



## Approved Meeting Minutes

### 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.

### Meeting Name

#### **Members Present (voting):**

Angela Amaya (Library)  
Kristy Woods (MSEPS)  
Elizabeth Owen (MSEPS)  
Colin Schatz (CATTs)  
Craig Kuti, Chair (MSEPS)  
Marina Lira (Articulation Officer)  
Jill Oliveira (Counseling)  
Jim Ott (A&H)  
Lisa Weaver (BHAWK)  
Gabriela Discua (Counseling)

#### **Members Present (non-voting):**

Roanna Bennie  
Andrea Migliaccio  
Don Miller  
Don Carlson  
Barbara Morrissey  
Madeline Wiest  
Michael Sato

#### **Members Absent:**

Nan Ho  
Sylvia Rodriguez  
John Armstrong

#### **Meeting Guests:**

TeriAnn Bengiveno  
Peter Kuo  
Daniel Marschak  
Cindy Rosefield  
Zina Rosen-Simon  
Jesus Morales  
Marsha Vernoga  
Catherine Eagan  
Hortencia Nevarez

### 1. Call to Order

Meeting Called to Order at 2:32 PM

### 2. Review and Approval of Agenda

MOTION to APPROVE Agenda

MSC: Weaver/ Ott/ Approved

MOTION to TABLE First Reading of Anthropology Courses as the Faculty

Member Presenting is currently on leave until Mid-October:

MSC: Woods/ Amaya/ Approved

MOTION to APPROVE Amended Agenda

Approved Unanimously

### 3. Review and Approval of Minutes (May 9, 2016)

MOTION to APPROVE draft minutes from May 9<sup>th</sup>, 2016

MSC: Weaver/ Amaya/ Approved: 4 Abstentions

### 4. Public Comment: Jesus Morales introduced himself as the Degree Works

Coordinator and hopes to attend the Curriculum Committee Meetings on a bi-weekly basis to be up-to-date on curriculum changes. Degree Works will be an online program that will be launched in the fall to advise students in determining what degree to pursue and planning out how many courses to complete that degree. The program is already being used by some counselors and EOPS.

### 5. First Reading of Curriculum Proposals/ Presentations:

#### a. Courses:

- **TABLED:** ANTR X (Archaeology Field Lab, 1 Unit- 1 Unit Lab)  
New Course Proposal: O, 1X, CSU T, UC T. Prerequisite: ANTR 2  
May be taken concurrently (Start Date: Fall 2017)
- **TABLED:** ANTR X0 (Anthropology of Sex and Gender, 3 Units- 3 Units Lecture) New Course Proposal: O, 1X, CSU T/ GE, IGETC, LPC GE AA/AS, UC T. Strongly Recommended: Eligibility for ENG 1A (Start Date: Fall 2018)

