

**Chabot College Curriculum Committee  
Minutes September 15, 2015**

Chair: Kim Morrison

Voting Members Present: Aaron Deetz, Dara Greene, Mireille Giovanola (SSCC rep), Lynn Klein, Bruce Mayer, Connie Telles, Arturo Lopez Yanez,

Guests: Jane Church, Stacy Thompson, Tim Harris and Debra Caldwell

Minutes by: Catherine Gentiluomo

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Items</b>
Call to order:	2:20 by Kim Morrison, Chair	
Minutes:	Minutes were reviewed and accepted as presented	Upload Final to website
Introductions:	Bruce Mayer will be joining as a voting member representing Math and Science Division.	Website to be updated
Presentations:	Tim Harris, School of the Arts, Music MUSL 2A, B, C, D Minor Correction to total units for CID approval. Units were borderline for 3-4, required 4 units for CID approval. MUSL 2A, B, C, D. Repeatability was addressed.	Need Dean approval before courses can progress to Level 4
	Debra Caldwell. Biology ENSC 15 Agroecology Course is similar to course taught at US Davis. Add co-requisite for lab component. Committee Discussed "Methods of Presentation" Distance Education and added a more specific statement(s)	Needs Dean approval before course can progress to Level 4 Committee will approve.
	Math 43 – Variety of comments on first level of approval, no presentation at this time until comments addressed by author.	
	Approvals are not moving forward through the system. Committee discussed approval levels should be complete at level one/two(?) prior to presentations.	Division Curriculum representatives asked to remind faculty of their approval steps and requirements at next division meeting.
Comment Boxes:	Discussion on updating description of role for approval levels. Dean approval will read: <i>Ensure course aligns with the other coursework and the program curriculum. Verification of unit(s); are the units appropriate for hours of instruction.</i>	Authors and approval levels are encouraged to review the <i>CuricUNet</i> instructions prior to review and approval.

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	<p>Approvals are encouraged to be specific in their comments. Next review should review comments prior to approval. All comments will assist the author in updating the document(s) with the next review and next level of approval.</p>	<p>Standard: if disapproved comment must be made in comment box.</p>
	<p>New Symbol available <b>AD</b>. Click for attached documentation. Discussion about CLO/SLO; documentation must be attached for all courses. L. Klein will submit to J. Church to update recent approved coursework in Business.</p>	
Grading	<p>Discussion about grading parameters. Is this a student choice? Should you take CU transferable course as pass/no pass? This has been a problem for some transferring students. Is this a way to work around the overall GPA? Can you take a course within your major pass/no pass? Committee will discuss again to allow letter grades only for major or transferable coursework and set guidelines or polies for Chabot faculty.</p>	<p>K. Morrison and J. Church will research College policy and possible State Community College policy.</p>
American Cultures	<p>In the spring catalog all course which meet the American Cultures requirement will have a section designation of AXX. Online or Hybrid courses are listed with NXX and can be search by through Distance Education link.</p>	
Catalog Design	<p>The catalog was updated in 2014-2016 using the header first and second year instead of the <i>CurricUNET</i> terms of freshman and sophomore. Committee discussed and felt with this addendum we do not need to make the changes, but will address with next catalog and <i>CurricUNET</i> update. The new Catalog Committee should address consistent formatting and language from <i>CurricUNET</i> and college catalog.</p>	
Staff Development/ Flex Day	<p>J. Church will conduct two session of curriculum training on October 16, 2015. Committee discussed other options for presentation at future staff development days; Meeting transfer requirements, CID numbers, units, GE attributes for proposed curriculum and initial program training at based on <i>CurricUNET</i> experience levels.</p>	

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Good of the Order – AA Vs. AAT	D. Greene and M. Giovanola meet and discussed the issue of unit requirements for AA vs. AAT. Mandate was issued by the state requiring all AA degrees to also have an AAT on file or letter of explanation or the AA degree maybe discredited (need wording). They reviewed several specific AA degrees in Art History and submitted a letter of explanation to the state requesting the Art History AA degree which has a small number of students completing this degree at both at the AA and BA level be allowed without the AAT on file.	
	Accreditation visiting team will be on campus October 6-8 <sup>th</sup>	
Additional Discussion Items	Tabled for next meeting: GE Attributes, Curriculum handbook subcommittee, Add Spring to spring approval cycle.	Add to agenda for 10/06/2015
Meeting adjourned at 4:15 PM		
	Next meeting scheduled for October 6, 2015 Room 130	Minutes approved at 10/06 Meeting.

Cc:  
 College Deans  
     Maria Corcoran  
     ValJean Dale  
     Tim Dave  
     Kristin Lima  
     Carla Walter  
 Academic Services  
     Maguerite Thomas  
     Angels Villasana  
 Faculty Senate President  
     Laurie Docker