

Chabot College Curriculum Committee Minutes September 4, 2018

Chair: Dara Greene

Voting Member Present: Aaron Deetz, Miguel Colon, Erin Kelly, Shannon Stanley, Juan Pablo Mercado, and Connie Telles,

SSCC: Lorenzo J. Caballero, President

Absent: Pedro Reynoso, Arturo Lopez Yanez, Jean Lee and Angela Castellanos

EX Officio Members Present: Shannon Stanley, Julie Coan, OAC Chair, and Stacy Thompson, Vice President Academic Services.

Student Services: Rozen Bondoc **Academic Services:** Megan Parker and Rick Hassler

Guests: John Chan, Academic Pathway/Library, Lester Abesamis, AMC, Philosophy, Lynn Klein, Business, Sara Parker, Dean Social Science, Dale Wagoner, Dean Health, Kinesiology y& Athletics and ? York?

Minutes by: Catherine Gentiluomo

Agenda Item	Discussion	Action Items
1. Call to order	2:30 by Dara Greene, Chair	
2. Minutes 05/23/2016	Minutes were not available and will be reviewed next meeting	<i>D. Greene to check with M. Chan for minutes.</i>
3. Announcements	<ul style="list-style-type: none"> • M. Chan has resigned from Chabot. The Curriculum Specialist position will be posted as soon as possible. C. Gentiluomo will be taking minutes until the position is filled. • D. Greene is actively looking for a replacement to chair the committee for 2019-2020 school year. If you or anyone in your division is interested in this position, it has 4.0 CAH release time. This position should be 10 F-hours per week. Due to her schedule this year, she will need assistance from each of the division representatives to stay on top of the presentations, updates and submission to the state. 	<i>S. Thompson to work with HR to post this position and begin hiring process as quickly as possible.</i>
4. What's New with Curriculum	<ul style="list-style-type: none"> • D. Greene is working on videos for the faculty to introduce the new features on CurricUNET. <ul style="list-style-type: none"> ○ The "How to Video's" will be available in the next two weeks. 	

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	<ul style="list-style-type: none"> ○ OAC previously known as SLOAC is now required when entering new coursework. The committee will require it on updating of any coursework as well. J. Coan, chair of the committee is working to mirror the curriculum approval process for SLO's ○ New courses will reflex 18 weeks on the units and hours calculator. Updated courses will continue on the 17.5 week calculator ○ A Development website has been created for faculty to review the changes. They can create course both credit and non-credit through a new course and the requirements Dev.curricunet.com/Chabot. Members of the committee are encouraged to visit this site and learn the new process. ○ Catalog Narrative: This will now be completed at the beginning of the process for new and updated courses. 	

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<p>5.</p>	<ul style="list-style-type: none"> • The July Curriculum Conference was attended by E. Kelly, S. Parker, M. Colon and S. Thompson. The new funding model is changing the types of courses we are offering and increasing the number of certificates programs. It will be important to encourage faculty to join the conversation as we update and offer new options to our students. Highlights from that conference: <ul style="list-style-type: none"> • Non Credit: <ul style="list-style-type: none"> ○ Non-Credit courses will now be funded by the state. However, Non-Credit courses must meet funding levels with the categories listed. Only four categories are within the full apportionment. Flex Day on September 7th will present a workshop on Non-Credit courses. ○ Non Credit Class cannot be listed on courses as co-requisites. This coursework should be driving students toward credit coursework. ○ We need to develop criteria for non-credit courses; thoughtful development of FTE and enrollment management; who are we targeting, how are we educating student on non-credit vs credit coursework; instructors are hired and scheduled the same as credit coursework, it this the best use of those talents; transcripts at this time will not reflect this coursework, should it, a course can be taught at the same time for credit and non-credit how is this set up. • Multiple Disciplines: Courses can be assigned to multiple disciplines instead of cross-referencing. This will be covered in the training video. The committee will actively work to update some of our courses. 	<p><i>S. Thompson and D. Greene to meet with Admission and Records director to discuss feasibility of posting to transcripts.</i></p> <p><i>Curriculum representatives to encourage faculty to review PICAH, Program and Course Approval Handbook language for new or updated courses and program</i></p>

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	<ul style="list-style-type: none"> • Transfers: They are working with University of California colleges to set up AAT coursework the same as the current transfer system with the California State colleges. • Certificates: ‘Stackable’ Certificates will be available to students. The committee needs to develop the criteria for presentation and offering of certificates. Student’s transcripts will reflect completion of all certificates. A reduction from 16 units from 18 units in now in place for Certificates of Achievement. The committee will be reviewing current Certificates of Understanding at 16-17.5 units and moving those to the higher level and an increase funding to the college. This new level will also be added to our state inventory. • Support: A recommendation for additional co-chair or FT funded position to update current curriculum and develop consistently throughout our catalog, standard wording and requirements for new courses, certificates and degrees throughout our catalog. 	<p><i>D. Greene will send announcement to faculty about upgrade and how to complete the process of change Certificates of Understanding to Certificates of Achievement.</i></p>
<p>6. 4. Codes and Dates</p>	<p>Last year the committee approved over 500 courses. Faculty/deans need to provide correct codes and language.</p> <ul style="list-style-type: none"> • Automated Approval: In October, the state is moving to automated approvals for curriculum. This will be an algorithm based on specific language. • Cover: this information will include Top codes and narrative for the coursework. The state will review any updates to previous used codes and consistency of the coding. All faculty should be aware of their Top Codes in relation to their courses. This is very significant toward funding. All the Deans have these codes and can update 	

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	<p>any missing information during the curriculum approval process.</p> <ul style="list-style-type: none"> • 100 course numbers will be attributed to Non-Degree credit courses. Although allowed, the committee should discourage 'stand-alone' coursework unless a narrative is include on how this will build into a certificate/degree for students. • 200 course numbers will be attributed to Non-credit courses. There is also a new grading option with letter grades as well as pass/no pass or credit/ no credit. • CTE courses and program required another layer of approval. A proposal must be submitted to the state consortium, then through curriculum approval, then back to eh consortium for final approval. 	
<p>7. Good of the Order</p>	<p>Student Input: Who would a student contact if they have ideas for new coursework or programs? <i>Students should reach out to current faculty in the discipline or division dean with input on coursework and programs.</i></p>	
<p>8. Meeting Adjourned 4:15 PM</p>	<p>Next meeting on Tuesday, September 18, 2018.</p>	