



# Curriculum Committee

October 26, 2015 | 2:30 p.m. | Room 804

## Meeting Minutes

1. Call to Order: Meeting called to order at 2:34 p.m.
2. Review and Approval of Agenda – MSC: Weaver/Ott (1 abstention) with the following corrections: KIN 61 should be 0.5 – 3 variable units and MATH 38 is not a pre-requisite for KIN GF2.
3. Review and Approval of Minutes (October 12, 2015) – Move to table approval of October 12, 2015 minutes until next meeting. MSC: Klashucs/Weaver
4. Public Comment: None
5. First Reading of Curriculum Proposals/Presentations:

**KIN GF2 (Golf 2, 1 unit, 1 unit lab) – New Course Proposal: O, 1X, CSU T/GE, LPC GE AA/AS, UC T.** (Start date: Fall 2016)

**KIN GF3 (Golf 3, 1 unit, 1 unit lab) – New Course Proposal: O, 1X, CSU T/GE, LPC GE AA/AS, UC T.** (Start date: Fall 2016)

Courses presented by Paul Sapsford: These courses will follow the already approved GF1. They are intermediate and advance levels. These courses will take place off campus on the driving range. There was a need for these advanced level courses due to the repeatability issue.

**KIN XX (Science of Soccer 1, 3 units, 3 units lecture) – New Course Proposal: O, 1X, CSU T/GE, LPC GE AA, UC T, DE.** (Start date: Spring 2017)

Course presented by Paul Sapsford: This course is a combination of exercise, physiology, psychology as applied to soccer. It is almost entirely distance education. The targeted audiences are coaches and student athletes. It is almost entirely online because coaches have a hard time getting to campus at a particular time. The textbook is Fitness in Soccer.

All 3 KIN courses will move for vote at the next meeting.

**MATH 7 (Elementary Linear Algebra, 3.5 units, 3 units lecture 0.5 units lab) – Modified Course Proposal NSC: G CSU T/GE, IGETC, LPC**

## 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)  
Jim Ott (ALSS)  
Lisa Weaver (BSBA)

### Members Present (non-voting):

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

### Members Absent:

Don Miller  
Jill Oliveira (Counseling)  
Diana Rodriguez

### Meeting Guests:

David Everett  
Brian Hagopian  
Paul Sapsford

GE AA/AS, UC T, C-ID. Prerequisite: MATH 2 (Start date: Fall 2016)

**MATH 20 (Pre-Calculus Mathematics, 5 units, 5 units lecture No Unit Value Lab)** – Modified Course Proposal NSC: G, 1X, CSU T/GE, IGETC, LPC GE AA/AS, UC T, C-ID. Prerequisite: MATH 38 (Start date: Fall 2016)

**MATH 40 (Statistics and Probability, 4 units, 4 units lecture No Unit Value lab)** – Modified Course Proposal NSC: G, 1X, CSU T/GE, IGETC, LPC GE AA/AS, UC T, C-ID, DE. Prerequisite: MATH 50 or MATH 55 or MATH 55B (Start date: Fall 2016)

MATH courses were presented by Craig Kutil: MATH 7 – Title 5 updates, 5 years review, textbooks updates; Math 20 – same as MATH 7 and C-ID (changed some course content); MATH 40 – updated to add prerequisite of Math 50.

MATH courses will move for vote at the next meeting.

**PSCN 5 (Introduction to Human Services, 3 units, 3 units lecture)** – Modified Course Proposal NSC: G, 1X, CSU T, DE. (Start date: Fall 2016)

**PSCN 10 (Career and Institutional Planning, 2 units, 2 units lecture)** – Modified Course Proposal NSC: O, 1X, CSU T/GE, DE. (Start date: Fall 2016)

PSCN 5 was presented by Marina Lira: Title 5 updates, some language re-worded, textbook updates, and a request for distance education was submitted.

PSCN 10 was presented by Gabriela Discua: Update of textbooks, included hybrid, edits to some of the frequencies. (Mr. Kutil noted that this course is already approved for DE).

PSCN courses will move for vote at the next meeting.

**VWT 10 (Introduction to Viticulture, 3 units, 3 units lecture)** – Modified Course Proposal NSC: O, 1X, CSU T, UC T. (Start date: Fall 2016)

Presented by David Everett: The content and measurable objectives were updated to reflect what is done in the class. Some formatting done and textbooks updated.

Course will move for vote at the next meeting.