- **TABLED:** ANTR XX (Native American Cultures of North America –3 Units- 3 Units Lecture) New Shared Course Proposal: O, 1X, IGETC, CSU GE, LPC GE AA/AS, UC T. (Start Date: Fall 2018)
- **TABLED:** ANTR XXX (World Prehistory in Archaeological Perspective America –3 Units- 3 Units Lecture) New Course Proposal: O, 1X, CSU T/ GE, IGETC, LPC GE AA/AS, UC T (Start Date: Fall 2018)
- History Courses:
  - **Presented by TeriAnn Bengiveno:** Course updates include textbooks, formatting, methods of instruction/ evaluation, as well as adding appropriate GE categories. Marina Lira reported that the IGETC requests, as already approved for UC placement, will not take two years for approval, instead GE will be submitted in December and results will be returned in April. Courses will move forward for voting next meeting.
    - **HIST 25 (American Indian History, 3 Units- 3 Units Lecture)** Modified Course Proposal: NSC: G, 1X, CSU T/ GE, IGETC, LPC GE AA/AS, UC T. (Start Date: Fall 2017)
    - **HIST 28 (History of American West, 3 Units- 3 Units Lecture)** Modified Course Proposal NSC: G, 1X, CSU T/ GE, IGETC, LPC GE AA/AS, UC T. (Start Date: Fall 2017)
    - **HIST 32 (U.S. Women’s History, 3 Units- 3 Units Lecture)** Modified Course Proposal NSC: G, 1X, CSU T/ GE, IGETC, LPC GE AA/AS, UC T. (Start Date: Fall 2017)
- Music Courses:
  - **Presented by Daniel Marshak:** Course updates include textbooks, course content, methods of evaluation, frequency, and course objectives. Several of the courses include new transfer and local GE requests. MUS 17B was approved previously by the committee, but was not accepted for UC Transfer as it was too similar to MUS 17A. Progression between the courses needed to be shown. Courses will move forward for voting next meeting with noted amendment to MUS 39.
    - **MUS 12 (Wind Ensemble, 1 Unit- 1 Unit Lab)** Modified Course Proposal NSC: O, 4X, **CSU T, UC T, C-ID: Descriptor Discipline: Music, C-ID Course Number: 180** (Start Date: Fall 2017)
    - **MUS 17B (Jazz Combo 2, 1 Unit- 1 Unit Lab)** Modified Course Proposal NSC: O, 1X, **CSU T, UC T** Prerequisite: MUS 17A with a minimum grade of C (Start Date: Fall 2017)
    - **MUS 18B (Jazz/Pop Piano 2, 1 Unit- 1 Unit Lab)** Modified Course Proposal NSC: O, 1X, **CSU T, UC T** Prerequisite: MUS 18A with a minimum grade of C (Start Date: Fall 2017)
    - **MUS 21A (Beginning Piano, 1 Unit- 1 Unit Lab)** Modified Course Proposal NSC: O, 1X, **CSU T, LPC GE AA/AS, UC T** Strongly Recommended: MUS 6 (Start Date: Fall 2017)
    - **MUS 21B (Beginning Piano: Intermediate 1 Unit- 1 Unit Lab)** Modified Course Proposal NSC: O, 1X, CSU T, UC T. Prerequisite: MUS 21A with a minimum grade of C (Start Date: Fall 2017)

- **MUS 30 (Study of Guitar 1 Unit- 1 Unit Lab)** Modified Course Proposal NSC: O, 1X, CSU T, UC T. Prerequisite: MUS 20 with a minimum grade of C (Start Date: Fall 2017)
- **MUS 31 (Study of Piano 1 Unit- 1 Unit Lab)** Modified Course Proposal NSC: O, 1X, CSU T, UC T. Prerequisite: MUS 21B with a minimum grade of C (Start Date: Fall 2017)
- **MUS 39 (Musical Theater Workshop 2 Units- 2 Units Lecture)** Modified Course Proposal NSC: GR, 4X CSU T, UC T. Corequisite: Drama 39 (Start Date: Fall 2017)
  - *Amended Corequisite: THEA 39A or THEA 39B or THEA 39C*
- **MUS 5 (American Cultures in Music 3 Units- 3 Units Lecture)** Modified Course Proposal NSC: O, 1X, DE, **CSU T**, CSU GE, IGETC, LPC GE AA/AS, UC T. (Start Date: Fall 2017)
- Nutrition Courses:
  - **Presented by Marsha Vernoga:** For Nutrition 1 the textbooks were updated and for Nutrition 5 the course objectives, course content, assignments and methods of evaluation were updated to make sure course is in line with current nutrition information. CI-D for Nutrition 1 has already been submitted and approved. Courses will move forward for voting next meeting.
    - **NUTR 1 (Nutrition, 3 Units- 3 Units Lecture)** Shared Modified Course Proposal NSC: G, 1X, DE, CSU T/ GE, LPC GE AA, UC T. Strongly Recommended: CHEM 30A & MATH 65 (Start Date: Fall 2017)
    - **NUTR 5 (Nutrition/Performance, 3 Units- 3 Units Lecture)** Modified Course Proposal NSC: G, 1X, DE, **CSU T**. Prerequisite: NUTR 1 with a minimum grade of C (Start Date: Fall 2017)
- Spanish Courses:
  - **Presented by Hortencia Nevarez:** Hortencia Nevarez explained that as the Latino population on campus grows, there are an increasing number of Spanish Heritage students enrolled in Spanish courses designed for beginning Spanish students. These two new courses are designed for heritage speakers to improve their communication skills both verbally and in writing, building on and enhancing their knowledge of Hispanic cultures, and promoting their academic experience. These courses will also benefit beginning Spanish students as they will no longer be competing in classes with students who are already fluent in the language. Courses will move forward for voting next meeting with noted amendments.
    - **Concerns:**
      - There was concern over the course title whether it should be Spanish for “Bilingual Student”, to show that the course is for those who are linguistically qualified, or “Heritage Speakers”, for students who grew up speaking Spanish in the home. It was decided “Spanish for Spanish Speakers” would more inclusive.

