



COA Curriculum Committee Meeting
 Tuesday Oct. 5, 2021
 1:30 pm – 3:00 pm
 Zoom meeting necessitated by
 coronavirus precautions.
 Please join us through the
 following link:
<https://cccconfer.zoom.us/j/93094278701>

Curriculum Committee Members:
 J. Smithson (C, STEAM), J. Campbell (VC, LSLA), V. Phan (AO, Couns), P. Nelson (LSLA), F. Nguyen (Curric Spec), K. Beal-Urbe (STEAM), D. Burgess (LSLA), A. Buchalter (LIS), L. Dewrance (At Large), O. Fish (CE), R. Kaeser (At Large), H. Ko (CE), R. Majlesi (STEAM), I. Sodhy-Gereben (At Large); AS Pres. M. Goldstein, Acting VPI D. Bajrami, Deans L. Celhay, E. Jennings and Acting Dean S. Henderson

Minutes

1. Organizational Items

- 1.1. Call to Order
The meeting was called to order at 1:33 P.M.
- 1.2. Welcome to members, guests and associates
- 1.3. Approval of Agenda
Approved. D. Burgess moved, L. Thompson seconded with the amendment to have J. Fowler to present first. Unanimously approved.
- 1.4. Approval of Minutes of Sept. 21, 2021 meeting
Approved. D. Burgess moved, J. Campbell seconded. Unanimously approved.

2. Old Business

2.1. Course/ Program Approvals

2.1.1a. New Course: Consent Agenda: two separate votes: DE addenda approval, then new curriculum approval

<u>Discipline</u>	<u>Course #</u>	<u>Course Title</u>	<u>Units</u>	<u>Minimum Duration</u>	<u>SLOs</u>	<u>DE</u>	<u>Consultation</u>
BUS	520	Calculation of Product Cost and Price	NC	<6 wks	yes	100%	Dept. discussion completed 9/29/2021, CoA-specific course
MAKR	501	Supervised Modern Making	NC	<6 wks	yes	51+%	CoA-specific stand-alone course

*Approved. F. Nguyen moved, D. Burgess seconded. Unanimously approved.
 DE: Approved. F. Nguyen moved, L. Thompson seconded. Unanimously approved.*

2.1.2. Course Reactivations: None at this time

<u>Discipline</u>	<u>Course #</u>	<u>Course Title</u>	<u>Units</u>	<u>Minimum Duration</u>	<u>SLO</u>	<u>DE</u>	<u>Justification</u>
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2.1.3. Course Deactivations: None at this time

<u>Discipline</u>	<u>Course #</u>	<u>Course Title</u>	<u>Justification</u>
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2.1.4. Course Updates:

*Catalog Changes: Consent Agenda: two separate votes:
 DE addenda approval, then curriculum updates approval*

<u>Discipline</u>	<u>Course #</u>	<u>Course Title</u>	<u>Units</u>	<u>Changes, including consultation</u>
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**Non-Catalog
Changes:**

**Consent Agenda: two separate votes:
DE addenda approval, curriculum updates approval**

<u>Discipline</u>	<u>Course #</u>	<u>Course Title</u>	<u>Units</u>	<u>Changes</u>
ART	047	3-D Visual Design	3	Corrected error in lecture/lab hours, added 100% DE
COMM	012	Organizational Communication	3	Minimum duration <6 weeks, lecture content update, SLOs updated and mapped, added 100% DE option, updated textbooks, updated CB codes.

***Approved. V. Phan moved, L. Celhay seconded. Unanimously approved.
DE: V. Phan moved, L. Celhay seconded. Unanimously approved.***

**2.1.5. Program Updates: Modified Programs
Consent Agenda**

<u>Dept</u>	<u>Program</u>	<u>Proposed start</u>	<u>Changes</u>
MATH	Mathematics – A.S. Degree	ongoing	updated cover page, description, added and mapped PLOs, updated program narrative

Approved. V. Phan moved, L. Celhay seconded. Unanimously approved.

**2.1.6. Program Updates: New Programs
Consent Agenda**

<u>Dept</u>	<u>Program</u>	<u>Proposed start</u>	<u>Justification</u>
CHEM	General Chemistry – Certificate of Achievement	Fall 2022	The number of units required for core courses in a Chemistry AS-T exceeds the transferrable number of units for an ADT. Chemistry students need an alternative course of study that will satisfy major transfer requirements without exceeding units limitations and provide a pathway for success in chemistry-related occupations.

