

### 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.

### Members:

#### Faculty/Voting

Angela Amaya (Library)  
 Kristy Woods (MSEPS)  
 Elizabeth Owens (MSEPS)  
 Colin Schatz (CATTS)  
 Craig Kutil, Chair (MSEPS)  
 Marina Lira (Articulation Officer)  
 Jill Oliveira (Counseling)-Absent  
 Michael Sato (A&H)  
 Lisa Weaver (BHAWK)  
 Gabriela Discua (Counseling)

#### Non-voting/Ex. Off. Members

John Armstrong- Absent  
 Roanna Bennie- Absent  
 Andrea Migliaccio-Absent  
 Don Miller- Absent  
 Don Carlson-Absent  
 Sylvia Rodriguez- Absent  
 Nan Ho- Absent      Madeline Wiest

#### Guests:

Moh Daoud  
 Rajinder Samra

### Approved Minutes

1. Call to Order at 2:32 PM      Craig Kutil, Chair
2. Review and Approval of Amended Agenda      Craig Kutil  
MSC: Weaver/ Owens / Approved – 1 Abstention  
*Amendments: Room Number change to 804, Removal of Barbara Morrissey and Jim Ott as Committee Members and Moving Michael Sato from non-voting to voting member*
3. Review and Approval of Amended Minutes (Dec. 5,2016)      Craig Kutil  
MSC: Amaya/ Weaver / Approved
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.)
5. First Reading of Curriculum Proposals/ Presentations:
  - Courses
    - *CNT Courses Presented by Moh Daoud-* Moh Daoud stated that for CNT 68 the course language and textbooks were updated. Also he would like to change the prerequisite from CNT 69 to CNT 52: Networking Fundamentals. Craig Kutil specified that as the prerequisite will be changing, the course will need to come back to the Committee for another reading. Moh Daoud indicated that CNT X80.01 and CNT X80.02 are two courses written to replace CNT 62A and divide the material into two semesters to reflect changes to the official Cisco Curriculum. Las Positas College is an approved Cisco partner college. CNT 62A will be deactivated after CNT X80.01 and CNT X80.02 are in Fall 2017. There was debate over the discipline for all three courses, both Moh Daoud and Colin Schatz agreed that the discipline should be Computer Information Systems, rather than Computer Service Technology. The courses will come back for a second reading next curriculum meeting, so there is time to confirm the correct discipline.
      - **CNT 68 (Digital Forensics Fundamentals- 3 Units, 2.5 Units Lecture, .5 Unit Lab)** Modified Course Proposal: NSC: O, 1X, DE, CSU T, **C-ID Discipline: ITIS, Course Number: 165.** Prerequisite: CNT 69 with a minimum grade of C (May be taken concurrently). Discipline: Computer Service Technology. (Start Date: Spring 2018)

- **CNT X80.01 (Introduction to Networks (CCNA1)- 3 Units, 2.5 Units Lecture, .5 Units Lab)** New Course Proposal: O, 1X, DE, CSU T, C-ID Discipline: ITIS, Course Number: 150. Strongly Recommended: CIS 50. Discipline: Computer Service Technology. (Start Date: Spring 2018)
- **CNT X80.02 (Routing and Switching Essentials (CCNA2)- 3 Units, 2.5 Units Lecture, .5 Units Lab)** New Course Proposal: O, 1X, DE, CSU T, C-ID Discipline: ITIS, Course Number: 151. Prerequisite: CNT X80.01 with a minimum grade of C. Discipline: Computer Service Technology. (Start Date: Spring 2018)
  
- *Math Courses Presented by Kristy Woods*- Kristy Woods stated that the prerequisites for MATH 55C & 65C have been updated since they were approved by the Curriculum Committee in Fall 2016. In order to allow students to accelerate through the curriculum, these courses will allow students to jump an entire course if they take the 2 unit corequisite support courses. For instance, if a student places into Elementary Algebra, but would like to take Intermediate Algebra, they can do so if they take the Intermediate Algebra Corequisite Support course. These support courses will include just in time remediation and review of difficult topics from the previous level math course. These courses will then allow students to take one less semester of math, with these for credit, transcriptable courses. This type of support corequisite courses are being common at colleges throughout the United States. This courses are not only for students who would like to jump a course, but also for students who would like a formal review of previous topics, more interaction with an instructor, and students who have repeatedly not passed the course previously. These courses will move forward for voting next meeting.
  - **MATH 55C (Intermediate Algebra Corequisite Support- 2 Units, 2 Units Lecture)** New Course Proposal: P/NP, 1X. Corequisite: Math 55. Prerequisite: Math 107 with a minimum grade of C or Math 107B with a minimum grade of C. Discipline: Mathematics. (Start Date: Spring 2018)
  - **MATH 65C (Elementary Algebra Corequisite Support- 2 Units, 2 Units Lecture)** New Course Proposal: P/NP, 1X. Corequisite: Math 65. Discipline: Mathematics. (Start Date: Spring 2018)
  
