

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 (SLPC)
 Akihiko Hirose (SLPC)
 Barbara Zingg (STEM)
 Elizabeth Owens (STEM)
 Craig Kutil, Chair (STEM)
 Jill Oliveira (SS)
 Michael Sato (A&H)
 Elizabeth Wing Brooks (A&H)
 Marsha Vernoga (BHAWK)
 Lucas Hasten (SLPC)- Absent
 Erick Bell (BHAWK)
 Jessica Owyong (SS) - Absent

Non-voting/Ex. Off. Members

John Armstrong- Absent
 Don Carlson
 Stuart McElderry
 Nan Ho
 Amir Law- Absent
 Andrea Migliaccio
 Tamica Ward- Absent
 Elizabeth David
 Madeline Wiest

Guests:

German Sierra, Jun Yoon, Dave Wagner, Peter Kuo, Dyan McBride

Approved Minutes

1. Call to Order 2:35pm Craig Kutil, Chair
2. Review and Approval of Agenda Craig Kutil
MSC: Zingg/Owens/Approved *Start Dates Corrected Below
3. Review and Approval of Minutes (December 3rd, 2018) Craig Kutil
MSC: Owens/Vernoga/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:
 - New Credit Courses:
 - **KIN BX3 (Box Aerobics 3- .5-2 Units, .5-2 Units Lab) 1X, O, AA/AS: Kinesiology, CSU T, CSU GE: E, UC T.** Strongly Recommended: KIN BX2 with a minimum grade of C. TOP Code: 0835.00- Physical Education. SAM Code: E. **Discipline: Kinesiology.** (Start Date: Fall 2019)
 - *Course Presented by Jun Yoon- 3rd level of Box Aerobics.* Change start date to Fall 2020 as requesting CSU GE. Need to create Box Aerobic family. Course will move forward for voting.
 - **TABLED- FST 24 (CO 2E Wildland Incident Operations for Company Officers- 2.5 Units, 2.5 Units Lecture) O, 1X, CSU T.** Prerequisite: FST 11 with a minimum grade of B and/or Meets the educational requirements of Fire Fighter II All Risk Command Operations for Company Officers S - 290 Intermediate Fire Behavior (classroom delivery only). TOP Code: 2133.00- Fire Technology*. SAM Code: B. **Discipline: Fire Technology.** (Start Date: Spring 2020)
 - **TABLED- FST 25 (Instructor 1 - 2.5 Units, 2.5 Units Lecture) O, 1X, CSU T.** TOP Code: 2133.00- Fire Technology*. SAM Code: B. **Discipline: Fire Technology.** (Start Date: Spring 2020)
 - *FST Courses Presented by German Sierra- Courses require further discussion.*
 - **TABLED- THEA XX (Shakespeare Through Performance- 3 Units, 3 Units Lecture) O, 1X, CSU T, UC T.** Prerequisite: THEA 1A with a minimum grade of C, THEA 1B with a minimum grade of C. TOP Code: 1007.00- Dramatic Arts. SAM Code: E. **Discipline: Drama/ Theater Arts.** (Start Date: Fall 2020) *Corrected Start Date: Spring 2020
 - Modified Credit Courses:
 - *Substantial Changes:*
 - **ARTS 26 (Color Theory- 3 Units, 1.5 Units Lecture, 1.5 Units Lab) O, 1X, CSU T, UC T, C-ID# ARTS 270.** TOP Code: 1002.00 – Art (Painting, Drawing, and Sculpture). SAM Code: E. **Discipline: Art or Graphic Arts.** (Start Date: Spring 2020)

