

Chabot College Curriculum Committee Minutes September 18, 2018

Chair: Dara Greene

Voting Members Present:

- **Faculty:** Dara Greene, Aaron Deetz, Erin Kelly, Shannon Stanley, Connie Telles, Arturo Lopez Yanez
- **SSCC:** Lorenzo J. Caballero, President

Absent: John Chan, Miguel Colon, Juan Pablo Mercado, Pedro Reynoso

EX Officio Members Present: Shannon Stanley, J. Coan (OAC), Stacy Thompson, VPAS

Student Services: Rozen Bondoc, D'Fonda Simpson **Academic Services:** Megan Parker **Deans:** Sara Parker

Guests: Jason Ames, Mireille Giovanola, Mark Stephens, Bob Buell, Amelia Sete, Arasi Hamilton, Taufa Setefano, Jessica Gallucci, Cheryl Mackey, Kay Fisher

Minutes by: Catherine Gentiluomo

Agenda Item	Discussion	Action Items
1. Call to order	2:20 by Dara Greene, Chair	
2. Minutes 09/18/2018	Minutes were reviewed and approved as corrected.	<i>Motion to approve minutes as corrected AD/EK 5/0/0 C. Gentiluomo to post to website</i>
3. Presentations:	D. Greene noted that some courses entered into the systems are still at her level. She will work on approving these courses soon so they are ready for the committee's review. Please continue to check your email before the next meeting.	
	Presenters were asked to keep their course/program review(s) concise. Please outline the proposal and include how this course will work within existing programs and degrees offered.	
Health, Kinesiology & Athletics	C. Telles entered a Dental Assistant certificate in the system and it is no longer available. No additional courses are available for presentation	<i>D. Greene will check status and discuss with Dean Wagoner.</i>
Arts, Media and Communication A. Deetz	PHOTO 53 is an updated version of the original course. The equipment has been updated from the digital camera to the cell phones with digital photo capability. The course will continue to teach digital photograph composition, color, and tone. The course author will also be submitting the course to the COOL committee as the lab will be a hybrid.	
Jason Ames	Communication Studies has revised two certificates (Interpersonal and Rhetoric) increasing the units to 18. <i>Certificates of Achievement</i>	

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	are offered at a minimum of 16 units. He will review and determine if it can be reduced.	
	New course COMM 49, 1-2 units, will develop skills for public speaking and civic development. This course will be offered as part of the new certificates above.	<i>D. Greene to verify the course number</i>
<p>Social Sciences Student Presenters: Amelia Sete, Arasi Hamilton, Taufa Setefano Faculty Presenter: Kay Fisher</p>	New class ES 6 offering Pacific Islanders (PI) History as part of the Ethnic Studies course of study. They hope to encourage the academic side of PI students on campus and encourage the completion of certificates and degrees. In IR study of student success, this group of students has shown a decrease in course completion over the last several years. Similar courses are offered at College of San Mateo and City College of San Francisco. This course is being developed as a transfer course.	<i>S. Stanley will check similar lower division courses at UC for articulation</i>
	New class ES 5 Critique Race & Gender. Similar courses are offered by other schools. The course will examine multiple criteria of race and gender representation within TV, film, and social media.	
	Three new AAT Degree Programs: 1. Chicano/Chicana, 2. Africana, African and 3. Asian. Not all schools currently have degrees in Ethnic Studies; it is a growing area of study.	<i>D. Greene and author will address formatting.</i>
<p>Political Science Jessica Gallucci</p>	POSC 15 and POSC 35, two new courses to address public policy, how it is developed and how to maneuver through existing policies for 3 units each. POSC 35 will review politics within race and gender influences. The courses will educate students who will be entering the government or not-for-profit workforce. Similar courses are offered at other schools. The author is also working on a Public Policy <i>Certificate of Achievement</i> which may work as a CTE Top Code. This will be a UC transfer course. This course may meet the American Cultures requirements; this will be explored as well as how it fits with other existing programs before final review and approval.	<i>The dean will be review the possible CTE top code.</i>
<p>Administration of Justice Cheryl Mackey</p>	New CTE Program; Paralegal Degree and <i>Certificate of Achievement</i> . This will offer nine(9) new courses PARA 30-38. Several courses will be cross-referenced and the certificates will be stackable leading to AA. American Bar Approval was explored but at this time is too costly. This is a high growth field, the paralegal	

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	offers foundational case work previously completed by higher priced lawyers.	
History Mark Stevens	HIS Programs are being submitted. Six courses have CID approval and two (2) conditional approval. Catalog changes need to be submitted.	
4. Pending Programs	Several programs were not submitted to the state. Our consultant has reviewed. D. Greene will review those notes and report at the next meeting.	
5. Curriculum Committee Proposed Changes. Dara Greene	<p>The committee reviewed an outline of proposed changes to the committee structure. This will allow one committee to function as final approval and review the ‘global’ aspects of overall curriculum. A technical committee would fine-tune the proposals. The outline includes:</p> <ul style="list-style-type: none"> • Creating a new Curriculum Technical Committee • Creating new Curriculum Technical Committee Chair faculty position with release time (3 CAH release time) • Faculty stipend for technical review of course/program proposals. • Creating a new Technical specialist classified position in conjunction with the curriculum specialist. <p>These changes may create a more welcoming aspect of curriculum development for faculty by helping with the ‘mechanical’ aspect of new or updating curriculum, meet the new funding model in new curriculum, create an overall global curriculum for the college, and incorporate Program Review with Curriculum Review.</p> <p>VP Thompson suggests offering a stipend to faculty who create new CDCP courses and programs.</p> <p>The committee will bring the proposed Curriculum Committee Redesign to division meetings for faculty input and will discuss again next meeting. S. Thompson, VP AS, would like to set up pilot program for next spring. She will source funding after the committee has discussed further. See attached proposal.</p>	
	Non-Compliance: Several state course compliance issues the curriculum committee does not address. The reorganization of the committee will allow time to address these items.	<i>Committee is encourage to discuss these changes with administrators, FA representatives and faculty.</i>

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	<ul style="list-style-type: none"> • Every two years the CTE Program should be reviewed Pending Program. • Deletion of courses, programs on the books for over two year. This includes degrees without any students earning the degree. • All courses s/b reviewed every 5 years. • All Pre-requisites or co-requisite should have a justification process to be completed if included in program or course. • Faculty should have minimum qualifications to submit curriculum. • Requesting GE should also have a written process. • Formal checklist before older or new courses can be offered. . 	
6. Certificates of Proficiency	A report will be available next meet to review Program with 16-17.5 units which may qualify under the new funding model.	<i>D. Greene will connect with deans and program authors to enhance these programs to meet new requirements.</i>
7. Non-Credit Presentation	We encourage everyone one to attend this meeting. Funding will be available for food.	<i>Committee Members will report at Division meetings.</i> <i>D. Greene will send campus flyer again in late October.</i>
8. Good of the Order	Meeting adjourned 4:05 PM	