- Another concern was raised over the prerequisite of “Two years of high school Spanish or Spanish heritage speaker proficiency or equivalent intermediate level as assessed”, as two years of high school Spanish may not be equal to heritage speaker proficiency. Marina Lira stated that as the courses do not have an elementary prerequisite, UC and CSU were contacted to see how reviewers would identify the courses as intermediate level to be placed in 6A: Language for Transfer and Humanities. While the instructor can assess, it would be unclear at what level students will be assessed, so the two years of high school Spanish would be a red flag to reviewers the student would be progressing into an intermediate course. It was decided to add extra language to the course content to clarify that it is an intermediate course and to eliminate the two years of high school prerequisite.
- For both courses three placements were requested in A.A. Level GE: Humanities, Communication and Analytical Thinking, and Writing and Critical Thinking. In Writing and Critical Thinking there are currently only two courses: English 4 and English 7. That GE category requires complex text analysis and research papers and there was concern that the course does not contain enough writing to apply. Chabot College does include their intermediate foreign language courses in this category. While students in this course will have a wide vocabulary and will have to complete research papers and compositions, but it was decided that the request will be removed as the course requirements would not be at the required level.
- **SPAN X21 (Spanish for Bilingual Students I, 5 Units- 5 Units Lecture)** New Course Proposal: G, 1X, CSU T/ GE, IGETC, LPC GE AA, UC T, C-ID Discipline SPAN Course Number 220 (Start Date: Fall 2018)
  - *Title Amended: Spanish for Spanish Speakers I*
  - *Prerequisite Amended: Spanish heritage speaker proficiency or the equivalent intermediate level as assessed*
  - *LPC GE- AS Degree Amended: Include Communications and Analytical Thinking and Humanities*
  - *LPC GE-AA Degree Amended: Remove Writing and Critical Thinking*
- **SPAN X22 (Spanish for Bilingual Students II, 5 Units- 5 Units Lecture)** New Course Proposal: G, 1X, CSU T, CSU GE, IGETC, LPC GE AA/AS, UCT, C-ID Discipline SPAN Course Number 230  
Prerequisite: SPANX21 with a minimum grade of C (Start Date: Fall 2018)
  - *Title Amended: Spanish for Spanish Speakers II*

- *LPC GE-AA Degree Amended: Remove Writing and Critical Thinking*
- Visual Communications Courses:
  - **Presented by Peter Kuo:** VCOM 50, 51, 53, 54 were updated from 2 Units to 3 Units to be in line with the other courses in the discipline. For VCOM 65 the co-requisite of VCOM 65IN was removed as the course is being deactivated. Also, the prerequisite of VCOM 64 is being changed to Strongly Recommended, as in an effort to collaborate with Mass Communications, many of their students already have the skill set to take the course, but have not taken VCOM 64. Course updates also include textbooks, SLOs, formatting, methods of evaluation and instruction. Courses will move forward for voting next meeting with noted amendments.
    - **VCOM 50 (Digital Media/ Graphic Design Fundamentals 3 Units- 2 Units Lecture, 1 Unit Lab)** Modified Course Proposal SC: O, 1X, CSU T, **C-ID: Descriptor Discipline: ARTS, C-ID Course Number 250** (Start Date: Fall 2017)
      - *Units Amended: 3 Units- 1 Unit Lecture, 2 Unit Lab*
    - **VCOM 51 (Color for Design– 3 Units- 1 Unit Lecture, 2 Units Lab)** Modified Course Proposal NSC: O, 1X, CSU T, UC T (Start Date: Fall 2017)
      - *Amended: Substantial Change*
    - **VCOM 53 (Photoshop I– 3 Units- 2 Units Lecture, 1 Unit Lab)** Modified Course Proposal SC: O, 1X, CSU T. Strongly Recommended: VCOM 50 and/or VCOM 51 with a minimum grade of C (Start Date: Fall 2017)
      - *Units Amended: 3 Units- 1 Unit Lecture, 2 Unit Lab*
    - **VCOM 54 (Illustrator I – 3 Units- 1 Unit Lecture, 2 Units Lab)** Modified Course Proposal SC: O, 1X, **CSU T**. Strongly Recommended: VCOM 50 with a minimum grade of C (Start Date: Spring 2017)
    - **VCOM 65 (Elect Prepress/ Print Prod 3 Units- 1 Unit Lecture, 2 Units Lab)** Modified Course Proposal NSC: O, 1X, **CSU T**. Strongly Recommended: VCOM 64 with a minimum grade of C (Start Date: Fall 2017)