- **Tabled- MUS 1 (Introduction to Music- 3 Units, 3 Units Lecture)** Modified Course Proposal: NSC: G, 1X, CSU T/GE, IGETC, LPC GE AA/AS, UC T, C-ID Discipline: Music, Course Number: 100. Discipline: Music. (Start Date: Spring 2018)
  
- Modified Programs:
  - *Nutrition and Dietetics AS-T Modification presented by Craig Kutil*-Whenever putting a local or transfer degree together to submit to the Chancellor's Office it is required to put together a table that shows the GE/ IGETC areas for each course. For AA-T's and AS-T's that table is already provided as a TMC template. If the courses are not C-ID approved, the Chancellor's Office asks that you show what you are requiring fulfills the majority of the lower division requirements at another UC or CSU. The changes to the Nutrition and Dietetics AS-T, include removing ANTR 1, as we could not find another college that included the course as part of a Nutrition and Dietetics program. ANTR 3, ECON 1, ECON 2, CHEM 30A, CHEM 30B, and CHEM 12B were added as course options to the degree. This gives students more course options. The AAM agreements for CSU San Bernardino and UC Berkeley were added as supporting documents. The narrative remained the same. This program will move forward for voting next meeting.
    - **Nutrition and Dietetics AS-T**
  
- Deactivations:

- Courses: Craig Kutil stated that the Automotive Faculty would like to deactivate AUTO 69, as it is a course that is no longer taught and the course material was moved into their new courses. The Kinesiology courses, as confirmed with Jason Craighead, have either never been offered or not offered in a long time. Several of the courses were modified to be leveled courses, but the old courses were never deactivated. PSYC 16 is a selected topics course that John Ruys put through for deactivations, as selected topics courses are no longer allowed and should no longer be offered. These course deactivations will move forward for voting next meeting.
  - AUTO 69: Auto Testing and Diagnosis
  - KIN ASA: Aerobics/ Step Aerobics
  - KIN BA: Ballet
  - KIN BLK: Basketball League
  - KIN BRD: Ballroom Dance
  - KIN DT: Dance Techniques
  - KIN FFL: Fifty Plus-Fit for Life
  - KIN FNB: Fencing- Beginning
  - KIN FNI: Fencing- Intermediate
  - KIN JDB: Jazz Dance Beginning
  - KIN JDI: Jazz Dance Intermediate
  - KIN OF: Outdoor Fitness
  - KIN PM: Pilates Mat Work
  - KIN QFF: Fifty and Fit
  - KIN SWA: Swimming Advanced
  - KIN SWL: Learn to Swim
  - KIN TT: Table Tennis
  - KIN TTT: Table Tennis Tournament
  - PSYC 16: Selected Topics in Psychology
- Programs: Craig Kutil discussed that the Cisco Network Professional Certificate of Achievement is being deactivated, per LaVaughn Hart, as the majority of the courses for the program have been deactivated and thus the certificate is no longer achievable. Moh Daoud explained that the Emerging Technologies and TCP/ IP Career Certificates are being deactivated as parts of the programs were moved to other certificates, but the original Career Certificates were never officially deactivated. These program deactivations will move forward for voting next meeting.
  - Emerging Technologies Career Certificate
  - TCP/IP Network Analysis Career Certificate
  - Cisco Network Professional Certificate of Achievement
- Correction to Board Report 1/17/2017—Course will not be deactivated: Craig Kutil explained that while AJ 9905 was deactivated at Board on 1/17/2017, with the permission of Mark Tarte, but it is on schedule to be offered this semester. This course is part of the Police Academy, which is currently going through a leadership change, and Mark Tarte is not being updated on by the Police Academy regarding curriculum changes. After a new person is put in charge, hopefully this week, there will a meeting with them, Mark Tarte, Craig Kutil, and Nan Ho, to discuss the Curriculum process and the needed updates to the 99 courses for which there is currently little information. This correction will be on the next board report.

