

## Chabot College Curriculum Committee Minutes February 20, 2018

**Chair:** Dara Greene

**Voting Members Present:** Miguel Colon, Aaron Deetz, Erin Kelly, Juan Pablo Mercado, Pedro Reynoso, Shannon Stanley, Connie Telles, Arturo Lopez Yanez, and Celena Zeng

**EX Officio Members Present:** Stacy Thompson (no sign-in)

**Student Services:** **Academic Services:** Angela Castellanos, Michelle Chan, Megan Parker

**Guests:** Julie Coan, Brittney Harrison, Mark Stephens, Deonne Kunkel Wu

**Minutes by:** Michelle Chan

Agenda Item	Discussion	Action Items
1. Call to order	2:41PM by Dara Greene, Chair	
2. Minutes 12/05/2017 02/06/2018	Minutes were reviewed and approved with minor corrections. 12/05/2017 – C. Telles motions, S. Stanley seconds. 5/3/0 02/06/2018 – E. Kelly motions, S. Stanley seconds. 7/1/0	<i>Motion to approve as reviewed and edited.</i> M. Chan to post to website
3. Curriculum Rep Training	<p><b>Curriculum Reference Guide</b> The SLO can drive the Course Outline. Curriculum should look closely at SLOs as they can steer the rest of the course and COR. <b><i>What do you look at as a Division Rep?</i></b> C. Telles: I read the Catalog Description, check Pre-reqs + Pre-Req Skills— Is Skills Analysis done? Look at Measurable Objectives and Course Content— are Measurable Objectives covered in the Course Content? Also, Course Content should match Catalog Description. Textbook should be up to date and not older than 5 years. Abbreviated Description should be shorter.</p> <p><b><i>As Curriculum Specialist?</i></b> M. Chan: I look at the Effective date, SLOs, typos, formatting errors (Measurable Objectives using lower case and semi-colons, etc.)</p> <p><b><i>As Articulation Officer?</i></b> S. Stanley – I look at different things depending on the type of articulation. Current textbooks. Science labs need to be separated out in the Course Content. For GE articulation, course needs to be broader.</p>	

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	<p>Textbook not required for State but required for GE and UC articulation. Abbreviated Course Description should be shorter and also use language that's more student friendly.</p> <p><b><i>As Librarian?</i></b>                      P. Reynoso – I mainly look at textbook, SLOs, etc.</p>	
<p>4. Catalog Changes- Feedback requested</p>	<p>D. Greene prepared examples of what was found when looking at other schools' catalogs. Core + List A and List B only appealing when there are different options for students.</p> <p>Looked at Merritt college which uses a list format and the word "or" when students can choose from different course options.</p>	
<p>5. OAC Flow</p>	<p>OAC Committee has been grappling with the process of modifying SLOs. D. Kunkel proposed— 2 process scenarios:</p> <p>1) New and Modified Courses: OAC Division Rep and OAC chairs get email notification to review SLOs at level 2 → OAC Committee votes and approves SLOs at level 3</p> <p>2) Modifying SLOs Only: Author can select a proposal to edit SLOs only. The rest of the course's pages will be locked, and only SLO page can be edited → the proposal will go through OAC approval process and be separate from Curriculum</p>	
<p>6. Good of the Order</p>	<p>Meeting Adjourned 4:16PM</p>	
	<p>Next meeting schedule for Tuesday, March 6th, 2018</p>	