- *Presented by Dave Wagner-* Both ARTS and GDDM departments have low enrollment in Color Theory courses and the content should be universal. Would like to cross list course with GDDM 51. Will need to update GDDM programs to reflect this change. Both courses will move forward for voting.
- **ENG 104 (Integrated Reading and Writing II-** 4 Units, 3 Units Lecture, 1 Unit Lab) P/NP, 1X. TOP Code: 1501.00- English. SAM Code: E. Basic Skills, One Level Below Transfer. Discipline: English. (Start Date: Fall 2019)
 - *Presented by Craig Kutil-* Updated to remove prerequisite due of AB 705. Will be in the Fall 2019 catalog addendum. This course will move forward for voting.
- **GDDM 45B (Digital Painting II-** 3 Units, 1.5 Unit Lecture, 1.5 Unit Lab) O, 1X, CSU T. **Prerequisite: GDDM 45A with a minimum grade of C. Strongly Recommended: ARTS 2A with a minimum grade of C, GDDM 53 with a minimum grade of C. TOP Code: 1012.00 – Applied Photography***. SAM Code: C. Discipline: Graphic Arts. (Start Date: Spring 2019) * Start Date Corrected to Spring 2020
 - *Presented by Peter Kuo-* Removed several prerequisites and changed them to Strongly Recommended as a Prerequisite of GDDM 45A should be sufficient. This course will move forward for voting.
- **GDDM 51 (Color Theory-** 3 Units, 1.5 Unit Lecture, 1.5 Unit Lab) O, 1X, CSU T, UC T, C-ID# ARTS 270. TOP Code: 1030.00 – Graphic Arts and Design*. SAM Code: C. **Discipline: Arts or Graphic Arts.** (Start Date: Spring 2020)
 - *See ARTS 26*
- **GDDM 70 (Photoshop and Lightroom for Photographers-** 3 Units, 1.5 Unit Lecture, 1.5 Unit Lab) O, 1X, AA/AS: Humanities, CSU T. **Strongly Recommended: PHTO 56 with a minimum grade of C.** TOP Code: 1012.00 – Applied Photography*. SAM Code: C. Discipline: Graphic Arts or Photographic Technology/Commercial Photography. (Start Date: Spring 2019) * Start Date Corrected to Spring 2020
 - *Presented by Peter Kuo-* Changing Prerequisite to Strongly Recommended as many students already have the skills from PHTO 56. Course has low enrollment and many students have been completing the prerequisite waiver paperwork. Course cross-listed with PHTO 70. These courses will move forward for voting.
- **TABLED- MKTG 56 (Marketing Strategies-** 3 Units, 3 Units Lecture) O, 1X, CSU T, DE. TOP Code: 0506.50- Retail Store Operations and Management*. SAM Code: C. Discipline: Business or Marketing or Management. (Start Date: Spring 2019) * Start Date Corrected to Spring 2020
- **PHTO 70 (Photoshop and Lightroom for Photographers-** 3 Units, 1.5 Unit Lecture, 1.5 Unit Lab) O, 1X, AA/AS: Humanities, CSU T. **Strongly Recommended: PHTO 56 with a minimum grade of C.** TOP Code: 1012.00 – Applied Photography*. SAM Code: C. Discipline: Graphic Arts or Photographic Technology/Commercial Photography. (Start Date: Spring 2019) * Start Date Corrected to Spring 2020
 - *See GDDM 70*
- *Nonsubstantial Changes:*
 - **KIN 26A (Coaching Youth Soccer-** 3 Units, 3 Units Lecture) SC: 1X, O, CSU, CSU GE: E, UC T. TOP Code: 0835.00- Physical Education. SAM Code: E. Discipline: Kinesiology. (Start Date: Fall 2019) * Start Date Corrected to Spring 2020
 - *Presented by Craig Kutil-* Generic course update. This course will move forward for voting.
 - **MUS 22A-** Prerequisite Corrected to “Strongly Recommended: MUS 35 with a minimum grade of C”
 - *Presented by Craig Kutil-* Prerequisite should be a Strongly Recommended with the same Skills Analysis. This will move forward for voting.
 - **THEA 4 (Modern American Theater-** 3 Units, 3 Units Lecture) GR, 1X, DE, AA/AS GE: Humanities, American Cultures, CSU T/ GE: C1, UC T, IGETC: 3A. Strongly Recommended: ENG 1A with a minimum

grade of C. TOP Code: 1007.00- Dramatic Arts. SAM Code: E. Discipline: Drama/ Theater Arts. (Start Date: Fall 2020) * Start Date Corrected to Spring 2020

