



District Curriculum Coordinating Committee (DCCC)

September 29, 2017
2:30 p.m. to 4:30 p.m.
Main Conference Room

MINUTES

Members Present:

Lynn Fowler (AO), Albert Garcia (DO), Jamey Nye (DO), Alisa Shubb (DAS)
ARC: Al Ahmadi, Joe Gilman (Chair), Kate Jacques, Valerie Rose
CRC: Collette Harris-Matthews (for T. Powell), Michael Lawlor (DCCC Chair), Brian Noel (Chair), Amanda Wolcott-Paskey
FLC: Eric Wada (Chair), Carlos Lopez
SCC: Steven Boyd, Renee Medina, Dyan Pease (Chair)

Guests: None

- I. Call to Order – The meeting was called to order at 2:32 PM.
- II. Approval of Agenda – The agenda was approved by consent.
- III. Approval of Minutes from April meeting – The minutes from the August 25, 2017 meeting were approved by consent.
- IV. Announcements/Updates
 - A. Introductions, New members, Guests – The members introduced themselves.
 - B. Announcements – Dyan Pease (SCC) has agreed to serve as DCCC chair for 2018-20.
- V. Competency Committee Reports
 - A. Reading Competency (Chair: Debora Larry-Kearney, FLC): Due to illness, Debora Larry-Kearney cannot continue as Reading Competency Chair. Paula Haug, FLC AS President, is looking for a replacement. If no reading faculty from FLC are available, we will look for a representative from SCC. SOC 305 (CRC) is still waiting for review.
 - B. Math Competency (Chair: Jean Vrechek, Joseph Steever, SCC): The Math Competency Committee recommended approval of MATH 372 and 373. DCCC approved the recommendations (MSP Fowler, Pease, unanimous). The review forms are attached to the minutes.
 - 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 items were approved with the exception of the ARC Music Instructional Assistant program, which was held per ARC's request.

ARC: MSP Noel, Pease, unanimous approval

CRC: MSP Pease, Wada, unanimous approval

FLC: MSP Pease, Gilman, unanimous approval

SCC: MSP Noel, Wada, unanimous approval

C. Status of Collaboration Requests - FITNS 444, ENGR 300, and GERON 378 were withdrawn per request of the colleges. Most collaboration requests are fairly recent and do not require any intervention at this time in order to keep them moving.

D. Course Designator/Thematic Block Requests – ARC requested that we hold the Religious Studies designator request until 'OK to proceed' is provided through the PPC process. The new Social Justice Studies (SJST) designator request had a first reading. There were no concerns.

E. A brief discussion ensued regarding empty catalog departments in SOCRATES. Vice-Chancellor Nye noted that there are several, such as Technology, Fine Arts, and Applied Indigenous Studies. The committee recommended that DCCC ask SAG to run a report on empty catalog departments and designators (including those with only 'shell' courses such as 295/495, 299/499).

VII. Updates from the District (Garcia) –

- The PPC process revision draft proposal is complete. Revisions aim to increase communication and transparency of the process and of potential proposals before they even reach PPC. Approval by the PPC would occur only if no concerns are raised. If any concerns/questions are voiced, an information meeting would occur involving any interested parties. J. Nye mentioned that this could perhaps occur via email if the concern were just a simple question that needed to be answered before moving forward. If no resolution is reached via the information meeting, a formal convergence meeting will occur which includes the DAS President and DCCC Chair. Convergence meeting will have documented minutes. Currently items stay on the PPC list for 3 years, and can be renewed twice for an additional 3 years each for a potential 9 year total time on the list. The new process provides a check-in by the college VPI after 1.5 years, and opens the program to other colleges after 2 years. The PPC currently meets 4 times per year. J. Nye noted that there is flexibility to meet outside the normal schedule if needed in an emergency situation. The PPC list Board approval column will be removed since Board approved programs are no longer relevant to the PPC process. "Curriculum Status" may potentially replace this column. The new process will be on the October DCCC meeting agenda.
- Adjunct e-mail access has been extended from 90 to 120 days without assignment.

- VIII. DAS Report (Shubb) – Clarification regarding Course Caps / Class Maximums - DAS tasked DCCC to investigate guidelines by which this information could be included on the COR.
- IX. SAG Report (Lawlor, Gilman, Pease)
- Feature to revise courses into a new/different designator is now live.
 - SOCRATES will be revised to add total student learning hours (Lecture hours + Lab hours + Out of Class Work) to comply with new PCAH requirements
 - Program classifications will also be revised in accordance with the new PCAH.
- X. Discussion Items
- A. Class Size Max on COR – M. Lawlor reviewed representation on the Course Caps / Class Maximums work group. L. Fowler reported that her research using the Articulation Officer Listserv revealed that most colleges do not include class size information on the Course Outline of Record, and that some colleges that have implemented maximums use it for room scheduling, some use it as a suggested maximum, and others use it as a hard maximum. In addition, some have had union involvement in these maximums, while others have not. It was clarified that DCCC has not been tasked with whether or not to include this information on the COR, but rather to provide the guidelines by which the information is added. With guidelines developed, DAS would then bring these to other constituencies for further discussion and to determine what weight these maximums would actually carry from a practical perspective. J. Nye voiced concerns that the policy might not be binding for administration to follow. He will also have discussions with VPI's before any administrators are involved in the work group. Michael will reach out to the Curriculum listserv to find out what other colleges are doing that have implemented such policies. J. Nye mentioned that the right of assignment includes class caps, but these have typically been agreed upon by the dean, chair, and faculty member.
- XII. Adjournment – The meeting adjourned at 4:42 PM.

