
LOS RIOS COMMUNITY COLLEGE DISTRICT

District Curriculum Coordinating Committee

Main Conference Room

September 25, 2015

2:30 p.m. to 4:30 p.m.

Members Present

Kirsten Corbin (DCCC Chair), Brian Robinson (DAS), Jamey Nye (DO), Lynn Fowler (AO)

ARC: Joe Gilman, Marie Schirmer, Bill Simpson (Chair)

CRC: Brian Noel, Amanda Paskey (Chair), Torence Powell

FLC: John Alexander, Monica Pactol, Eric Wada (Chair)

SCC: Dyan Pease (Chair)

Guests: Daniel Moreno (Student, ARC)

Minutes

1. Call to Order
2. Recorder for meetings
 - September: CRC
 - October: FLC
 - November: SCC
3. Approval of Agenda- need to correct spelling of Gilman, remove Debi Worth (FLC), add John Alexander (FLC). Unanimously approved with noted changes.
4. Approval of Minutes: August 28 meeting – item 12g, should be whole numbers; item 12j, CID needs to be corrected to C-ID. Unanimously approved with noted changes.
5. Announcements/Updates
 - a. New members- Brian Noel (CRC)
 - b. Guests- Daniel Moreno (student representative from ARC but has not yet been officially appointed to the committee)
6. Competency Committee Report- information was given during DAS report
 - a. Reading Competency (Chair: Shihni Giedd, CRC)
 - b. Math Competency (Chair: LeLe Trieu, FLC)
 - c. Writing Competency (Chair: Kathy Leland, FLC)
 - i. Revising the rubric
 - ii. CRC ENGWR 341 Introduction to Technical and Professional Writing
 - iii. SCC ENGWR 488 Honors College Composition and Research
7. Curriculum Proposals:
 - a. Courses/Programs by CollegeAll Courses/Programs are organized by college and listed at the end of this agenda:
ARC courses: moved (Dyan Pease), seconded (Marie Schirmer). Passed unanimously.

CRC courses: moved (Bill Simpson), seconded (John Alexander). Passed unanimously.

FLC courses: moved (Lynn Fowler), seconded (Dyan Pease). Passed unanimously.

SCC courses: moved (Lynn Fowler), seconded (Marie Schirmer). Passed unanimously.

ARC Programs: moved (Dyan Pease), seconded (John Alexander). Passed unanimously.

SCC programs: moved (Bill Simpson), seconded (Dyan Pease). Passed unanimously.

b. Status of Collaboration Requests

Still to Move to catalog from previous meeting: MUFHL 310, 311, 401, 410, & 411; MUIVI 345 & 346

Ready to Move: MUFHL 400; MUSM 342 & 344

c. Course Designator/Thematic Block Forms

i. First Reading

1. CRC ESL P (Thematic Block)
2. CRC ESL R (Thematic Block)
3. CRC ESL W (Thematic Block)
4. SCC MATH (Thematic Block)

ii. Second Reading

1. ARC LRC (New Designator): moved (Dyan Pease), seconded (Marie Schirmer). Passed unanimously.
2. ARC PSTC (Thematic Block): moved (John Alexander), seconded (Dyan Pease). Passed unanimously.
3. FLC IMAGE (New Designator): moved Bill Simpson), seconded (Marie Schirmer). Passed unanimously.

iii. Information Items:

1. CRC Access to ETHNS
2. Unnamed Thematic Block in Math (ARC MATH 41 & 42). A new “feature” of SOCRATES has been found! In addition to the MATH 40 thematic block, the STAT 100 block is also unnamed. This will be discussed at SAG.

8. DAS Senate Report – 9/1 & 9/15

The report was focused on the Competency Committees. There were several issues raised last year by DCCC concerning the Competency Committees, and in talking with the competency chairs, a few items became clear: 1. The membership lists were not accurate, and 2. The charge was vague (especially in terms of meeting frequency—which is currently listed as “as needed”). It has been suggested by DAS president and DCCC chair that they jointly contact the Competency Chairs in the early fall to request an in-person meeting to review the charge and update the membership lists. Kirsten has not yet called the Competency Chairs for a meeting, as she wanted DCCC to discuss the plan.