#### B. Deactivations:

- Pending Deactivations: The following deactivations will move forward for voting next meeting.
  - **ENG 43: Professional Communications**
    - Jim Ott: Course is being deactivated because it is no longer being offered.
  - **GNST 100: Foundations/ Learning Success**
    - Marina Lira: Course is being deactivated as it was part of the Foundation of Learning Community, which is no longer a program on campus.

- **VCOM 65IN: Intern Elect Prepress Print**

- Peter Kuo: The course is no longer offered and future internships will be offered through the business discipline.
- Completed Deactivations of Old Courses: Per Craig Kutil, an error in the Chancellor's Office Curriculum Inventory was found. Anything that was ever in our Banner system or was ever in the Curriculum Inventory was on the Chancellor's Office's error made active. Over a 1000 of those reactivated courses, which were found to have old course descriptors or were identified as previously deactivated, were deactivated in the Curriculum System. While it has already been done, there will be a consent vote next meeting.

### C. Programs:

- **Nutrition and Dietetics A.S.-T: New Program**
  - **Presented Craig Kutil**: A new Nutrition and Dietetics A.S.-T was created by Marsha Vernoga, with Nutrition 1 and Nutrition 5 needing to be updated in order to move forward with this new program. This program will move forward for voting next meeting.

### D. Course Descriptor Changes:

- **VCOM**
  - **Presented by Craig Kutil**: Peter Kuo would like to update Visual Communications to Graphic Design & Digital Media (GDDM). Graphic Design and Digital Media is more in line with current industry terminology and other college campus programs. It has already been approved by the advisory board. It will be effective in Fall 2018. This course descriptor change will move forward for voting next meeting.
- **ECD**
  - **Presented Zina Rosen-Simon**: Early Childhood Development would like to change to Early Care and Education (ECE). Early Care and Education (ECE) is a more recognized term and acronym in the industry. Currently the ECD descriptor is shared with Chabot, and though Chabot and Las Positas will still work together toward the same objectives, sharing the same rubric causes delays in updating and creating Curriculum. It will be effective in Fall 2018. This course descriptor change will move forward for voting next meeting.

### E. GE Patterns Update

- Remove Math 55A, 65, 65B, 71
  - **Presented by Craig Kutil**: Math 55A, 65, 65B, & 71 can no longer count for math in our local A.A. GE patterns at they are not at the required intermediate level. They currently reside in the Communication and Analytical Thinking category. Roanna Bennie verified

this at the Curriculum Institute this summer. Math 55A is being removed, as 55B is degree applicable and students would need to complete Math 55A to move forward to Math 55B. Math 55A is only half the course and would not satisfy the requirement. Math 65, 65B, 71 are lower level and need to be removed from the pattern. Marina Lira clarified that previous concern was not over removing Math 65 from the degree pattern, but not allowing students to obtain the units through making it a non-degree applicable course. Removal of Math 55A, 65, 65B, and 71 will move forward for voting next meeting.