- *Presented by Craig Kutil*- Distance Education request. This course will move forward for voting.
- New Programs:
 - **Acting Certificate of Achievement** (18-19 Units, TOP Code: 1007-Dramatic Arts, Program Goal: Local-Transfer Preparation, Start Date: Fall 2020)
 - *Presented by Dyan McBride*- In order to serve students who do not want to get AA or want get a certificate on their way to receiving their AA to highlight experience to employers. This program will move forward for voting.
 - **TABLED- Company Officer Academy Certificate of Achievement** (30 Units, TOP Code: 2133.50-Fire Academy* , Program Goal: CTE, Start Date: Fall 2020)
 - **Musical Theater Certificate of Achievement** (25-26 Units, TOP Code: 1007-Dramatic Arts, Program Goal: Local-Transfer Preparation, Start Date: Fall 2020)
 - *Presented by Dyan McBride*- The Musical Theater certificate offers a way to recognize the completed study and achievements of actors who wish to pursue their passions in Musical Theater. The program is designed to provide knowledge and practical experience in acting, singing, movement and dance, preparing students to perform in community, amateur and professional productions of musical theater. This program will move forward for voting.
- Administrative/Technical Modified Program: *Presented by Craig Kutil*- Programs will be updated to reflect NUTR course descriptor change and color theory cross listing. These programs will move forward for Fall 2020.
 - **Athletic Training/Sports Medicine Certificate of Achievement**
 - **CSU General Education Breadth Certificate of Achievement**
 - **Nutrition and Dietetics AS-T**
 - **Public Health Science AS-T**
 - **Studio Arts AA-T**
- Deactivations: *Presented by Craig Kutil*- These courses are being deactivated by the discipline faculty as they cover the same material as indoor soccer. These courses will move forward for deactivation.
 - KIN FS1: Introduction to Futsal
 - KIN FS2: Intermediate Futsal
- Course Descriptor Change Fall 2019 Nutrition: NUTR to NTRN
 - *Presented by Craig Kutil*- Course descriptor is currently shared with Chabot. Courses are currently cross listed and need to share the same course outline. Difficult to coordinate with Chabot. Andrea stated that this would be difficult to coordinator with Banner and the schedule before Fall 2019. Start Date updated till Fall 2020. Health will be changing their course descriptor for the same reason. This will move forward voting.
- TABLED- Math Proficiency
 - *Presented by Craig Kutil*- Updating Math Proficiency requirements as with AB 705 can no longer administer assessment tests. Will be reviewed at next Curriculum Committee meeting.

6. Discussion Items

- **Board Policies**

Craig Kutil

Craig Kutil discussed that he has spoken with Ron Gerhard who will assist us with updating board policies as we do not currently have a Vice Chancellor of Educational Support Services. While we do not vote, below are the board policy changes that we can proposal to academic senate. Update language to

remove district curriculum committee references, update language and worked with Joel Gagnon to update graduation requirements. The graduation requirements will be removed from the board policy and instead locally updated in the catalog.

Proposed Changes to BP 4100

The District grants the degrees of Associate of Arts ~~and~~, Associate of Science, [Associate in Arts for Transfer](#), and [Associate in Science for Transfer](#) to those students who have completed the subject requirements for graduation, [completed 12 units of the Degree at the College awarding the Degree](#), and who have maintained a 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate [of Achievement or locally approved Certificate](#) upon successful completion of the appropriate degree-applicable coursework.

The Chancellor shall rely primarily on the Academic Senates to establish procedures to determine degree and certificate requirements that include appropriate involvement of each college's curriculum committee. The procedures shall assure that graduation requirements are published in the college's catalog and is available in alternative medium.

