



# Curriculum Committee

September 28, 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)  
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  
Dyan Miller  
Carolyn Scott

#### Members Absent:

Gabriela Discua (Counseling)  
Don Miller  
Andrea Migliaccio  
Barbara Morrissey  
Diana Rodriguez

#### Meeting Guests:

Titian Lish  
Keith Level

1. Call to Order: Craig Kutil, Chair, called the meeting to order at 2:33 p.m.
2. Review and Approval of Agenda – MSC: Weaver/Daoud to approve the agenda.
3. Review and Approval of Minutes (September 14, 2015) – MSC: Klashus/Amaya (2 abstentions)
4. Public Comment: None
5. First Reading of Curriculum Proposals/Presentations:

- **PSCN 30 (Student Success and the College Experience, 3 units, 3 units lecture)** – Course Modification: O, 1X, CSU T/GE, UC T, DE. (Start date: Fall 2016)

Presented by Marina Lira: This is one of about ten courses in the PSCN discipline that will be moving though. For this one some language was changed around to make it clearer. DE (hybrid) is being added. This will be one of the primary (campus) life courses. Two sections were offered this semester. Sections will increase over the next few semesters.

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

- **THEA 52 (Introduction to Design, 3 units, 2.5 units lecture 0.5 units lab)** – New Course Proposal: O, 1X, CSU T/GE, IGETC, C-ID. (Start date: Fall 2017)

Presented by Titian Lish: As the theater program expands it was noticed that there are missing components of some skills sets in some of our students. And there is not enough time in some of the other introductory courses to devote to developing a more artistic skill set for the students. So this course is a good solution. It works in the transfer model curriculum and our degree. As the CTE program grows, this course could be something that helps students stay a little bit longer.

Ms. Lira added that the course has to be UC transferrable before it's put on the IGETC list and she cannot submit it for UC approval until June 2016. But there is a chance that she might be able to submit earlier; she will check. Ms. Lish meant to also request UC transferability so this will be added.

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

- **THEA 53 (Script Analysis, 3 units, 3 units lecture)** – New Course Proposal: O, 1X, CSU T/GE, LPC GE AA/AS, C-ID. Prerequisite: ENG 1A (Start date: Fall 2017)

Presented by Titian Lish: This is another course that is suggested on the transfer model curriculum. It was created because one of the things missing in theater program was a writing course, where the primary component is learning how to analyze literature and write it. The course content was based on both the transfer model curriculum and C-ID (Script Analysis) and the ENG 4 class.

UC transferability will also be added to this one.

Per Mr. Kutil this course will move forward for a second reading at the next meeting.

#### 6. Second Reading of Curriculum Proposals/Presentations:

- **ENGR 10 (Introduction to Engineering, 2 units, 2 units lecture)** – Course Modification - Shared: G, 1X, CSU T, UC T. Strongly recommended: Eligibility for ENG 1A. (Start date: Fall 2016)

Presented by Keith Level: (This course was brought forth at the last meeting but there were some counseling concerns). The two measurable objectives and content were discussed and reworded, then sent to the counseling department. They now approve of the language.

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

#### 7. Voting

##### a. Course Proposals

- **HLTH 3 (Women's Health, 3 units, 3 units lecture)** – Course Modification: G, 1X, CSU T/GE, IGETC, LPC GE AA, UC T, DE. (Start date: Fall 2016)
- **KIN 16 (The Successful Student Athlete, 1 unit, 1 unit lecture)** – Course Modification: G, 1X, CSU T, DE. (Start date: Fall 2016)

MSC: Weaver/Klaschus to approve the course proposals.

Course proposals were approved

##### b. Transfer Pathways

- **HLTH 3 – IGETC**
- **KIN 16 – CSU Transfer**

MSC: Weaver/Klaschus to approve the transfer pathways.

Course transfer pathways were approved

- c. Prerequisites – none
- d. Distance Education
  - **KIN 16**

MSC: Weaver/Amaya to approve distance education for KIN 16.

Course distance education was approved

#### 8. Program Proposal CNET Update – LaVaughn Hart

Ms. Hart explained and demonstrated the new program proposal set up in CurricUNET. When CNET was first set up the focus was on course screens so not much was put into the program section. But now it has to be revamped since the State no longer uses forms to upload proposals. The information that was on the State proposal forms must be captured in CNET so that it can be used to upload to the State. Kristy Woods worked on some new program screens in CNET and tried to incorporate information needed by the State Chancellor's Office. But some documents (TMC, ASSIST verifications, etc.) must still be uploaded to the State.

Ms. Hart stated that the pages are up and working and that as we work through, we might find things to fix.

#### 9. Accreditation Site Team Meeting

Mr. Kutil stated that the team wants to meet with him and the committee next Tuesday. He is requesting that Lisa Weaver attend as well.

#### 10. Vice President's Report

VP Bennie stated she just wanted to remind everyone of the Accreditation Team site visit which has been discussed. She also suggested that it might be good for the Articulation Officer, Ms. Lira, to attend the accreditation meeting. ~~as well just in case a question about "who is it that checks courses to see if other community colleges teach them, how it is documented, etc." comes up. (This was an issue that came up in discussion earlier in the meeting when Titian Lish presented her courses).~~

#### 11. Chair's Report

Ms. Kutil reminded the committee that a course is not a proposal (in CNET) until you submit the course. Until you hit the "submit" button, it will only show up under "build a course."

Mr. Kutil asked to be notified the Wednesday before a scheduled meeting if you want to add anything to the agenda. He stated that discussions should be an agenda item, and reports are not up for discussion but you can ask a question for clarification.

12. Articulation Officer's Report – none

13. Good of the Order

Ms. Lira stated that the counseling office will be making an announcement about the linking of courses. Next fall they will be moving forward with PSCN 30, hoping to link it with other courses such as (Basic Skills) ENG 104 & 105 and branching out from there.

14. Adjournment – 3:53 p.m.

15. Next Regular Meeting (October 12, 2015)