The Math Competency Committee also wants to re-evaluate courses when they are revised to ensure that they still meet competency. DAS and DCCC chair wondered about the appropriateness of this action.

Corbin: 1. by having these committees only meet “as needed,” we are losing institutional memory of how the competency committees are supposed to function. Suggests that they meet at least once per semester. 2. There was a huge change a couple of years ago when we (DCCC) asked the competency committees to only look at the CORs when evaluated whether a course meets competency, and not request supplementary information. The faculty developers now have no samples to look at, for which courses were approved, because we cannot distinguish which courses were reviewed with supplementary information. Additionally, the re-review of approved courses (as suggested by the Math Competency Committee) is to make sure that they still meet competency. Yes, there might have been claims of a bias for or against certain courses (i.e. courses requesting Math Competency outside of the Math discipline), but the meeting of competency chairs would remind them of the expectations of the committee and that they are evaluating the content, and not the method of how the content is being taught.

Fowler: From the AO perspective, we already have an underlying approval process for courses in curriculum. There is no proof that the competency committees had approved or not approved courses with or without supplementary materials. Outside evaluators, such as CSU, C-ID, etc. evaluate only the COR—and AOs want this consistency.

Additionally, if students are in a class, and the course’s competency status changes—how does this impact the students?

Corbin: There would be guidelines to re-evaluate (so the course does not get pulled suddenly).

Fowler: The (local curriculum) committee would catch a substantial change to content, and we would resubmit it. We don’t want to add unneeded work to the competency committees.

Corbin: The competency committees would still need to regularly meet.

Nye: There are three big concerns being discussed. 1. Need to have the competency committees meet early- review the charge and get the people in place. 2. There has been a change in the competency requirements (only reviewing the CORs)—and due to this change, should the courses be re-reviewed? And 3. If there has been substantial changes to a course (that is currently approved for competency), is it the college’s curriculum committee or the competency committee’s job to catch that?

Simpson: for the standard 6 year review, there should be no need for these courses to be re-reviewed by the competency committees.

Pease: Could we be proactive, rather than reactive, by asking courses that were approved with additional materials to edit their outlines and request re-review (also, provide them samples)?

Fowler: Reviewers for GE meet once a year, and get trained to only look at the COR. Same with C-ID reviewers. When the competency committee meets, they should look at Title 5 and their rubrics and documentation. They should have very clear training.

Corbin: Math wants to re-review everything due to a course removing the key element that granted it competency.

Wada: There is also the Ethnic/Multicultural component that is not evaluated at the District level. The workload of the competency committees would be huge if they are re-reviewing. Maybe identify key areas of the COR that if they have been modified trigger an automatic re-review.

Corbin: The problem with that is that the list of items that have been modified in SOCRATES get generated if someone actually makes changes in that area, or if they merely click "Save/Next" through all the SOCRATES fields.

Simpson: Could an extra email notification get set up for courses that meet competency, to stay ahead of their revisions?

Corbin: It is possible, but Phil wanted to us to figure out other ways we could use such a feature. We agree that meeting with the competency chairs is a good idea to review their charge, membership, and training. It appears that more discussion is needed to determine if we want the committees to regularly review courses that have already been approved for competency. How many courses currently meet competency?

Also, should the meetings be held face to face, or online?

Simpson: Should be up to the competency committees to decide.

Fowler: There is nothing in board regulations that indicates how the meetings should be done.

Corbin: It is okay for the committees to choose their preferred meeting method.

Fowler: Courses that fall outside of the standard discipline are still problematic. There are many courses outside of math that have been approved by C-ID (for a Math designator), and for CSU, and IGETC. Remember, that our competency level is Intermediate Algebra—all those with C-ID, CSU and IGETC approved would meet that competency level, yet not all of them have been granted competency status.