## 6. Discussion Items:

- a. **Committee Structure and Charge:** Craig Kutil noted that previously the Committee Charge had been updated to include language regarding course identifiers and disciplines. Currently the Committee Structure includes, as voting member,s one faculty member from each division (four from the academic divisions plus one from academic services), two at large faculty members, the librarian, and the articulation officer. It was stated that the committee needed to identify who would be the two at large faculty members who would be voting members of the committee. It was possible changes included that there should be two voting members from each division or more at large voting faculty members as our Curriculum Committee is smaller than most community colleges. It was suggested that the committee charge be amended so that the two at large faculty members not be from the same division. The Committee Structure and Charge will move forward next meeting for voting.
- b. **Committee Calendar:** Craig Kutil stated that the Curriculum Committee will meet on the fifth Monday in January in order to have the correct number of meetings next semester. It was noted that in the future at the last two curriculum meetings of an academic year, the committee will propose and vote on the calendar. Due of the change to the 1<sup>st</sup> and 3<sup>rd</sup> Mondays the Curriculum Committee is having less meetings this semester by two meetings at minimum.
- c. **Degree Audit:** Madeline Wiest, Curriculum and SLO Specialist, compiled an excel sheet identifying outdated degrees and certificates. The excel sheet identified inconsistencies between the catalog, Curriculum Inventory, and CurricUNET. Also, programs that require courses that are no longer offered. Craig Kutil stated that he would be focusing on degree updates in the coming semester in part to make it easier for students and for counseling so that they will not need to do course substitutions. It was clarified that Career Certificates are local certificates that are not submitted to the inventory. The new PCAH, Program Course Approval Handbook, which is put together by State Academic Senate and the Chancellor's Office on how to interpret title five has yet to be approved. While Title Five states that courses need to be updated every six years, no such requirement is applied to Degrees and Certificates,



which is why many of Las Positas's programs have not been updated. Craig Kutil will have a Flex Day session on how to update degrees in CurricUNET. The excel sheet will be sent out to the Deans and they will forward it to the appropriate faculty members to update.

- d. **Course in Catalog, but not Inventory:** Craig Kutil reported that Madeline Wiest, Curriculum and SLO Specialist, had identified a number of courses that are in the catalog, but not in the inventory and in some cases not in CurricUNET. Also, using Banner she identified if those courses were ever offered and if so when. Some of those courses have already been previously deactivated at board. The list will be sent out to the committee to assist in identifying if the courses should be deactivated or updated.
- e. **Interdisciplinary Programs:** There are four interdisciplinary programs including, University Transfer, Liberal Arts and Science, International Studies, and Social Science, which no one technically owns. Roanna Bennie reported that while working on creating the new divisions they became aware of several degrees that did not have homes and they were placed in the Arts & Humanities Division. It will need to be decided who will update these degrees and then own them. Marina Lira stated that she believes that previously it had been discussed that individuals in Don Millers' division that would step forward and work together to update a section of those interdisciplinary programs. It was clarified that Las Positas completes program review by discipline, however these programs are not part of a discipline and consist of courses from many different disciplines. Thus, while the courses will already be reviewed by their respective disciplines there needs to be someone designated to oversee and own the program. The idea of an Interdisciplinary Coordinator was suggested. It was asked that the committee members bring back this question to their divisions for feedback and it will discuss again next meeting.
- f. **Course Deactivations to be Initiated:** Craig Kutil reported that previously he had sent a master list of courses to be put into disciplines and that the list was returned with many of the courses stating to deactivate. A list of those courses has been compiled and will be sent out to verify that the course should be deactivated. Those courses will need to go through the quick deactivation process in CurricUNET.

#### 7. Reports:

- a. **Vice President's Report:** Roanna Bennie reported that Madeline Wiest, Curriculum and SLO Specialist is going to a workshop on Curriculum and Financial Aid on September 26<sup>th</sup>. She reported that there is still work that will need to be completed on the discipline list. Also, she stated that it is good to see programs such as Music and Nutrition updating their courses that have not been updated in five or more years and would like to the committee members help spread the message that we would like to update all courses over five years old. Also, she stated that Non- Credit will be an important topic this semester.
- b. **Chair's Report:** Craig Kutil reported that he will be attending the Regional Curriculum Meeting on October 21<sup>st</sup>. He stated that he probably intends to request to be Curriculum Chair for another two



years in order to see all of corrections currently in process to completion. Once all courses and programs have been entered and updated in CurricUNET new course and program updates will be much simpler. When the courses and programs were first entered in to CurricUNET the programmers did not enter all of the course and program information, which is why a lot of that information is missing from the system and needs to be updated. Craig Kutil thanked Roanna Bennie for her support of the Curriculum Committee.

c. **Articulation Officer's Report:** No Report

8. Adjournment at 4:32 PM
9. Next Regular Meeting (October 3<sup>rd</sup>, 2016)