- AJ 9905: Tactical Rifle/ Carbine Operat

## 6. Discussion Items

- **Course & Certificates Update**

**Craig Kutil**

Craig Kutil stated that he sent out an e-mail to all faculty and counselors explaining the Course and Certificate Updates that will need to be made. There are over three hundred courses that need to be updated, this will be part of getting course updates to start to be part of a regular update cycle. Many of these courses have not been updated, due to the department not having a fulltime faculty member. The 9 and 29s are on the list of courses to be updated, some departments may want to deactivate these courses rather than create a course outline. The Dean's each received an e-mail with only the courses and certificates in their division that need to be updated. Career Certificates also need to be updated, which are not currently in the Curriculum Inventory. If the Career Certificate is over 16 units, it can be submitted to the Curriculum Inventory to be Certificates of Achievement and then eligible for Gainful Employment (if CTE) and Financial Aid. Currently, completers of Career Certificates are not being tracked. We would like to move our Career Certificates to Certificates of Achievement. Many of our Certificates of Achievement also need to be updated due to incorrect TOP Code, Gainful Employment Status in the Curriculum Inventory, incorrect units and some certificates include deactivated courses. The number of completers has been included for Certificates of Achievement, as perhaps some programs need to be modified to attract more students or deactivated. When updating a Certificate, it is not required to resubmit a BACCC, LMI, or advisory minutes, only to verify/ submit the catalog description, program goal, required courses table (not GE/ IGETC), and PSLOs are correct. As the Chancellor's Office does not the LMI, advisory minutes, or BACCC for our CTE programs, as it was not moved from their paper records and put into the Curriculum Inventory, it could possibly be requested. We have put through several certificate updates without this information and they have been approved. Several of the certificates include deactivated courses and now can only be achieved through a course substitution. Marina Lira clarified that courses are only waived, which takes place rarely, if for instance the student has taken the course at a private agency. The student would still need to meet the unit requirements. Craig Kutil and Madeline Wiest will be going to the Division Meetings at the Dean's request to talk about the needed updates and answer questions. He will also be leading two Flex Day sessions to help update courses and programs.

- **Courses Placed in Single and Multiple Disciplines**

**Craig Kutil**

Craig Kutil explained that Roanna Bennie and the Dean's have some concerns that the faculty do not completely understand what discipline placement exactly means. Discipline placement needs to be completely based on the course content. His suggestion is not update all of the course outlines at one time, but instead as they come through the committee. However, there needs to be an approved disciplines list for HR, the Dean's and the Vice President. He proposed to bring the single disciplines first to the committee and then the multiple discipline courses by department. We will need to have faculty members come from each department when courses disciplines are on the agenda for first reading.

- **TOP Code**

**Craig Kutil**

Craig Kutil stated that one of the reasons that we updating our courses and certificates is that they have the wrong TOP Code classification, most importantly with regard to CTE. He stated that he believes that there needs to be TOP Code training for the faculty. Madeline Wiest explained that currently the Curriculum Inventory has two A.S. degrees incorrectly designated at Gainful Employment in the Curriculum Inventory and

34 Certificates incorrect designated as not Gainful Employment. Rajinder Samra specified that TOP codes are used to inform the Chancellor's Office what occupations our programs are preparing students for. TOP codes crosswalk to other codes, including occupation codes. He explained that currently he is helping lead a project which includes, Roanna Bennie, Madeline Wiest, and Nathan Pellegrin. As a result of the project we now have a list of all CTE programs and will now use this list to work with faculty to identify which occupations these programs prepare students for and thus what TOP Code should be used. As part of this CTE data Unlocked Project, which will take place this semester and perhaps into next fall, we will also be looking to make sure course TOP Codes and SAM Codes are correct. These codes are directly linked to funding. The CTE Data Unlocked Project is focused on cleaning up our data with the goal of then being able to use that data to run queries, for instance what the demand for certain occupations. He will send out an e-mail to CTE Faculty that there will be a CTE Data training on Flex Day. Craig Kutil clarified that our Banner System, the Curriculum Inventory, CurricUNET, and the catalog does not currently match. In order to update this information in the Curriculum Inventory, we need to update courses and programs.

#### 7. Reports

- **Vice President's Report-** No Report

**Roanna Bennie**

- **Chair's Report**

**Craig Kutil**

Craig Kutil stated that he, Kristy Woods, Michael Sato, Ashley McHale, and Debbie Fields are meeting on February 8<sup>th</sup> to discuss non-credit. Roanna Bennie has started to outline the three levels of non-credit.

- **Articulation Officer's Report**

**Marina Lira**

The Curriculum Inventory recently changed its language to state that AD-T's can be submitted as long as the courses have been submitted for CI-D. Previously, CI-D needed to be approved in order to submit an AD-T to the Curriculum Inventory. Marina Lira stated that an official memo has not yet been released confirming this change by the Chancellor's Office. Last semester the Academic Senate for Community Colleges worked in conjunction with the Chancellor's Office along with Articulation Officers and Curriculum Chairs to update the language to make this change. As there is a backlog of courses to be approved for CI-D, AD-T were not able to move forward for approval. The resolution that was approved in the fall does not specifically define how this change will be implemented. The hope is that this will move forward and that we will revert back to the process where AD-T can be submitted for approval, when courses have been submitted, not approved, for CI-D.

8. Good of the Order: Craig Kutil stated that the Curriculum Committee will meet next week, as we are short of the number of curriculum meetings from the previous year. Also, he hopes that the Curriculum Tech Chairs will review measurable objectives and course content for spelling etc. He will continue to correct formatting.

9. Adjournment at 3:54 PM

10. Next Regular Meeting (February 6th, 2017)