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

- **AUTO A1 (Automotive Engine Repair, 4 units, 2 units lecture 2 units lab)** – New Course Proposal: O, 1X, CSU T. Prerequisite:

AUTO INTR may be taken concurrently (Start date: Fall 2016)

- **AUTO A2 (Automotive Automatic Transmission/Transaxle, 4 units, 2 units lecture 2 units lab)** – New Course Proposal: O, 1X, CSU T. Prerequisite: AUTO INTR may be taken concurrently (Start date: Fall 2016)
- **AUTO A3 (Automotive Manual Drive Train and Axles, 4 units, 2 units lecture 2 units lab)** – New Course Proposal: O, 1X, CSU T. Prerequisite: AUTO INTR may be taken concurrently (Start date: Fall 2016)
- **AUTO A4 (Automotive Suspension and Steering, 4 units, 2 units lecture 2 units lab)** – Modification: O, 1X, CSU T. Prerequisite: AUTO INTR may be taken concurrently (Start date: Fall 2016) (formerly AUTO 66)
- **AUTO A5 (Automotive Brakes, 4 units, 2 units lecture 2 units lab)**  
– Modification: O, 1X, CSU T. Prerequisite: AUTO INTR may be taken concurrently (Start date: Fall 2016) (formerly AUTO 65)
- **AUTO A6 (Automotive Electrical/Electronic Systems, 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)
- **AUTO A8 (Automotive Engine, 4 units, 2 units lecture 2 units lab)**  
New Course Proposal: O, 1X, CSU T. Prerequisite: AUTO INTR may be taken concurrently (Start date: Fall 2016)
- **AUTO L1 (Automotive Advanced Engine, 5 units, 3 units lecture 2 units lab)** – New Course Proposal: O, 1X, CSU T. Prerequisite: AUTO A8, AUTO A6 (Start date: Fall 2016)
- **AUTO L3 (Automotive Light Duty Hybrid/Electrical Vehicles, 4 units, 2 units lecture 2 units lab)** – Modification: O, 1X, CSU T. Prerequisite: AUTO INTR may be taken concurrently (Start date: Fall 2016) (formerly AUTO 64)

AUTO courses were presented by Brian Hagopian: 72A and B cannot be modified into multiple courses, so three new courses (A1, A2 and A3) are being created. The same reasoning is true for A6, A8, and L1. This completes the NATF certification series. The degrees are being modified as well.

AUTO courses will move for vote at the next meeting.

## 7. Voting

## a. Proposals

- **BIO 1C (Cell and Molecular Biology, 5 units, 3 units lecture 2 units lab)** – Modified Course Proposal NSC: G, 1X, UC T, LPC GE AA/AS, CSU T/GE, IGETC, C-ID. Prerequisites: BIO 1A, BIO 1B, MATH 55, CHEM 1A (Start date: Fall 2016)
- **KIN 61 (Intercollegiate Off Season Water Polo, 0.5-3 units, 0.5-3 units lab)** – New Course Proposal: G, 4X, UC T, LPC GE AA/AS, CSU T/GE. (Start date: Fall 2016)
- **KIN CYCL 1 (Cycling Conditioning 1, 1-2 units, 1-2 units lab)** – New Course Proposal: O, 1X, UC T, LPC GE AA/AS, CSU T/GE. (Start date: Fall 2016)
- **KIN ZUM 1 (Zumba Fitness Workout 1, 1-2 units, 1-2 units lab)** – New Course Proposal: G, 1X, UC T, LPC GE AA/AS, CSU T/GE. (Start date: Fall 2016)
- **MATH 47 (Mathematics for Liberal Arts, 3 units, 3 units lecture No Unit Value Lab)** – Modified Course Proposal NSC: G, 1X, CSU T/GE, UC T, LPC GE AA/AS, IGETC, DE. Prerequisite: MATH 55 or MATH 55B or **MATH 50** (Start date: Fall 2016)
- **MATH 51 (Algebra Bridge, 2 units, 2 units lecture)** – New Course Proposal: O, 1X. Prerequisite: **MATH 50** (Start date: Fall 2016)
- **PSCN 8 (Theories and Concepts of Group Process, 3 units, 3 units lecture)** – Modified Course Proposal NSC: O, 1X, CSU T, LPC GE AA/AS. (Start date: Fall 2016)
- **THEA 50 (Stagecraft, 3 units, 2 units lecture 1 unit lab)** – Modified Course Proposal NSG: G, 1X, CSU T/GE, UC T, C-ID. (Start date: Fall 2016)
- **THEA 50L (Introduction to Stage Lighting, 3 units, 2 units lecture 1 unit lab)** – Modified Course Proposal NSG: O, 1X, CSU T, UC T, C-ID. Strongly Recommended: THEA 50 (Start date: Fall 2016)

