



Curriculum Committee Minutes

October 7th, 2024 | 2:30-4:30 PM | Room 21211

LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

LPC Planning Priorities

- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across campus.

Curriculum Committee:

Faculty/Voting:

Craig Kutil, Chair (AS) - P
Angela Amaya (BSSL) - P
Segal Boaz (STEM) - A
Amanda Castelli (SS) - P
Sue DeFuniak (PATH) - P
Akihiko Hirose (BSSL) - P
Christina Lee (SS) - P
Stuart McElderry (Dean, BSSL) - P
Dana Nakase (STEM) - P
Marty Nash (A&H) - P
Elizabeth Wing Brooks (A&H) - P

Non-voting/Ex. Off. Members:

Liz McWhorter, Support (AS / Classified) -P
Joel Gagnon (Dean, SS) - P
Nan Ho (VP, Academic Services) - A
Andrea Migliaccio (AS / Classified) - P
So-Jin Moon (A&R / Classified) - A
Shruthi Pradeep (Student Rep) - P

Draft Minutes

1. Call to Order by Craig Kutil at 2:34 pm

2. Review and Approval of Agenda

MSC: Wing Brooks/Nakase/Approved

(CK: We are tabling MUS 38 today.)

3. Review and Approval of Minutes

3.1. [September 30th, 2024](#)

MSC: Nakase/Lee/Approved (2 abstentions)

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 items that are not already on the agenda.*)

5. First Reading (see [Attachments](#))

5.1. Course Modifications

- CS 4 Introduction to Artificial Intelligence
- CS 5 Introduction to Machine Learning
- MUS 8A Music Theory and Musicianship 1
- MUS 10B Music Theory and Musicianship 4
- NMAT 264 Math Jam for SLAM Preparation
- PCN 50 Social Work and Human Services Seminar
- PCN 50L Social Work and Human Services Fieldwork
- PSYC 3 Introduction to Social Psychology
- PSYC 13 Psychology of Women
- PSYC 25 Research Methods
- PSYC 21/ETHS 5 Psychology of Race and Identity
- SOC 13 Research Methods

Craig Kutil presenting.

- Dealing with references to ENG 1A.
- Future: He'll use the Abridged Comparison & COR.
- For requisite types, note we don't have to do skills analysis.
- For CS 4 & 5, it doesn't need skills analysis at all – this is simply Recommended Course Preparation.
- A memo went out to the CIOs. CCN templates being updated. There's some advisory language that's required for C-ID; institutions can add an advisory (but not a requisite).
- He's not updating equity when he's doing a technical update.

- MUS: Catalog descriptions. 10B: requisite validation; online with a flexible in-person component (ex: "For this course, exams are in-person at a testing center, and this is the week you must do it.").
- PCN: PSYC 1 changed to PSYC 1000 (due to CCN).
- Change made [per 9/30 Committee discussion]: Measurable Objectives → Course Objectives
- NMAT 264: Change in the title
- PSYC: Update because of ENG 1A change; skills analysis /advisory
- SOC: STAT is recommended
- More course mods coming down the pike, then he's updating ADT's.

Committee Comments:

- CL: Will "Recommended Course Preparation" still appear on the COR? > CK: Yes.

5.2. Course Deactivations

- NBUS 201 Writing Skills for Managers
- NBUS 204 Managing Organizational Change
- NBUS 208 Stress Management in the Workplace
- NBUS 209 Values and Ethics
- NBUS 211 Design Thinking for the Entrepreneur
- NBUS 214 Success in the Gig Economy
- WLDT 61A Beginning SMAW and FCAW Theory
- WLDT 61B Advanced SMAW and FCAW Theory
- WLDT 62A Beginning GTAW and GMAW Theory
- WLDT 62B Advanced GTAW and GMAW Theory
- WLDT 69A Beginning Pipe Welding
- WLDT 69B Advanced Pipe Welding

Craig Kutil Presenting.

- NBUS: They stopped offering them or never offered them.
- WLDT: Faculty submitted course updates, but they weren't really updates – they became different courses. These will no longer be offered; he has other courses that cover this content.

5.3. Program Modifications

- Administration of Justice, AA
- Commercial Music: Teaching Beginning Piano, CA
- English, AA

Craig Kutil presenting.

- AJ: ENG 1A update; AJ 68 removed /they're slowly phasing it out; AJ 74 was deactivated; PSYC 1000 (CCN). Items needing adjusting in the Program Map too.
- MUS: Need to deactivate MUS 26 (it will be coming through soon)
- ENG: Removed Career Opportunities -- not supposed to be there unless it's CTE. And it shouldn't be asking about BACCC recommendation (that's also CTE-related). Title changes too: ENG 1A and ENG 7.

