

**LAS POSITAS COLLEGE**  
**Curriculum Committee**  
**August 25, 2014**  
*Draft Minutes*

**Faculty/Voting Members Present:**

Angela Amaya (Library)  
LaVaughn Hart (Chair, Faculty, Non-voting)  
Elizabeth Hopkins-Kurz (BSBA)  
Candace Klaschus (ALSS)  
Craig Kutil (STEMPS)  
Jill Oliveira (Counseling)  
Jim Ott (ALSS)  
Shannon Stanley (Interim Articulation Officer)  
Lisa Weaver (BSBA)

**Faculty/Voting Members Absent:**

N/A

ASLPC 2014 – 15 Representative:

N/A

**Non-Voting/Ex. Off. Members Present:**

John Armstrong  
Lisa Everett  
Don Miller  
Dyan Miller  
Diana Rodriguez  
Carolyn Scott

**Non-Voting/Ex. Off. Members Absent:**

Andrea Migliaccio  
Barbara Morrissey  
Janice Noble

**Guests:**

N/A

1. **CALL TO ORDER:** Ms. Hart called the meeting to order at 2:31 p.m.
2. **Approval of Agenda**  
MSC: Kutil/Weaver
3. **Review/Approval of Minutes:** MSC: Kutil/Weaver
4. **Public Comments** (This time is reserved for members of the public to address the Curriculum Committee. Please limit comments to three minutes. In accordance with the Brown Act, the Curriculum Committee cannot act on these items.)

None

5. **Welcome – Introductory Remarks; Role, Charge, Membership of the Curriculum Committee:** Ms. Hart

Ms. Hart welcomed everyone including the new members of the committee: Jim Ott, Shannon Stanley, Jill Oliveira, and Candace Klaschus. She informed the committee that it will be a very busy fall semester since we have to get a number of curriculum items together. She also discussed the role and charge of the committee and posted this information as well as new membership on Blackboard.

6. **Calendar/Timelines: Meetings, Catalog, Articulation, Schedule**

Ms. Hart discussed the committee's draft calendar of meetings. She also discussed critical catalog addendum due dates: Items approved on the September 8 through ~~November~~ 24December 8 agendas will be included in the addendum. The final date for new items to be presented is November 24. The final voting date is December 8. Errors found in the catalog

should be emailed to Carolyn, stating the page, the incorrect info, and what should replace it. Please do not send any new or updated information.

Transfer pathways, new or modified courses to be taught in for Fall 2015 need to be approved by the committee in Fall 2014. Proposals should be considered this way: Fall to Fall, Spring to Spring. CSU GE/UC transfer only, if approved in Fall, should be in place by next Fall. But if it's a new or significantly revised request for IGETC, another year is needed for approval, taking it to Fall 16; these require additional approval. Everything approved in curriculum meetings ~~have~~has to be approved by the Board before submission to the State Chancellor's Office for approval.

7. **Vice President's Report:** Dr. Janice Noble  
None – Dr. Noble was not in attendance; deans had nothing to report.
  
8. **Chair's Report:** Ms. LaVaughn Hart
  - a. Curriculum Institute – LaVaughn, Andrea, Dyan, and Carolyn attended; good information was presented; there were many workshops that discussed various issues (link to the institute materials found on BB); new issues with the PCAH (Program Course Approval Handbook) that will take a while to fix and due to this they are not approving any new or revised Associate degrees for a while.
  - b. State Chancellor's Office challenges – Other than PCAH revisions they are understaffed and do not have enough support for the instruction unit; lots of information on non-credit courses
  - c. ADT's (Associated Degrees for Transfer), C-ID (Course Identification Numbering System) – as long as a course has not been denied C-ID approval, it can still be used with the ADTs; deadline for ADTs has been moved to July 30, 2015. We have 18 months from when a TMC (Transfer Model Curriculum) is released to get our ADT functional (if we have ~~one~~a degree in that area); there was info on repeatability and how it impacts our enrollments; also there was discussion of changes in the Brown Act that affects our committee voting procedures (requires much more accountability in how people vote).
  - d. Added item – Division Tech Review Training – Ms. Hart asked Lisa Weaver to handle this since she has had a lot of curriculum come through her area in the last year. Someone in your area is designated to approve proposals in CurricUNET (by pushing the button), but you all are responsible for reviewing. Dr. Weaver explained how her division reviews curriculum, Elizabeth Hopkins-Kurz, Jeannie Virgillo, Candace Brow, and Bob D'Elena (before his retirement) being key players.
  - e. Introduction of Interim Articulation Officer – Ms. Hart introduced and welcomed Ms. Shannon Stanley who will be interim while Marina Lira is on leave.
  
9. **Articulation Officer's Report:** Ms. Shannon Stanley  
She will be on campus on Monday, Wednesday, and Friday while Marina Lira is on leave. The other two days she is at Los Medanos College. She's working hard to come up to speed on CNET and other things. Feel free to call or email.
  
10. **Good of the Order:**
  - Think about ways to do some creative things in curriculum development to get people excited

- Will have technical training on CNET with Kristy Woods
- Would like to see some training in curriculum development
- A majority of degrees (approximately 90) were missing in CNET so we have a couple of people to input this information; Dr. Noble found money to pay them.

**11. Adjournment:** 4:03 p.m.

**12. Next meeting:** September 8, 2014 at 2:30 p.m. in room 804

[Minutes edited by LaVaughn Hart](#)