



COA Curriculum Committee Meeting
 Tuesday April 7, 2020
 1:30 pm – 2:30 pm
 Zoom meeting necessitated
 by coronavirus precautions.

Curriculum Committee Members:
 J. Smithson (C), V. Phan (VC), P.
 Nelson, F. Nguyen, O. Fish, H. Ko, R.
 Majlesi, A. Price, L. ThompsonM.
 Goldstein (AS Pres.) D. Miller (VPI),
 Deans L. Celhay, E. Jennings, A.
 McClanahan
 Guest: Jody Campbell
 Absent: A. Buchalter, B. Frias, P.
 Niloufari, , V. Virkkila.

Minutes

1. Organizational Items

- 1.1. Call to Order
Meeting started at 1:33 P.M.
- 1.2. Approval of Agenda
Approved. P. Nelson moved, V. Phan seconded. Unanimously approved
- 1.3. Approval of Minutes of March 17, 2020 meeting
Approved. V. Phan moved, A. Price seconded. Unanimously approved

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>
LRNRE	564F	Independent Living Skills-Activities of Daily Living	N/C	Yes	No	6 weeks

Approved. R. Majlesi moved, P. Nelson seconded. Unanimously approved

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

2.1.3. Course Deactivations: **Consent Agenda** (all are discontinued or replaced courses)

<u>Discipline</u>	<u>Course #</u>	<u>Course Title</u>
ANTHR	055	Native American Cultures
ATECH	024B	Computer Controls and Fuel Injection
ATECH	235	ASE L1 Alternative
BUS	239	Quickbooks Pro
ESOL	052B	Advanced Reading and Writing
COPED	451	Occupational Work Experience

COPED 451 was removed from consent agenda for further discussion.

Consent agenda approved: V. Phan moved, P. Nelson seconded. Unanimously approved.

It was noted that COPED 451 is to be deactivated in accordance with CoA policy of not offering this course in future. It is anticipated that future offerings of 451 courses will be discipline-specific, as in POSCI 451 (approved recently) and PSYCH 451 (currently in development). COPED 451 will become an historical course, which will be available to use as a template for future discipline-specific course(s).

Approved. V. Phan moved, P. Nelson seconded. Unanimously approved

2.1.4. Course Updates:

Catalog Changes: Consent Agenda (District-wide change)

<u>Discipline</u>	<u>Course #</u>	<u>Course Title</u>	<u>Units</u>	<u>SLO</u>	<u>DE</u>	<u>Min Duration</u>
DANCE	61	Ballet II	1 (lab)	Yes	No	6 weeks

Approved. P. Nelson moved, R. Majlesi 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>
CIS	226A	Desktop Support Technician I	3	Yes	Yes	6 weeks

Approved. V. Phan moved, P. Nelson seconded. Unanimously approved

2.1.5. Program Updates: None at this time

3. New Business / Discussion Items:

3.1 Update on extension of blanket DE addendum approval for summer 2020 and fall 2020 (Don)

Blanket DE addendum extension was granted by the State Chancellor's Office (State) to cover all course transitions from in-person to online delivery for the remainder of spring 2020 in response to the COVID-19 emergency. State has issued guidelines for college-specific applications to extend the blanket DE addendum to cover summer 2020 and fall 2020 courses.

State guidelines include a requirement that all courses to be covered under the summer 2020 and/or fall 2020 blanket DE addendum must have a "100% online delivery" option in their CORs in CurriQunet and/or agree to have this notation added to all course outlines covered by this blanket by the end of July 2020 for summer 2020 courses and/or the end of December 2020 for fall 2020 courses.

Discussion: It was pointed out that online teaching is not the preferred method of instruction for some specific courses. Concern was expressed that once a 100% DE addendum is incorporated into the COR as a course delivery method option, perhaps the course might only be scheduled online in future, counter to discipline preferences.

It was agreed that language in the notice to be sent to discipline leads regarding the need to update course DE addendums would include several options:

- Course shells can be generated/updated by CC Chair and Curriculum Specialist to include 100% online course delivery method upon receipt of email approval from discipline leads. Discipline leads would not have to do further work themselves at this time.***
- Discipline leads can perform the necessary 100% DE addendum changes to instruction delivery methods for courses in their disciplines themselves. CC Chair and Curriculum Specialist will be available to help if needed.***
- Discipline leads can opt to note in their updates on the DE addendum page in CurriQunet that the necessary 100% DE addendum changes to instruction delivery methods for courses in their disciplines is/are only temporary – not to extend beyond the current COVID-19 emergency that necessitates these changes. CC Chair and Curriculum Specialist will be available to help if needed.***

Further discussion was deferred to the CC meeting on 4/21/2020, when a vote will be taken about wording and sending of request to discipline lead faculty.

3.2 Report on MAKR program (Trish)

P. Nelson informed the group that MAKR template course has been written. MAKR 501 will be the noncredit course, CDCP enhanced funding. Other activity-specific courses can be created when MAKR discipline is enacted in CurriQunet.

P. Nelson will be on sabbatical in fall 2020. Trish has been an amazing resource and tireless champion for the FabLab for the past two years. The Fab Lab and MAKR discipline will need someone take over this responsibility while Trish is on sabbatical. Please contact Ana McClanahan if you are interested in this position.

3.3 Report on facilitating Community Education classes (Frank)

Progress on developing a form to facilitate Community Education courses was shared. F. Nguyen Le and V. Phan will continue to work together on this project and plan to bring a draft form to CC meeting on 4/21/2020 for final revisions before implementation.

3.4 Updates on Programs Appraisals (Jayne)

After receiving responses from most of the disciplines contacts about old programs, degrees and certificates, a list suggested deactivations was generated. Per lead faculty recommendations it was agreed that the following degrees and certificates will be deleted from CurriQunet by CC Chair:

- *AFRAM AA to be deleted and restarted on current program proposal form*
- *COMM AA to be deleted, as this degree has been replaced by COMM ADT*
- *CIS Certificate of Achievement – Business Information Systems, delete as obsolete*
- *CIS Certificate of Achievement – Desktop Support Technician, delete as obsolete*
- *CIS Certificate of Achievement – Networking Administration, delete as obsolete*
- *CIS Certificate of Proficiency – Computer Applications, delete as obsolete*
- *CIS Certificate of Proficiency – Programming, delete as obsolete*

3.5 Discussion of including DE Reviewer in CurriQunet approvals stream in fall 2020.
Revisit this in Fall 2020.

4. Mini-Training:

4.1 Review of AP 4020: Program, Curriculum and Course Development;

Revisions to AP 4020 propose to change unit credit hours from 52.5 hours to 54 hours.

4.2 Review of AP 4105: *Distance Education guidelines for instructors and course assignments are in revision to clarify recommended preparation.*

5. Announcements:

Pending District-wide curriculum changes needed (per CIPD meeting 4/6/2020).

Please follow up with respective colleagues:

- AFRAM 32: change unit/hours (started by Merritt – District-wide change needed)
- ART 47: BCC and CoA to update TOP code to match with LC and MC
- ENGL 5: update to prerequisites (started by CoA – District-wide change needed)
- MATH 3A: update to prerequisites (started by CoA) (check all MATH courses for possible prereq updates needed)

6. Next Meeting:

Tuesday, April 21, 2020 at 1:30 p.m. – 3:00 p.m., Zoom conference format

7. Adjournment:

Meeting adjourned at 2:23 P.M.