Approved. D. Burgess moved, L. Thompson seconded. Unanimously approved.

**2.1.7. Program Updates: Deactivations: None at this time
Consent Agenda**

<u>Dept</u>	<u>Program</u>	<u>Justification</u>
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2.1.8. Community Education Courses

<u>Dept</u>	<u>Course</u>	<u>Proposed start</u>	<u>Justification</u>
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3. New Business / Discussion Items:

3.1 Reports: Curriculum Specialist: N/A
Tech Reviewer: N/A
Articulation Officer: N/A

3.2 Other discussion items: (please include on agenda for 10/1/2021)

Discuss whether or not to change start time for Curriculum Committee meetings to 1:00 p.m. (rather than the current 1:30 p.m.) so members can attend DAS meetings that start at 2:30 p.m. on 1st and 3rd Tuesdays.

Meeting time will be changed to meet at 1:00 P.M. starting with Tuesday 10/19/2021 CC meeting.

4. **Mini-Training:** Credit for Prior Learning: Information for Curriculum Committee

5. **Announcements:**

Title 5 DE wording change from “regular effective contact” to “regular and substantive interaction” is being discussed (15-day text: 9/20/2021 – 10/5/2021, copy attached). When this language is updated in Title 5, CurriQunet DE tab will need to be updated so the text aligns with federal, state, and accreditation language.

The information was presented by the DE coordinator: J. Fowler.

6. **Next Meeting:** Tuesday, October 19, 2021. Zoom meeting announcement to follow.
Agreed to have the meeting moved to 1:00-2:30 P.M.

7. **Adjournment:** 2:35 P.M.

8. *Approved. F. Nguyen moved, J. Smithson seconded. Unanimously approved.*

Attachment: Title 5 DRAFT 9/20/2021

Proposed Regulatory Action: Distance Education (15-day)

This document contains strikethrough and underline text, which may require adjustments to screen reader settings.

Sections 55200, 55204, 55206, 55208 of article 1 of subchapter 3 of chapter 6 of division 6 of title 5 of the California Code of Regulations is amended to read:

§ 55200. DEFINITION AND APPLICATION.

(a) “Distance education” means education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor(s) and to support regular and substantive interaction between the students and instructor(s) either synchronously or asynchronously. instruction in which the instructor and student are separated by time and/or distance and interact through the assistance of technology. Technologies that may be used to offer distance education include:

(1) The internet;

(2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;

(3) Audio conference; or

(4) Other media used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this subdivision.

(b) The definition of “distance education” does not include correspondence courses.

~~All distance education is subject to the general requirements of this chapter, as well as the specific requirements of this article. In addition, instruction provided as distance education is subject to the requirements of the Americans with Disabilities Act (42 U.S.C. § 12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d).~~

(c) “Accessible” means a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. The

person with a disability must be able to obtain the information as fully, equally and independently as a person without a disability. Although this might not result in identical ease of use compared to that of persons without disabilities, it still must ensure equal opportunity to the educational benefits and opportunities afforded by the technology and equal treatment in the use of such technology.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code; Title II of the Americans with Disabilities Act (42 U.S.C. § 12100 et seq.); and section 508 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. § 749d; title 29 United States Code section 794d; and title 42 United States Code sections 12100, 12101, 12102, 12103, 12131, 12132, 12133 and 12134. and title 42 34 Code of Federal Regulations section 600.2.

§ 55204. INSTRUCTOR CONTACT.

In addition to the requirements of section 55002 and any locally established requirements applicable to all courses, district governing boards shall ensure that:

(a) Any portion of a course conducted through distance education includes regular-effective contact and substantive interaction between the instructor(s) and students, (and among students where applicable), either synchronously or asynchronously, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, voice mail, e-mail, or other activities. Regular effective contact is an academic and professional matter pursuant to sections 53200 et seq.