Course/Program items for today's meeting:

Courses:

ARC	ARTH	318	History of American Art	New to College
ARC	CHEM	83	Strategies for Problem Solving in General, Organic and Biological Chemistry	New to District
ARC	FITNS	375	Introduction to Meditation	New to District
ARC	HUM	324	Global Islam: Culture and Civilization	New to College
ARC	IS	301	Introduction to Global Studies	New to District
ARC	IS	302	Issues in Global Studies	New to District
ARC	MUIVI	200	Introduction to Music Education	New to District
ARC	PSTC	1305	Introduction to Loss Prevention	New to District
CRC	CISP	403	Java - Smart Device Applications	Deletion
CRC	CISP	404	Java - Enterprise Applications	Deletion

CRC	DANCE	322	Ballet III	Deletion
CRC	DANCE	323	Ballet IV	Deletion
CRC	FITNS	301	Aerobics	Deletion
CRC	FITNS	308	Step Aerobics	Deletion
CRC	FITNS	335	Pre-Season Conditioning for Basketball	Deletion
CRC	JOUR	400	College Newspaper Production	Deletion
CRC	JOUR	405	Publications Production Skills Lab	Deletion
CRC	KINES	330	Care and Prevention of Athletic Injuries	Deletion
CRC	MATH	315	Exploratory Field Experience in Mathematics	Deletion
CRC	NUTRI	360	Nutrition and Disease	Deletion
CRC	RTVF	317	Radio Workshop	Deletion
CRC	SPAN	423	Contrastive Grammar of English-Spanish I	New to District
CRC	SPAN	424	Contrastive Grammar of English-Spanish II	New to District
FLC	CISP	407	Programming in Python	New to District
FLC	CISS	310	Network Security Fundamentals	New to College
FLC	GEOL	342	Geology of the National Parks	Deletion
FLC	HCD	111	College Discovery Program	Deletion
FLC	HCD	1000	Supervised Tutoring	Deletion
SCC	FITNS	345	Dynamic Fitness Training II	New to College
SCC	HIST	486	History of the United States: African American Emphasis - Honors	New to District
SCC	HIST	487	History of the United States: African American Emphasis - Honors	New to District
SCC	HUM	370	Women and the Creative Imagination	New to College
SCC	MATH	134	Prealgebra and Algebra for Statistics Part I	New to District
SCC	MATH	135	Prealgebra and Algebra for Statistics Part II	New to District
SCC	PHOTO	271	Color Management	Deletion
SCC	PHOTO	340	Careers in Photography	Deletion
SCC	PHOTO	395	Stock Photography I	Deletion
SCC	PHOTO	396	Stock Photography II	Deletion

Programs: The ARC new program “Music Instructional Assistant” was not ready for DCCC and has been held for a future meeting.

Competency Committee Results:

MATH 372



Mathematics Competency Review Form

ARC CRC FLC SCC

Course (designator & number): MATH 372
 Course title(s): College Algebra for Calculus
 Faculty (print name): _____
 Phone Number: _____
 E-mail address: _____

Criteria met Score	Possible	Criteria
5	5	1. Intermediate algebraic skills and concepts
1.5	5	2. Geometric skills and concepts
1	5	3. Statistics skills and concepts
4	5	4. Advanced mathematical topics
2.25	5	5. Critical thinking and problem solving
2.25	5	6. Other areas of quantitative reasoning
16	◀ Total Score	A total score of 8 points or more is needed to qualify the course.

Comments:

Approved Denied

Committee chair: Jan Vuchek
 Date: 9/16/17

MATH 373



Mathematics Competency Review Form

ARC CRC FLC SCC

Course (designator & number): MATH 373
 Course title(s): Trigonometry for Calculus
 Faculty (print name): _____
 Phone Number: _____
 E-mail address: _____

Criteria met Score	Possible	Criteria
3.25	5	1. Intermediate algebraic skills and concepts
3.75	5	2. Geometric skills and concepts
0	5	3. Statistics skills and concepts
5	5	4. Advanced mathematical topics
3	5	5. Critical thinking and problem solving
2	5	6. Other areas of quantitative reasoning
17	◀ Total Score	A total score of 8 points or more is needed to qualify the course.

Comments:

Approved Denied

Committee chair: Jan Vuchek
 Date: 9/16/17