

LAS POSITAS COLLEGE
Curriculum Committee
August 26, 2013
Draft Minutes

Faculty/Voting Members Present:

LaVaughn Hart (Chair, Faculty, Non-voting)
Joel Gagnon (Counseling)
Elizabeth Hopkins (BSBA)
Craig Kutil (STEMPS)
Marina Lira (Articulation Officer)
Vacant (STEMPS)
Marty Nash (ALSS)
Vacant (Counseling)
Cheryl Warren (Librarian)
Lisa Weaver (BSBA)

Faculty/Voting Members Absent:

N/A

ASLPC 2013 – 14 Representative (2):
none

Non-Voting/Ex. Off. Members

Present:

Lisa Everett
Justin Garoupa
Andrea Migliaccio
Janice Noble
Carolyn Scott

Non-Voting/Ex. Off. Members

Absent:

John Armstrong
Dyan Miller
Diana Rodriguez

Guests:

none

1. **CALL TO ORDER:** Ms. Hart called the meeting to order at 2:36 p.m.

2. **Committee Membership**

Ms. Hart stated that she received an email from Mike Schwarz that he will not be serving on this committee due to other commitments. But Student Services will be represented by Joel Gagnon and Marina Lira. A second person for STEMPS is still needed.

3. **Welcome—Introductory Remarks — Ms. Hart**
Role, Charge, Membership of Curriculum Committee
The Faculty 10 + 1

Ms. Hart stated that this is a “big year.” We have important deadlines.

- This is a catalog year (2014 – 16). Therefore any curriculum that we want to be in the catalog must be approved by the December meeting. Our first catalog meeting will be in 2 weeks or so. We will have firmer deadlines then.
- Transfer degrees: Two more were recently approved! We are now up to 7. Only need 8 more.
- Courses for our transfer degrees must be CID approved by June of next year or the degree might be pulled.
- Goals (to help smooth out the bumps in curriculum)

- Kristine Woods will be the CurricUNET Tech person this time around; looking to get better reporting out of CNET
- Assisting faculty in development and submission of ADTs (Carolyn, Marina, LaVaughn, curriculum committee, those with previously approved ADTs will assist in this area)
- Effective reviewing proposals in a timely manner as our standard; Division Tech training – look for specific items as curriculum comes through; identify division tech people
- Looking at process for prerequisites, unit and hour meanings, Courses Related in Content (CRIC) – no longer called Families
- In Fall: Reviewing the Curriculum Handbook, criteria for LPC GE, CSU, UC, prerequisites; what's a C-ID, TMC, ADT, etc., course equivalencies and how it plays into repeatability.
- In Spring: focus groups to review CurricUNET (how we are doing, need any changes); also begin evaluating updating to the new CNET version which is called Mega (web-based HTML 5).

Thanks for all the support of this committee!

Charge of Committee – Ms. Hart stated she will post a shared governance document (to Blackboard) that discusses the kinds of things the curriculum committee does in a particular area. Take a look at it and we will go over this at the next meeting. This is all a part of the 10+1 functions of the Academic Senate. Curriculum is first on the list. Ms. Hart stated that she plans to give a curriculum report at the fourth Wednesday meeting of the Academic Senate.

4. **Review/Approval of Minutes:** Dr. Weaver motioned and Mr. Gagnon seconded to approve the minutes of the May 13, 2013 meeting. (approved with 1 abstention)
5. **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.)

Dr. Weaver had an announcement to remind the committee that on September 4 the Extreme Entrepreneurship Tour will be here on campus. It's free and focus is on goal setting and success strategies. The entrepreneurs coming are amazing and energetic. It is from 11 a.m. to 3 p.m. but you don't have to come all day.

6. **Stand-Alone Course Training:** Ms. Hart provided required training on local approval of Stand Alone Courses in accordance with AB 1943 and AB 1029. Handouts were dispersed. Presentation and all back-up materials are posted on Blackboard. At the end of the training signatures will be collected on the certification form to be forwarded to the State Chancellor's Office.

7. **Vice President's Report:** Dr. Janice Noble
Accreditation – we start planning this semester; next site visit in 2 years (October). She hopes people begin to understand standards through their own committees. Mapped standards to committees and other important linkages have been developed. Curriculum has several standards. Dr. Noble plans to take the revised mapped standards to College Council and once they are approved, she will ask Carolyn Scott to sort them by committee. The curriculum committee will have this semester to look over those standards it is responsible for to see if it has been doing what it should as a committee. Dr. Noble will need a representative from the committee to be the liaison between the standards, curriculum, and accreditation. Her plan is to have the standards ready by next meeting.

8. **Chair's Report:** Ms. Hart
Most issues already covered in earlier reporting. A group went to the Curriculum Institute (in July) and got a lot out of it in different ways. Go to the State Academic Senate's website to view the presentations; many different topics. It was two and a half days of a lot of info. One big thing that kept coming up: We need to have very clear processes. We don't want to run into situations that become heated so we need to have thought through our rules; define things. Also repeatability and repetition came up quite a bit. Also there are only two people at the State to do the majority of the review proposals.

9. **Calendar/Timelines: Meetings, Catalog, Articulation, Schedule**
The calendar for this year's meetings is posted on Blackboard. Ms. Hart asks that she is made aware of any issues or changes. The division stuff is still on there but not necessarily the meeting references. There are more references to the division tech review.

10. **Good of the Order:**
Dr. Everett had a question regarding C-ID. How close to C-ID do courses have to be to be approved? Ms. Hart stated that it has to be very close or the same; it can be more but not less. Units have to be the same, etc.

Mr. Kutil had a question about the normal process of curriculum meetings. Ms. Hart stated that what we normally do is have some presentation on items. Most of the time once (items) get here (on agenda) they are in pretty good shape. GE can raise a lot of questions. We might also think about looking at specific things; looking at the process and breaking up in groups to work on procedures and practices. But it really depends on how much curriculum is coming through and how much time we have.

11. **Adjournment:** 3:45 p.m.
MSC: Kutil/Weaver

12. **Next meeting:** September 9, 2013; 2:30 p.m., Room 804