(b) "Substantive interaction" means engaging students in teaching, learning, and assessment, consistent with the content under discussion, and also includes at least two of the following:

(1) Providing direct instruction;

(2) Assessing or providing feedback on a student's coursework;

(3) Providing information or responding to questions about the content of a course or competency;

(4) Facilitating a group discussion regarding the content of a course or competency; or

(5) Other instructional activities approved by the institution's or program's accrediting agency.

(c) Regular interaction between a student and instructor(s) is ensured by, prior to the student's completion of a course or competency:

(1) Providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency; and

(2) Monitoring the student's academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request by the student.

(d) Regular and substantive interaction is an academic and professional matter pursuant to sections 53200 et seq.

(e) For purposes of calculating instructional time in the context of asynchronous distance education, a week of instructional time is any week in which:

(1) The institution makes available the instructional materials, other resources, and instructor support necessary for academic engagement and completion of course objectives; and

(2) The institution expects enrolled students to perform educational activities demonstrating academic engagement during the week.

(b) Any portion of a course provided through distance education is conducted consistent with guidelines issued by the Chancellor pursuant to section 409 of the Procedures and Standing Orders of the Board of Governors.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.; title 42 34 Code of Federal Regulations sections 600.2 and 668.3.

§ 55206. SEPARATE COURSE APPROVAL.

~~(a) If any portion of the instruction in a new or existing course is to be provided through distance education, the course outline of record or an addendum to the official course outline of record shall be required. In addition to addressing how course outcomes will be achieved in a distance education mode, the addendum shall at a minimum specify and how the portion of instruction delivered via distance education meets:~~

~~(a) Regular and effective contact the requirement for regular and substantive interaction between instructors and students (and among students where applicable) as ~~referenced in title 5,~~ specified in section 55204. ~~(a);~~ and~~

~~(b) Requirements of the Americans with Disabilities Act (42 U.S.C. § 12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. § 749d)~~

~~(b) how the course design and all course materials must be accessible to every student, including students with disabilities. The distance education course outline of record or addendum shall be ~~separately~~ approved according to the district's adopted curriculum approval procedures.~~

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.; Title II of the Americans with Disabilities Act (42 U.S.C. § 12100 et seq.); and section 508 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. § 749d; title 42 34 Code of Federal Regulations sections 600.2.

§ 55208. FACULTY SELECTION AND WORKLOAD.

(a) Instructors of course sections delivered via distance education are individuals responsible for delivering course content who meet the qualifications for instruction established by an institution's accrediting agency. ~~Instructors~~ ~~technology~~ shall be selected by the same procedures used to determine all instructional assignments. Instructors shall possess the minimum qualifications for the discipline into which the course's subject matter most appropriately falls, in accordance with article 2 (commencing with section 53410) of subchapter 4 of chapter 4, and with the list of discipline definitions and requirements adopted by the Board of Governors to implement that article, as such list may be amended from time to time.

(b) Instructors of distance education shall be prepared to teach in a distance education delivery method consistent with the requirements of this article, local district policies, and negotiated agreements.

(c) The number of students assigned to any one course section offered by distance education shall be determined by and be consistent with other district procedures related to faculty assignment. Procedures for determining the number of students assigned to a course section offered in whole or in part by distance education may include a review by the curriculum committee established pursuant to section 55002(a)(1).

(d) Nothing in this section shall be construed to impinge upon or detract from any negotiations or negotiated agreements between exclusive representatives and district governing boards.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.; title 42 34 Code of Federal Regulations sections 600.2.

Section 55005 of article 1 of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations is amended to read:

§ 55005. PUBLICATION OF COURSE STANDARDS.

For each course offered, a community college shall make available to students through college publications all of the following facts before they enroll in the course:

(a) ~~The designation of~~ Whether the course is designated as a degree-applicable credit course, a nondegree-applicable credit course, a noncredit course, or a community services offering.

(b) Whether the course is transferable to baccalaureate institutions.

(c) Whether the course fulfills a major/area of emphasis or general education requirement.

(d) Whether the course is offered on the “pass-no pass” basis.

(e) Whether the course is offered in a distance education format, and if so, includes the following information:

(1) All online and in-person synchronous meeting days/dates and times

(2) Any required asynchronous in-person activities

(3) Any required technology platforms, devices and applications

(4) Any test or assessment proctoring requirements.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 66700 and 70901, Education Code.