



# Minutes

## 1. Organizational Items

- 1.1. Call to Order at 1:40 p.m.
- 1.2. Approval of Agenda  
*Approved. L. Thompson moved, V. Phan seconded. Unanimously approved*
- 1.3. Approval of Minutes of February 4, 2020 meeting, brief discussion of notes from Feb. 18, 2020 meeting held with a quorum present (discussion items only at that meeting).  
*Approved. V. Phan moved, R. Majlesi seconded. Unanimously approved*
- 1.4. In attendance: J. Smithson (chair), V. Phan (Vice Chair), F. Nguyen (Curr. Spec.), O. Fish, B. Frias, R. Majlesi, P. Niloufari, L. Thompson, V. Virkkila; Deans E. Jennings and A. McClanahan  
 Regrets from A. Buchalter, H. Ko, A. Price, M. Goldstein (AS President), D. Miller (VPI)
- 1.5. Welcome to guests Jody Campbell, AFRAM Instructor at CoA; Drew Gephart, District International Students Office Administrator; Jordan Mitchell, student assistant to Drew Gephart.

## 2. Old Business

- 2.1. Course/ Program Approvals
  - 2.1.1. New Courses: **Consent Agenda**

<u>Discipline</u>	<u>Course #</u>	<u>Course Title</u>	<u>Units</u>	<u>SLO</u>	<u>DE</u>	<u>Min Duration</u>
ESOL	52	Advanced Reading and Writing	6	Yes	Yes	Full semester
ESOL	511	Reading and Writing 1	N/C	Yes	Yes	6 weeks
ESOL	550	Advanced Listening and Speaking	N/C	Yes	Yes	6 weeks
ESOL	552	Advanced Reading and Writing	N/C	Yes	Yes	6 weeks
ESOL	557C	Intermediate Reading & Writing Workshop: Strengthening Critical Reading, Writing and Thinking Skills	N/C	Yes	Yes	6 weeks
ESOL	557D	Intermediate Reading & Writing Workshop: Consolidating Critical Reading, Writing and Thinking Skills	N/C	Yes	Yes	6 weeks
ESOL	562	Listening and Speaking 2	N/C	Yes	No	6 weeks
ESOL	571	Grammar 1	N/C	Yes	No	6 weeks

*Approved. L. Thompson moved, P. Niloufari seconded. Unanimously approved*

- 2.1.2. Course Reactivations: **None at this time**

- 2.1.3. Course Deactivations: **Consent Agenda**

<u>Discipline</u>	<u>Course #</u>	<u>Course Title</u>
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ESOL 052A Advanced Reading and Writing (replaced by new ESOL 052 equivalent)  
 ESOL 253A Reading and Writing 3 (replaced by new ESOL 253 equivalent)

***Approved. B. Frias moved, V. Phan seconded, F. Nguyen third, P. Niloufari fourth. Unanimously approved***

#### 2.1.4. Course Updates: Consent Agenda

##### *Catalog Changes:*

<u>Discipline</u>	<u>Course #</u>	<u>Course Title</u>	<u>Units</u>	<u>SLO</u>	<u>DE</u>	<u>Min Duration</u>
CHEM	001B	General Chemistry	5	Yes	Yes	6 weeks
CIS	005	Introduction to Computer Science	5	Yes	Yes	6 weeks
COUNS	024	College Success	3	Yes	Yes	<6 weeks
COUNS	057	Career and Life Planning	3	Yes	Yes	<6 weeks

***Approved. V. Virkkila. moved, P. Niloufari seconded. Unanimously approved***

##### *Non-Catalog Changes: Consent Agenda*

<u>Discipline</u>	<u>Course #</u>	<u>Course Title</u>	<u>Units</u>	<u>SLO</u>	<u>DE</u>	<u>Min Duration</u>
AMT	056	Basic Science of Aviation	6.5	Yes	Yes	6 weeks
BIOL	001B	General Biology	5	Yes	No	6 weeks
BIOL	002	Human Anatomy	5	Yes	Yes	6 weeks
BIOL	004	Human Physiology	5	Yes	Yes	6 weeks
BIOL	010	Introduction to Biology	4	Yes	Yes	6 weeks
COMM	044	Argumentation	3	Yes	Yes	<6 weeks
COMM	045	Public Speaking	3	Yes	Yes	<6 weeks
ESOL	273A	Grammar 3	4	Yes	Yes	6 weeks
ESOL	273B	Grammar 3	4	Yes	Yes	6 weeks
ESOL	274A	Grammar 4	4	Yes	Yes	6 weeks
ESOL	274B	Grammar 4	4	Yes	Yes	6 weeks
ESOL	292	Vocabulary 2	3	Yes	Yes	6 weeks
ESOL	293	Vocabulary 3	3	Yes	Yes	6 weeks
HIST	008A	History of Latin America	3	Yes	Yes	<6 weeks
KIN	060A	Circuit Training for Strength I	1	Yes	No	6 weeks
KIN	060B	Circuit Training for Strength II	1	Yes	No	6 weeks
LRNRE	501	Supervised Tutoring	N/C	Yes	No	<6 weeks
M/LAT	003	Survey of Latin American and Chicano Authors	3	Yes	Yes	<6 weeks
POSCI	031	Introduction to Public Administration	3	Yes	Yes	6 weeks
POSCI	035	Introduction to Community Violence Prevention	3	Yes	Yes	6 weeks
PSYCH	001B	Introduction to General Psychology	3	Yes	Yes	<6 weeks
SPAN	001A	Elementary Spanish	5	Yes	No	6 weeks
SPAN	001B	Elementary Spanish	5	Yes	No	6 weeks

