



District Curriculum Coordinating Committee (DCCC)

August 25, 2017
2:30 p.m. to 4:30 p.m.
Main Conference Room

MINUTES

Members Present:

Lynn Fowler (AO), Albert Garcia (DO), Alisa Shubb (DAS), Shania Pence (student rep)
ARC: Joe Gilman (Chair), Valerie Rose
CRC: Collette Harris-Matthews (for T. Powell), Michael Lawlor (DCCC Chair), Brian Noel (Chair)
FLC: Eric Wada (Chair), Monica Pactol
SCC: Steven Boyd, Dyan Pease (Chair), Richard Yang

Guests:

- I. Call to Order – The meeting was called to order at 2:37 PM.
- II. Approval of Agenda – The agenda was approved by consent.
- III. Approval of Minutes from April meeting – The minutes from the April 28, 2017 meeting were approved by consent.
- IV. Announcements/Updates
 - A. Introductions, New members, Guests – Members introduced themselves.
 - B. Announcements – Lynn Fowler shared some updates:
 - i. Speech Communication DE – CSU has completed a pilot project for satisfying the speech communication GE requirement with a distance education course. COMM 301 offered via DE is now allowed for CSU transfer.
 - ii. Intermediate Algebra and CSU – The intermediate algebra prerequisite is no longer required by the CSU for Statway and similar courses. Also, a greater variety of courses, such as Game Theory, will now likely be acceptable to meet the math transfer requirement for the CSU.
- V. Competency Committee Reports
 - A. Reading Competency (Chair: Debora Larry-Kearney, FLC): The committee did not complete their review of CRC SOC 305 last year. Michael will contact FLC Senate leadership regarding the Reading Competency Committee.
 - B. Math Competency (Chair: Jean Vrechek, Joseph Steever, SCC): MATH 372 and 373 at ARC are under review.
 - C. Writing Competency (Chair: Josh Roberts, SCC): None

- VI. Curriculum Proposals:
- A. Families – None.
 - B. Courses/Programs by College
(All Courses/Programs are organized by college and listed at the end of this agenda.)
All curriculum was approved. CHEM 306 and ENGR 300 were held as they are collaboration requests that are not ready yet for approval.
ARC (MSP Noel, Wada, unanimous approval)
CRC (MSP Fowler, Gilman, unanimous approval)
 - C. Status of Collaboration Requests – None of the collaboration requests currently in development are ready to move forward.
 - D. Course Designator/Thematic Block Requests - None
- VII. Updates from the District (Garcia) – No report.
- VIII. DAS Report (Shubb) – No report.
- IX. SAG Report (Lawlor, Gilman, Pease)
- A. AO Screens – ASSIST has been renamed ASSIST – Next Gen. SAG is still working on some wording issues.
 - B. DE information is still being sent to ASSIST Next Gen. As it is not required, SAG agreed to remove that information completely when uploading to ASSIST Next Gen.
 - C. SAG agreed that Curriculum Chair comments should be removed from a course when opened for revision.
 - D. A program units bug whereby the number of units was not correctly calculated if the units were decreased has been corrected.
 - E. SOCRATES Backups – Historically, server space was limited, so not all iterations of a course or program outline were backed up. SAG discussed, now that memory is more available, whether to keep every iteration (tech review, 1st reading, etc.), or to simply back up all of the SOCRATES database regularly and often.
 - F. CIP and SOC codes on COR – SAG will need to discuss this further this year.
 - G. Designator Revisions or Additions – New designators are currently entered by Phil Smith. SAG recommends that this be the DCCC Chair’s responsibility. This summer Phil also worked on including the designator as an item that can be changed in the header.
- X. Discussion Items
- A. Interdisciplinary Studies Faculty Discipline – DCCC agreed that a text box was necessary to capture all needed information here.
 - B. Class Size Max on COR – DCCC has been directed by DAS to develop a process for inclusion of recommended maximum class sizes on the Course Outline. The ASCCC paper “Setting Course Enrollment Maximums” (Spring 2012) will provide guidance. A lengthy discussion of potential ramifications ensued. FLC maintains already maintains a spreadsheet of courses with special class maximums as developed through Dean/Chair discussions. A task force will be formed to develop this process. Each chair will solicit 1 to 2 interested faculty members for the task force from each college, and several administrators from the instruction offices are also interested.

- C. New Designator and Catalog Department Process – A discussion as to whether the current process for new designators is efficiently organized ensued. The committee agreed that the current process is sufficient. Similarly, it was decided to not revise the form to include new catalog department requests.
- D. Requisite Alignment – The ongoing discussion of requisite alignment at the colleges continued. Issues such as articulation variations and Pathways were discussed.
- E. Lab and DE – A brief conversation regarding online labs ensued. Further research on best practices are needed.

XII. Adjournment – The meeting adjourned at 4:28 PM.

Course/Program items for today’s meeting:

Courses:

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|-----|-------|------|---|-----------------|
| ARC | ADAPT | 335 | Adapted Yoga | New to District |
| ARC | ART | 392 | Ceramic Lab | Deletion |
| ARC | BIOT | 308 | Exploratory Field Experience in Biotechnology Education | Deletion |
| ARC | MUIVI | 298 | Work Experience in Instrumental/Voice Instruction | New to District |
| ARC | MUIVI | 498 | Work Experience in Instrumental/Voice Instruction | New to District |
| ARC | PSTC | 1301 | Skills Training for Security Guards - BSIS Elective A | New to District |
| ARC | PSTC | 1302 | Skills Training for Security Guards - BSIS Elective B | New to District |
| CRC | ANTH | 336 | Anthropology of Sex, Sexuality and Gender | New to College |

Programs: None.