Simpson: There is a report in SOCRATES that lists all courses that meet competency.

9. SAG requests/report:

New Articulation Officer screens are live! A few bugs have been discovered, but for the most part, everything went smoothly. There is an issue with a text box that Articulation Officers used, and the term "Pending." The use of pending is not consistent, and for those courses with the "pending" status at the changeover, the articulation requests were deleted. Additionally, the comments in the old Articulation Officer screen ended up on the Public textbox, which is not appropriate for all comments. AOs are going to go through and move comments that are not meant for the public to a different textbox.

Articulation Officers were sent a list of all the courses with the status of "pending" prior to the roll over, and each AO will change its status to something else.

Requests: Dyan Pease requests that there be an easier way to reorder the course list in a program.

Lynn Fowler requests that SAG (and Phil) stay up-to-date with Assist Next Generation, as this is a Governet product (as is Curricunet).

10. Music Courses Families Update: Joe Gilman presented a brief history of the work done so far within the district on moving music courses into families as well as the departments' thinking on whether MUIVI courses would be considered active participatory (Appendix A). DCCC praised the work done by Joe and the Music faculty and acknowledged the

confusion but clarified that historically the Performing Arts were active participatory courses (that was the reasoning used to justify the courses be repeatable under the previous rules), so they will always be considered that, even when their courses might be primarily lecture based.

Joe stated that next month he would bring a draft of the MUIVI families to DCCC.

11. Automated Prerequisite Checker

- a. Update- Jamey Nye stated that there is a new research project being completed (results due in November), and they wanted to have the same methodology used across the district. For example, at ARC- ENGWR 300 is the prerequisite used for their Literature courses, while at the other colleges, eligibility for ENGWR 300 (or ENGWR 101) is the prerequisite. The research project is examining the course success rate with the two different prerequisites. The goal for English is to come to a good faith consensus, like MATH did.

Corbin: An assumption of the project is to align the prerequisites across the district, which essentially creates a “Rule of 6.” However, DCCC decided to not adopt the “Rule of 6”, and instead keep the “Rule of 5” (which does not include prerequisites).

Nye: MATH did adopt the “Rule of 6” in order to allow the prerequisite checker to work. There are technical solutions to allow for different prerequisites, but there is strong interest to have the same prerequisite across the district for a variety of reasons (i.e. so the students won’t shop around). Overall, there is a good discussion to be had about this topic!

- b. Adjusting the blocker when prerequisites change- Kirsten noted that MATH 330 is removing the Geometry prerequisite. What now? This is only occurring at one campus...should there be a collaboration request started? If this goes through, the prerequisite blocker would need to get modified.

Simpson: How does it work when a college has different strands?

Nye: All options get listed—the list is permissive

Corbin: There are two issues. First, when there is a revision to a prereq on a course that is at just one college, there needs to be a way to let IT (maybe Janet Perry) know to make the change to the prerequisite blocker. If the course is shared, there needs to be a way to collaborate on that change before it gets too far in the local curriculum processes, such as with a collaboration request. This will be a SAG topic, as collaboration requests are automated in SOCRATES when certain fields get edited.

12. Other

- a. Independent Studies—follow up from August meeting:

ARC uses a Lab only format, but this is not consistent across the district (i.e. FLC does not list either Lecture or Lab). How is Independent Study a lecture, and not a lab? The district would like the colleges to move in the direction of Independent Study as lab only (and use ARC as a model). Independent Studies should be outside of the curriculum we currently offer.

Question to take back to local curriculum committees (and report back at October meeting): Why would an Independent Study need to be listed as a lecture, and not a

lab? Are there any good reasons or examples for this? Are there any concerns to moving in this direction?

What would the process be to change all Independent Study classes to lab only? Perhaps threaten to deactivate the Independent Study in Peoplesoft if the change is not made?

Jamey Nye will check board regulations.