MSC: Amaya/Klaschus (1 abstention)

## b. Transfer Pathways

- **BIO 1C – C-ID**
- **KIN 61 – UC Transfer, LPC GE AA/AS, CSU Transfer/GE**

- **KIN CYCL1 – UC Transfer, LPC GE AA/AS, CSU Transfer/GE**
- **KIN ZUM 1 – UC Transfer, LPC GE AA/AS, CSU Transfer/GE**
- **THEA 50 – CSU GE**
- **THEA 50L – CSU Transfer, UC Transfer, C-ID**

MSC: Ott/Klaschus; 1 abstention

c. Prerequisites

- **BIO 1C – Prerequisite: BIO 1A, BIO 1B, MATH 55, CHEM 1A**
- **MATH 47 – Prerequisite: MATH 55 or MATH 55B or MATH 50**
- **MATH 51 – Prerequisite: MATH 50**
- **THEA 50L – Strongly Recommended: THEA 50**

MSC: Weaver/Klaschus; 1 abstention

d. Distance Education

None

8. Non-Substantial Change Process – Craig Kutil

Mr. Kutil informed the committee that the State Chancellor's Office has a new policy requesting that the Vice President (of Instructional/Academic Services) certify non-substantial changes. So there is a form that must be completed listing the CBO number and uploaded to them with every non-substantial change item. These items are supposed to then be automatically approved but occasionally the State will do a spot check. Items that are considered substantial change are changes in top code, credit status, maximum units, minimum units, basic skills status, SAM code, prior to college level, and non-credit category. So changes outside of these are considered non-substantial. Mr. Kutil stated that he is now noting these on the agenda as NSC for non-substantial changes and SC for substantial changes. New items will not include this notation. This is only for modified proposals.

VP Bennie stated that the requirement is that she actually sign the form certifying that it's a non-substantial change but a more important piece is that with this in place the State should not have to ask us for more information for our modifications as has happened in the past. This should improve our process of getting things through.

Mr. Kutil stated that he'll be attending a regional curriculum meeting in November and will be sure to inquire about this issue.

**9. Vice President's Report**

VP Bennie spoke about the Institutional Effectiveness Partnership Initiative which is one of the newer offices of the State Chancellor's Office. She stated that they are sending out technical teams to campuses to give them advice. In the spring this college had requested advisement for a couple of areas on our campus. The team was here last Friday and spent the morning talking about enrollment management. In the afternoon they discussed community education and non-credit. She stated that there is more and more conversation about non-credit and our participation or lack of participation with non-credit is going to be on our radar over the next year or so for a couple of reasons: 1) We are finding uses for non-credit on this campus – tutoring and Math Jam. We can track these better using non-credit. 2) AB86 104, Adult Education (basic skills, GED, workforce training). The State has decided that community colleges and adult schools need to work together. They formed consortiums and now we are in a region. The last few years were planning years and now they are ready to go. The consortium has been given a budget of around \$2.13 million to help fund the adult education going on in the area but also for the community colleges because the money is coming through us to the adult schools. It's meant to be a pathway for students to move from adult education into community college and to either jobs or a university. We have submitted a request for both Chabot and LPC to have a liaison that can help us look at how we fit into this all. Non-credit curriculum comes through this committee so we will be involved in this work. The IEPI team of six will come two more times and hold broader conversations. The consortium is MACC – Mid Alameda County Consortium.

**10. Chair's Report**

Mr. Kutil stated that he and VP Bennie completed a survey asking if we do regional planning for CTE.

Regarding the discipline list, he stated that he went to Chancellor's page and printed out every course for Las Positas. He will send out a file to each dean and ask them to assign a discipline to each course. The dean can also indicate any courses that have been locally discontinued but the State hasn't yet received a notification of deactivation. He stated that he hopes to get this information back by the November meeting but we will have a lot of curriculum coming through. The November meeting is the last one in which to present. Please check CNET for approvals.

**11. Articulation Officer's Report – Marina Lira**

No report

**12. Good of the Order**

Mr. Kutil stated that there have been questions as to why deans are being sent notifications (emails) from CurricUNET. He stated that because deans are non-voting members this is the way they are notified of the curriculum changes on the agenda especially if someone from your area cannot make it.

**13. Adjournment – 3:17 p.m.****14. Next Regular Meeting (November 23, 2015)**