Ms. Lira shared that the counselors met and found that there are more courses that are not shared with Chabot, than there are shared. Over the years Chabot has named/numbered their own courses that have similar content as ours. In working with their faculty it was also found that philosophies are different when it comes to updating curriculum. Things were not always matching.

Mr. Kutil stated that we will move this item to the next meeting for vote.

9. SLO's on Course Outline of Record – Roanna Bennie

VP Bennie stated that we received nine recommendations from ACCJC. We need to meet five of them to be in compliance with the standard and we have one year to do so. The ACCJC accredited us for 18 months (until next spring). Number two on the list of recommendations is about SLOs being on course outlines and syllabi. We need to decide how to do this if we want to stay accredited.

Mr. Kutil shared a section of a PowerPoint “Outcomes vs. Objectives” he received from the Curriculum Institute. He stated that ACCJC is asking how are we assessing how we got the objectives. Title 5 states that objectives must be a component of the courses outline. We can look at using addendums or attachments like Chaffey College. He will add this to Blackboard.

VP Bennie stated that (SLOs) do not have to be visible in CNET; attachments are fine. This all needs to be done by fall, then to Board in January and February, and then to ACCJC in March when they come to visit. Ms. Lira stated that Chabot has their SLOs in CurricUNET. Perhaps we can have a joint meeting with them? VP Bennie stated that in the SLO committee they are working on institutional guidelines since the ACCJC says “according to your institutional guidelines.”

10. Courses Related in Content (Families) – Craig Kutil

Mr. Kutil stated that Jeremiah Bodnar set up families (CRICs). They have not been reviewed since 2012-13. He stated that Jeremiah set the families up with Chabot at the time but he doesn't think it's necessary. But he did let the chair at Chabot know about this. He will go through the current list and discuss with people in the disciplines.

11. Vice President's Report – Roanna Bennie

None

12. Chair's Report

Mr. Kutil thanked the committee for sending the discipline items to him. There is an issue regarding equivalency that he will look into.

Mr. Kutil stated that someone from the State Academic Senate will be coming in to give us a technical review. Also the previous chair of this committee recommended bringing in the previous person who did curriculum analyst work.

13. Articulation Officer's Report – Marina Lira

ASSIST – reminders – with new non-substantial change, Ms. Lira stated that she updates items that have come through the committee in one format that semester. At the end of each spring semester, in April she updates curriculum from last fall. Items need to be to her by April. ASSIST opens back up in October for spring submissions and they request that colleges do not submit outside that time frame. Going into the system outside of time frame has to be manually done, one-by-one. Fall-to-fall does work for articulation purposes.

Mr. Kutil stated that he will add this to the agenda for discussion next time. We might have to make an amendment to our calendar.

#### 14. Good of the Order

Dr. Everett stated that she and others attended a webinar in January that was related to updates to clarify legal requirements to advance public safety courses and course outlines. One thing that stood out was the need for us to have included in our process prerequisites other than courses. Many public safety courses have other prerequisites (background checks, drug screening, licenses). Our current process/policy does not allow for this. We need a CNET update. Hopefully this could be put on the agenda for discussion.

#### 15. Adjournment – 4:08 p.m.

#### 16. Next Regular Meeting – February 22, 2016