6. Second Reading/Voting (see [Attachments](#))

6.1. Course Modifications

- AJ 60 Criminal Law
 - a. Course Outline of Record **Fall 2025**
 - b. Credit for Industry Recognized Training **Fall 2024**
- AJ 61 Evidence
 - a. Course Outline of Record **Fall 2025**
 - b. Credit for Industry Recognized Training **Fall 2024**
- COMM C1000 Introduction to Public Speaking
 - a. Course Outline of Record **Fall 2025**
- CS 3 / CNT 7402 Red Hat Linux Administration II
 - a. Course Outline of Record **Fall 2025**
- ENGL C1000 Academic Reading and Writing
 - a. Course Outline of Record **Fall 2025**
- ENGL C1001 Critical Thinking and Writing
 - a. Course Outline of Record **Fall 2025**
- [Tabled] MUS 38 Applied Lessons
 - a. Course Outline of Record **Fall 2025**
- POLS C1000 American Government and Politics
 - a. Course Outline of Record **Fall 2025**
- PSYC C1000 Introduction to Psychology
 - a. Course Outline of Record **Fall 2025**
- STAT C1000 Introduction to Statistics
 - a. Course Outline of Record **Fall 2025**

CORs:

MSC: Wing Brooks/Amaya/Approved

(We're pulling MUS 38 – it will be back for 2nd reading on 10/21.)

Credit for Industry Recognized Training:

MSC: Lee/Wing Brooks/Approved

6.2. Course Deactivations

- ANTR 5 Cultures of the U.S. in a Global Perspective **Fall 2025**
- GDDM 63 Website/Multimedia Production **Fall 2025**

MSC: Wing Brooks/Castelli/Approved

6.3. Program Modifications

- Administrative Assistant, AA
 - a. Narrative **Fall 2025**
 - b. Program Map **Fall 2025**
- Administrative Assistant, CA
 - a. Narrative **Fall 2025**
 - b. Program Map **Fall 2025**
- Artificial Intelligence, CA
 - a. Narrative **Fall 2025**
 - b. Program Map **Fall 2025**
- Athletic Training/Sports Medicine, CA
 - a. Narrative **Fall 2025**
 - b. Program Map **Fall 2025**
- Business Administration 2.0, AS-T
 - a. Program Requirements **Fall 2025**
 - b. Program Map **Fall 2025**
- Business Entrepreneurship, AA
 - a. Narrative **Fall 2025**
 - b. Program Map **Fall 2025**
- Business Entrepreneurship, CA
 - a. Narrative **Fall 2025**
 - b. Program Map **Fall 2025**
- Computational Biology, AA
 - a. Narrative **Fall 2025**
 - b. Program Map **Fall 2025**
- Computational Biology, CA
 - a. Narrative **Fall 2025**
 - b. Program Map **Fall 2025**
- Environmental Studies, AA
 - a. Narrative **Fall 2025**
 - b. Program Map **Fall 2025**
- Marketing, AA
 - a. Narrative **Fall 2025**
 - b. Program Map **Fall 2025**
- Marketing, CA
 - a. Narrative **Fall 2025**
 - b. Program Map **Fall 2025**

- Occupational Safety and Health, AS
 - a. Narrative **Fall 2025**
 - b. Program Map **Fall 2025**
- Political Science, AA-T
 - a. Program Requirements **Fall 2025**
 - b. Program Map **Fall 2025**
- Retailing, CA
 - a. Narrative **Fall 2025**
 - b. Program Map **Fall 2025**
- Sociology, AA-T
 - a. Program Requirements
 - b. Program Map **Fall 2025**
- Supervisory Management, CA
 - a. Narrative **Fall 2025**
 - b. Program Map **Fall 2025**

Narratives:

MSC: Amaya/Nakase/Approved

ADT Program Requirements:

MSC: Nakase/Castelli/Approved

Program Maps:

MSC: Wing Brooks/Castelli/Approved

6.4. LPC Curriculum Committee Policies

- CCP 1000 Curriculum Effective Term **New**
- CCP 1040 Associate Degree General Education **Revision**
(*Approving it without the minimum grade standards for now. We could amend the policy later.*)

Committee Comments:

- CL: Title V language change – got rid of “satisfactory completion” > CK: Yes, the statutory graduation requirement that was skill-based. Communication & analytical thinking not well-defined.
- AC: What about the process for grading – it’s up to this committee to vote on it? > CK: Yes.

