**Curriculum Committee Minutes**

**April 18, 2013**

**Present:** Chair Dylan Eret, Dean Lilia Celhay, Carole Copenhagen, Pieter De Haan, Jenny Lowood, Sabrina Nelson

**Absent:** VP Linda Berry, Joseph Bielanski, Joshua Boatright, , Barbara Des Rochers Fabian Banga, Katherine Kocel, Cleavon Smith

Guest: Matt Freeman, Mary Jennings, Jose Martin, Rachel Simpson

1. Minutes
2. Minutes from 1/24, 2/07, 2/21, 3/07, 3/21, & 4/04 tabled.
3. Announcements
4. Not using the BCC Annex in the Fall, but President Debbie Budd is looking diligently in finding another swing space.
5. Lowood- AA-T in Elementary Education has been approved officially. Has 54 units. Was approved in first round, without any changes. Also talk about putting in Teacher Aide certificate.
6. Articulation Update (Joseph Bielanski)

A. None at this time.

1. Articulation Report
2. Tabled.

V. Curriculum

1. Math courses- want DE addenda for 250, 253, 201, & 203, have something in place for Fall; not a solution to the modular math situation. Modular is course less than semester length, are these modular? Gave example of CIS 42A and B. Don’t want full term lecture sections of these to be modular. If it becomes Open Entry/Open Exit (OEE), will need new course numbers, as original four won’t be OEE. Talk of it being a safety net, complete 1 or 2 units, finish the rest another semester (dropping out of regular class, and enrolling in modules).

1. Lowood questioned pre transfer MATH classes- can they be successful as online or hybrid? Not done for English pre transfer classes. Jennings said MATH 201 and 203 are able to thrive in the hybrid environment, provides flexibility.

2. Lowood also said if moving forward, need a full committed MATH lab with 40 computers (only have seventeen now), or maybe 30, with privacy carrels.

3. In hybrid course, will have already bought textbook, and will ALSO need to purchase access code ($100), so might be some resistance there. Copenhagen suggested buying a few copies for students to use in the lab only, for those that cannot afford it.

4. Chair Eret suggested creating a 501 course, non credit.

5. Take out Essay check for the MATH classes, not required. ut what is the percentage? Jennings checked 51% or more, 49% or less, didn’t check 100% online (those cannot require coming in class for tests). Committee approved all four courses as hybrid.

6. Still haven’t solved the modular problem. Two new course to explore Pre-transfer Math: Prealgebra; and Pre-transfer Math: Algebra. Variable 2-5 units? A volume of work determines it? OEE. Students get credit for MATH 203 upon completion of corresponding modules, by substitution or exam.

1. MMART 150A-D, 150LA-LD- taking out Final Cut, and calling it an editing class, make course descriptions generic, to switch out software when needed- “Final Cut Pro I-IV,” to “Video Editing I-IV”; some performance/objective skills lists Final Cut, also took out any technology that is obsolete, keep focus on the skills, the issues that come up. Also a few modifications to descriptions that were made 10 years ago, simplification. Updated texts. Not rewriting the skills, just where the tools are obsolete. Approved. Chair Eret needs a complete version of this by tomorrow, not sure if will make 4/22, maybe 5/06 CIPD. Courses not repeatable. Talk about an MMART 48 Premiere software class concurrent with the 150A, or as a fee based course. Talk offline about the options, and Dylan will check with Joseph.
2. COPED 470H- small change, but will be big change to program? Fabian approved change already, and Jayne also (overseeing COPED)-- prereq was SPAN 72, replaced with HUSV 70 and 71. SPAN 72 is usually taken the 3rd semester in the program. Approved, to get for 4/22, if possible.
3. Course Deactivations- BUS 059 Technical Writing, BUS 215A Keyboarding, BUS 215B Keyboarding, BUS 215C Keyboarding, BUS 215D Keyboarding, BUS 225 The Professional Office Environment, BUS 241 Beginning Word Processing, BUS 242 Intermediate Word Processing, BUS 243 Advanced Word Processing, CIS 120 Desktop Publishing of Art & Literary Journal, CIS 212A Introduction to Windows 2000 Server/Networking, CIS 212B Introduction to Networking & System Administration, CIS 215 Introduction to Programming Using Basic, CIS 228A Desktop Publishing for the Macintosh and Windows Using PageMaker, CIS 228B Desktop Publishing for the Macintosh and Windows Using Quark X-Press, CIS 228C Intro to InDesign Desktop Publishing, CIS 229A Desktop Publishing for the Macintosh and PC Using PageMaker (Continuation), CIS 229B Desktop Publishing for the Macintosh and PC Using Quark X-Press (Continuation), CIS 229C InDesign Desktop Publishing--Continuation, CIS 241 Introduction to Windows, CIS 243 Foundations in Computer Skills; POSCI 25 Developing World; POSCI 34 Global Political Economy; POSCI 42 California Environmental Controversies; LABST 10 American Labor Movement; INTR 34 Global Political Economy and INTR 35 Globalization and Culture; HIST 3: Modern World History; got the list from the department chairs, haven’t been offered in last few years, deactivate. Approved all deactivations.
4. ESL Certificates of Proficiency- quirk in course numbering—ESL 280A, 281A, 281B- change numbers, and take out ESL 257A and B from the certificates and degree applicable courses need be to be 200-249. Approved.
5. AA-T in Communication, finalizing this, only issue before was COMM 5; borrowed COMM 3 and 19 from Merritt, will deactivate COMM 1A pretty soon. Showed program outcomes. Easier to put in place with FT instructor in place now, Cora Leighton. Approved.
6. MUSIC 25- one of few courses that we can repeat, there’s documentation. Changed SLOs to what is in CurricUNET. Approved catalog changes.
7. SPAN 1A, 1B, 2A, 2B- course updates; goal is to get it to CIPD, changes to course descriptions. Updated SLOs. No credit by exam also checked. Approved.
8. POSCI 100A and 100B- 2 unit courses allow students to get involved in student government- genesis of classes started with President Budd, Matt Freeman works closely with Student Government, she asked him to develop more academic institutionalized course, required to enroll in Fall and the Spring. “Student Government in Civic Engagement”- students take at least a year, can it be one class that’s repeatable? Or is two needed? Don’t want them to drop off in Spring. Question about lab hrs in classes. This is for feedback, not for approval today. Edit the percentages. ASBCC Students required to have office hours, and meet every week for an hour. required to participate in shared governance also. Council meetings and office hours are supervised. Attending meetings can be homework. Lowood said insctructors dneeds to be there for the lab. Freeman is there as Parliamentarian, but a classified position (Director of Student Activities and Campus Life) for this semester is also being advertised. Might increase to three units, and make it hybrid. Want it for students in leadership positions, without any leadership training. Cannot be repeatable, need to be distinct outlines. Change number to 1-99, so can be transferable elective to CSU. Maybe change title, not have “student government” in title. Putting in ‘theory’ in content makes it more likable to UC for transfer. “Leadership Organization in Civic Engagement” suggested. Maybe target Phi Beta Kappa in the Spring. President Budd is committed to this class. The Senate positions will be required to take this class. No prerequisites. Can take second class in Spring without taking the first class in Fall. On the road for approval. Freeman will bring more complete version to May 2nd meeting, to try for May 6th CIPD. Reviewed/updated SLOs.
9. New Repeatability Documentation- see hand out.

VI. Other

 A. Next meeting: **Thursday, May 2 2013, 10:00-12:00PM in TLC.**