- b. Process for adding to the PPC list—follow up from August meeting:

Two deadlines per semester to add to the PPC list:

For Fall, the deadlines are Sept 30 (for the October meeting of VPIs and VPSSs) and Nov 30 (for their December meeting)

For spring, the deadlines are last day of February (for their March meeting), and last day of April (for their May meeting)

If the proposed program is not approved, it will go to convergence. Decisions will be announced right away.

- c. Reviving/Resurrecting a deleted course—follow up from August meeting:

Nye: Technically possible, but there needs to be more discussion.

- d. LMS Workgroup—DCCC Representatives:

Group will meet on Thurs, once a month, likely late afternoon. SCC and FLC still need representatives. It has been confirmed that if DCCC representatives from the colleges are not available, then members of the local curriculum committee are able to be appointed, as long as they report back to the committee.

13. Other:

- a. Accreditation Site visit is coming up—members from DCCC may be interviewed. Be prepared.
- b. Regional Curriculum Committee Meeting (by ASCCC) is Friday Nov 13th at Solano College. Register from ASCCC website.

14. Future Meetings:

Fall: 10/30/15, 11/20/15 (this meeting will be at Ethan Way Center)

Spring: 1/29/16, 2/26/16, 3/18/16, 4/29/16

Course/Program items for today's meeting:

(Note: Please move all approved curriculum to Board status by Monday, September 28.)

Courses:

ARC	CHP	1100	California Highway Patrol Academy	Deletion
ARC	ECE	405	Practicum in Inclusive Settings	Deletion
ARC	FSE	1001	National Board Examination Review	Deletion
ARC	FT	200	Emergency Medical Technician I	Deletion
ARC	HORT	314	Greenhouse Operations	Deletion
ARC	HORT	328	Turf Grass Management	Deletion

ARC	INTRP	323	Interactive Interpreting	Deletion
ARC	NURSE	390	Fundamentals of Lactation Consultant Assisting	Deletion
ARC	PSTC	1121	Arrest, Search & Seizure (PC 832)	Deletion
ARC	SPD	1193	Continuing Professional Training for Peace Officers	Deletion
ARC	SPD	1217	Patrol Entry and Search Training	Deletion
ARC	SPD	1237	Integrated Narcotics Training	Deletion
ARC	TA	290	PACE: Exploration of Theatre through Acting	Deletion
ARC	TA	481	Honors Seminar in History of Film	Deletion
CRC	CAM	314	Fine Food to Go: Gourmet Cooking	Deletion
CRC	CISA	331	Intermediate Desktop Publishing	Deletion
CRC	RTVF	314	Radio Drama	Deletion
CRC	RTVF	318	Community Radio Production	Deletion
FLC	HIST	393	Field Experience in History or Heritage Interpretation	Deletion
FLC	HSER	362	Practices in Human Services	Deletion
CRC	FITNS	324	Mat Pilates	New to College
ARC	ENG CW	455	College Literary Publishing	New to District
ARC	ENGWR	360	Writing in the Disciplines: Composing Essays in History	New to District
ARC	ENGWR	361	Writing in the Disciplines: Composing Essays in the Social Sciences	New to District
ARC	ENGWR	362	Writing in the Disciplines: Composing Essays in English	New to District
ARC	PSTC	1744	Less Lethal Force Update- SPD	New to District
ARC	PSTC	1745	Police Radar Operator (SPD)	New to District
CRC	DEAF	353	Baby Sign Language	New to District
CRC	RTVF	368	Scriptwriting for Film, Video & Multimedia	New to District
SCC	HCD	86	Basic Math Strategies	New to District

Programs:

ARC	Accounting	<u>Government Service in Accounting</u>	New Program
ARC	Accounting	<u>Payroll Practitioner</u>	New Program
ARC	Accounting	<u>Professional Accounting</u>	New Program
ARC	Philosophy	<u>Philosophy</u>	New Program
SCC	Interdisciplinary Studies	<u>Environmental Literacy</u>	New Program