



Academic Senate for California Community Colleges

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CURRICULUM COMMITTEE

Wednesday, December 16, 2015, 2:00 PM

CCC Confer

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Passcode: 133648

(Meet & Confer Access Available, Closed Captioned)

MINUTES

Members Present: John Freitas, Ginni May, Tiffany Tran, Vivian Varela, Michael Heumann, Lori Bennett, ~~Sofia Ramirez-Gelpi~~, Diana Hurlbut, Bernard McFadden

Minutes by Ginni May

- I. Call to Order and Adoption of the Agenda – John called the meeting to order at 2:03.
- II. Approval of the December 2, 2015 Minutes – approved after correcting M. Heumann’s name spelling.

NOTE: Michael and Bernard live far enough away from Moorpark that they can qualify for lodging the night before the January 11 meeting.

- III. Effective Curriculum Processes – Paper (Resolution 9.01 S15)
 - a. Review of progress – sections from Sophia, Tiffany, Michael, Ginni
Ginni has done a first round of editing on Tiffany’s and Michael’s drafts.
John has done a first round editing on Ginni’s draft.
John and Ginni are working II and have made some suggestions.
Michael has sent something to Vivian.
Diana will review the section that Sophia submitted.
 - b. Timeline for bringing to spring plenary – first draft to committee January 11, first reading by Exec February 5, second reading by Exec March 4, John will send a draft to the committee for proofing on January 11, **ACTION – keep sending drafts to John ASAP!**
- IV. Assigned resolutions – review status
 - a. Resolutions that still need to be addressed – 7.05 F14; 9.04 F12
 - i. 7.05 F14 – No official state definition of basic skills exists – we don’t have a formal definition besides that in the Poppy Copy, which is reiterated in our Guide to Basic Skills from 2008 as well as in the BSI guide. Should we have a formal definition, or just create a set of guidelines? Discussion ensued. We now have CB21 rubrics, which we did not have when the Poppy Copy was created. We could come up with a more detailed statement or set of guidelines. John recommended taking this item to Exec for direction. In addition, the CC will put together a group to work on a statement regarding the Basic Skills Definition based on guidance from Exec at January Exec meeting.
 - ii. 9.04 F12 – Ginni and John to write a Rostrum article

- V. Spring Regional Curriculum Meetings – are they needed, feasible? There are many spring meetings taking place: IDI, AI, AA, Plenary, Noncredit Regionals, CI, etc. The committee is offering to help with the Noncredit Regionals and other events as needed.
- VI. Meeting calendar for spring – John sent this out based on our DoodlePoll results. Calendar was adopted with the understanding that meetings that are not needed can be cancelled and the May 25 in-person meeting will be moved up to early May or late April.
- VII. SACC Report – After January 14 meeting the PCAH will go out for review. It is being split into 3 (three) documents, with some that can be updated as systems change. A low-unit certificate Work Group was established. Currently, these certificates don't appear on transcripts nor are the colleges given credit for completion. Discussion ensued. It was requested that lots of examples be included in the PCAH.

Question: Couldn't there be non-substantial program updates that are automatic with non-substantial course updates. John will take this to SACC.

There will be a Work Group on Stand-Alone Course Approval to brainstorm parameters for stand-alone courses.

Cooperative Work Experience Units – at SACC the minimum unit credit for work experience was raised. Title 5 gives a minimum of 1 unit for 60 hours unpaid or 75 hours paid work experience per term. There was an interest in allowing fractional increments. A resolution to explore this may be needed.

Send any possible SACC items to John before January 5.

- VIII. Other items on the radar
 - a. Curriculum Institute – start thinking of ideas!
 - b. Regional coordination survey results (<https://www.surveymonkey.com/results/SM-8J3HHWP2/>) – we need to pare down the duplication and examine the inconsistent responses.
- IX. Announcements
 - a. Next meetings – Monday, January 11, 2016, 10-3 at Moorpark College
 - b. CTE Curriculum Academy, January 14-15, Napa Valley Marriott
 - c. Instructional Design and Innovation Institute, January 21-23, Riverside Convention Center
 - d. Accreditation Institute, February 19-20, Marriott Mission Valley, San Diego
 - e. Academic Academy, March 17-19, Sacramento Grand Sheraton
 - f. Spring Area Meetings – April 1st (Areas A and B), April 2nd (Areas C and D)
 - g. Spring Plenary Session, April 21-23, Sacramento Convention Center/Sacramento Grand Sheraton
- X. Adjournment

Status of Previous Action Items:

- a. Meeting calendar – in progress. The committee approved the calendar through January 11, 2016. The spring calendar still needs to be determined.
- b. Regional coordination survey – in progress. The survey was distributed to the field on October 8. The deadline for responding is November 1. Staff will compile the results and draft a summary report.
- c. Effective curriculum processes position paper – in progress. The white paper will be incorporated into the position paper. The paper outline needs to be approved by the Executive Committee at its 11/4 meeting, with draft paper going to Exec for a first reading in February and

- action in March for approval by the body in April.
- d. COR paper revision – in progress. A workgroup will review the 2008 paper and identify which parts need to be updated. The outline should be submitted to the Executive Committee for approval by it's February meeting.
 - e. Separate definition of Basic Skills for ESL (Resolution 7.05 F14) – in progress. The committee will research definitions of basic skills and bring back for discussion at the January meeting.
 - f. Availability of major prep classes (Resolution 9.04 F12) – in progress. Ginni and John will draft a Rostrum article.