Upon application and completion of all degree requirements, the Associate in Arts (AA) ~~or~~, Associate in Sciences (AS), [Associate in Arts for Transfer \(AA-T\)](#), or [Associate in Science for Transfer \(AS-T\)](#) Degree will be posted and dated on the student's transcript. [Upon application and completion of all certificate requirements, the Certificate of Achievement will be posted and dated on the student's transcript.](#)

~~To qualify for a Certificate a student shall complete at least 80/50% of the required program within the District. At least 12 units must be completed at the College awarding the Certificate, including the final three units/course of the program at the campus granting the Certificate.~~

The College Catalog is an official publication of the colleges. The rules, regulations, and procedures contained therein regarding students are made a part of the Administrative Procedures.

Proposed Changes to AP 4020

~~College-approved proposals for new programs and the supporting curriculum paperwork should be vetted through the District Curriculum Council for review and input. After District Curriculum Council approval, Occupational Programs should be forwarded to Career Technical Education Regional Consortium for approval. Following District Curriculum Council review and u~~Upon the approval of the College [Vice-President of Academic Services](#), proposals may be submitted to the Chancellor for Board of Trustees approval.

District Chancellor/Board of Trustees approval is the final internal approval step within the District.

As appropriate, the following agencies may need to approve the proposed new program: California Community College Chancellor's Office, California Post-[secondary Secondary](#) Education Commission, and Accrediting Commission for Community and Junior Colleges (ACCJC).

Also refer to the Program Course Approval Handbook from the California Community College Chancellor's Office

- **Consent Items/Technical Changes**

Craig Kutil

Craig Kutil stated that moving forward faculty members will only need to attend the Curriculum Committee meetings for new and substantially changed proposals. This will allow for committee to focus

and analyze these types of proposals in more detail and avoid faculty coming to the committee meetings for only small changes. If the committee has questions on nonsubstantial changes, they can request a second reading where the faculty member attends. Administrative changes will be put through curriculum process by the Curriculum Chair. The Curriculum Committee did not have any concerns. See draft procedures below.

CURRICULUM ADMINISTRATIVE PROCEDUES

New Proposal

1. Action
 - a. Requires discipline faculty member for a submitted proposal to attend the first reading to discuss the proposal

Substantial Change

1. Course Modifications
 - a. Change to Discipline
 - b. Change to Requisites
 - c. Change to Level Below Transfer
 - d. Change to Units – number or type
 - e. Change to Course Outline that will cause loss of articulation, GE, and/or C-ID (to be determined by the Articulation Officer)
2. Program Modifications
 - a. Change to Program Type
 - b. Change to Course Sequence beyond Name or Course Descriptor
3. Action
 - a. Requires discipline faculty member for a submitted proposal to attend the first reading to discuss changes

Administrative Change

1. Course Modifications
 - a. Change to course descriptor
2. Program Modifications
 - a. Change to Name or Descriptor of a Course in Course Sequence
 - b. Change to Unit Total due to Unit Change to a Course in Course Sequence
3. Action
 - a. Presented by Curriculum Chair at first reading – does not require discipline faculty representation

Non-substantial Change

1. Action
 - a. Presented by Division Faculty and/or Curriculum Chair at first reading
 - b. Discipline Faculty may be required to attend Second Reading if committee has questions

7. Reports

- **Chair's Report**

Craig Kutil

Craig Kutil stated that the Curriculum Chair position is still up in the air for Fall 2019 and that he may be chair through Fall 2020. The possibility of one more CAH may attract more applicants, but would be dependent on the VP of Academic Service and the FA. For most colleges the Curriculum Chair position is

above 50%. Currently working with Donna Reed and IT on using class-web for guided self placement in order to comply with AB 705.

8. **Good of the Order:** None
9. Adjournment 4:34pm
10. Next Regular Meeting (March 4th, 2019)