MSC: Lee/Nash/Approved

6.5. New Prefixes **Fall 2025**

- COMM **Communication Studies**
- ENGL **English**
- POLS **Political Science**
- STAT **Statistics**

MSC: DeFuniak/Amaya/Approved

7. Discussion Items

7.1. Substitution Process for Noncredit Programs

Craig Kutil presenting.

- This came up with the NBUS program: A Business instructor said their student wanted to get the noncredit cert, but he wanted to substitute a course – however, we don't have a course substitution process for NC.
- [Future Action] Eventually, Craig wants to write a CCP on Noncredit Programs.

Committee Comments:

- JG: This could create a lot of extra work [for the AO, Admissions & Records, etc.] and loopholes.
- EWB: What do other colleges do? > CK: *It's a mixed bag – some colleges have large noncredit programs. Really, it's the workforce prep & short-term vocationals that matter. He needs to chat w/ Brian about AUTO.*
- Consensus: At this time, let's not allow substitution for noncredit programs.

7.2. Division Technical Review and SLOs/PSLOs

Craig Kutil presenting.

- The SLO Committee Chair is requesting to have approval / a 'pause' earlier in the CNET review process so new curricula doesn't get past him / move on to the next level before he can see it.

Committee Comments:

- Committee members discussed and decided they don't want to hold up the curriculum review process.
- SD: Will there be a FLEX Day on this (SLOs/assessments in CurriQunet META)? > Liz: Yes, in the Spring.

7.3. Certificate Graduation Requirements

Craig Kutil presenting.

- Per the DegreeWorks Coordinator, we need to review these in the Catalog. Certs of Accomplishment & Achievement, for example – 2.0 overall GPA...
- The DECAF Committee was recently formed and started discussing this (Note: There's 1 counselor rep).
- "C" vs. "D" minimum–this requires further discussion, and ultimately a CC First Reading & Second Reading.
- ***Do we keep the Catalog language & change DW to match? Or make a Catalog change to match DW?***
- [Action] Take this back to your Divisions and get their thoughts at Division Meetings next week.
(CK's note: "C or better in every course" could be the goal /is better than what other colleges are doing.)

Committee Comments:

- JG: The discussion is, “We can stay the course until a more explicit process is laid out in the Catalog.”
- JG: It sounds like the Catalog rule is being misapplied in DegreeWorks.
- AA: Our policy, Catalog verbiage, and system should all be in alignment – we should really do something to make everything align. > CK: *I agree, and that’s why I’m inviting the discussion.*
- CK: The associate’s degree has a high standard; the certificates have a different focus.
- JG: We’re getting at “I’ve been vetted” in earning this occupational certificate.
- [Action] JG offered to research what other colleges are doing.
- JG: This isn’t explicit in Board policy (so no BP/AP change needed), right? > CK: *No, it’s not in Board policy.*
- CL: Title V language is just for the associate’s degrees, right. > CK: *Right, here we’re only talking certs.*
- MN: Some of his fellow faculty requested to see data. > CK: *We may have some pre-DegreeWorks data.*

8. Reports

8.1. Vice President’s Report:

Per VP Ho’s email: We are preparing the Annual Curriculum Certification.

8.2. Chair’s Report:

There’s a lot to do! Please encourage your colleagues to get things done ASAP. Craig has been emailing coordinators to let them know that things are slated for deactivation. CNET still has some major things to update [e.g., missing area in the Narrative; course repetition missing; DE Addendum report issue].

8.3. Articulation Officer’s Report:

Again, the Environmental Science ADT is being updated (TMCs) and changing BIO requirements. We’re going to look at partial certification again /Cal-GETC. AB approved/signed last week – requires transfer pathway alignment in various STEM areas; UC put together a pathway so they have something to align to. We’ll see. Cal-GETC: He’s going to ask them to consolidate Ethnic Studies so it’s one thing (instead of 2).

9. Good of the Order

- Liz: Thank You to Danielle for her service on this committee for the past couple years; she stepped down last week in preparation for her new job. And a reminder that this is my last CC meeting -- thank you to the volunteer Minutes-takers for the next few CC meetings, Andrea, Elizabeth, and Marty.
- Andrea: Thanks to Liz for everything you have done for this Committee and for curriculum at LPC!
- Student Rep asked about what she can report to Student Senate -- Craig will chat with her afterwards.

10. Adjournment by Craig Kutil at 4:26 pm – **Wing Brooks/Castelli/Approved**

- Next Regular Meeting: **October 21st, 2024**