***Approved. R. Majlesi. moved, L. Thompson seconded. Unanimously approved***

#### 2.1.5. Program Updates: Modified Program

ECON AA-T in Economics for Transfer

***Approved. V. Phan. moved, L. Thompson seconded. Unanimously approved***

### **3. New Business / Discussion Items:**

3.1 Updates on Programs Appraisals (formerly known as Discontinuance and Consolidation).

*J. Smithson shared it with the group. V. Phan presented a draft proposal for a 3-year process to implement AP 4021 Program Discontinuance and Consolidation at CoA. After considerable discussion and clarification, it was moved and seconded to adopt this proposal as the CoA process to facilitate compliance with this annual review of all programs at CoA. Motion passed unanimously.*

*Obsolete Programs (degrees and certificates) CurriQunet clean-up was discussed, following approval of the CoA process for program discontinuance and consolidation. As a first step prior to implementing our new process as detailed above, it was decided by consensus that Curriculum Committee Chair will contact the lead faculty in each discipline via email this week to ask about discipline preference for deactivating or keeping programs and/or certificates that are still active in CurriQunet but appear to be obsolete (no updates or recent activity in these certificates, certificates are no longer in COCI and/or are not in the current CoA Catalog). A request will be made for response by Monday 3/16/2020. CC Chair will present an update on this process at the next CC meeting.*

3.2 Discussion of convergence of Program Review process and Programs Appraisal process and the role of Curriculum Committee to facilitate these processes (Vinh)

*V. Phan shared the information with the group. V. Phan provided the timeline to the committee so everyone is aware. V. Phan presented an overview of the convergence of the current 3-year cycle of program review and our complementary new process of program appraisals for program discontinuance and consolidation. The discipline faculty and their leads need to review and provide the updated information. It was emphasized that neither process is meant to be punitive, but rather as ways to support programs that may need some self-identified restructuring in order to improve student success. The data will be pulled from program review. J. Smithson recommended that the information we gathered should come from the Curriculum Committee. V. Phan motioned to continue and implement three-year timeline and information presented by V. Phan, seconded by P. Niloufari.*

*L. Thompson motioned to have the Curriculum Chair to contact the faculty and the discipline associated with the programs which needs revision or review.*

3.3 Discussion of including DE Coordinator to CurriQunet approvals stream.

*This discussion was tabled and will carry forward to the next CC meeting.*

3.4 Follow-up on Curriculum Committee's role in facilitating Community Education classes

*The process for bringing community education courses to Curriculum Committee for discussion, review and approval was clarified. It was motioned that community education classes will be entered into CurriQunet by a Curriculum Committee member (to be advised), and go directly to the Curriculum Committee for discussion and approval before being forwarded to BOT. It's a three steps process, curriculum approval, CIPD for information, and Board for approval. As the course is entered into CurriQunet by a CC member, the appropriate CoA Dean will be contacted via email and asked to alert the lead faculty member in the appropriate discipline that this community education course is being considered.*

*Approved. L. Thompson. moved, F. Nguyen seconded. Unanimously approved*

3.5 Follow-up on discussion of a plan to develop Smart Shops at COA with regards to HSI Grant (Lilia)

*This discussion was tabled and will carry forward to the next CC meeting.*

### **4. Mini-Training**

4.1 Review of AP 4020 (2018): Program, Curriculum and Course Development

*Copies of AP 4020 will be emailed to all Curriculum Committee members for their follow-up review.*

**5. Announcements:** CurriQunet error corrections and work-arounds

*F. Nguyen and J. Smithson met with the District Coordinator for CurriQunet on 2/24/2020 to make adjustments and corrections to the malfunctioning CoA CurriQunet approvals errors. As a result of this meeting, Frank Nguyen Le (CoA Curriculum Specialist) now has permission and authority to make local changes in CurriQunet as they apply to CoA going forward.*

**6. Next Meeting:** Tuesday, March 17, 2020 at 1:30 p.m. – 3:00 p.m. in L-237

**7. Adjournment** at 3:06 p.m.



## College of Alameda

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Process: Complete the information below and send to Dean Eva Jennings, [ejennings@peralta.edu](mailto:ejennings@peralta.edu) and Jayne Smithson, Curriculum Chair [jsmithson@peralta.edu](mailto:jsmithson@peralta.edu)

1. Course Title (Course number will be added by CoA Office of Instruction)
2. Course Description
3. Justification (reason for offering. What groups might be interested)
4. Lecture/Lab Content (brief course content outline)
5. Student Learning Outcomes (what will participants be able to do with this information)
6. Proposed Days and Meeting Times (must meet more than once to qualify as a course)
7. Proposed Start Date and End Date
8. Cost of Materials (materials to be provided by participants)
9. Name of Course Originator/Instructor
10. Course Originator/Instructor Contact Information (email)