

Chabot College Curriculum Committee Minutes October 18, 2018

Chair: Dara Greene

Voting Member Present: Aaron Deetz, Michael Colon, Erin Kelly, Shannon Stanley, Juan Pablo Mercado, Connie Telles , Arturo Lopez Yanez, Miguel Colon and **SSCC:** Lorenzo J. Caballero, President

Absent: Julie Coan, OAC Chair,

EX Officio Members Present: Shannon Stanley

Student Services: Jean Lee **Academic Services:** Angela Castellanos, Rick Hassler and Megan Parker

Guests: Mike Sherburne, Tommy Reed, Mark Anderson, Wayne Phillips, Christine Moon, Monique Williams, Heather Clements

Minutes by: Catherine Gentiluomo

Agenda Item	Discussion	Action Items
1. Call to order	2:38 by Dara Greene, Chair	
2. Minutes 10/02/2018	Minutes were reviewed and approved as corrected.	<i>Motion to approve minutes as corrected CT/EK 5/0/2 C. Gentiluomo to post to website</i>
3. Presentations Language Arts Christine Moon	The faculty is creating four new <i>Certificates of Achievement</i> for Spanish, Italian, Japanese and French. Student will need to complete four semesters of language. This is to encourage students to complete 2 years of language which will help them compete in the job markets of today. All coursework is transferable. The original courses of 5 units were split to 2, 3 and 4 unit courses.	<i>Author to verify Assist language needed with S. Stanley</i>
	Instructors need to respond to the questions in the Program Narrative at the beginning of the process. This information is for the catalog and state submission.	
Miguel Colon	New Certificate of Achievement for International Entrepreneurship in Languages. The certificate will note completion of coursework in Spanish, Japanese, Italian and Chinese of 20 units. It stacks the above Certificates of Achievement with business courses in imports and export business. This will open job opportunities for our students in	

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	import / export businesses or creating their own business. The author will be completing OMI forms for approval.	
Mark Anderson and Monique Williams	English 1A, 4 and 7 would like to increase the courses to 4 units to accommodate the necessary additional hour of lab/theory needed by the lack of a basic skills courses for students who will now be taking English without support. Research noted other schools are at 4 units, LPC is 3 unit course. They have updated the textbooks and created supportive work for all students in these courses. The committee discussed the additional units and how it affects other majors with the increase of 1-2 units. Nursing major has been asked by their governing board to reduce their units and will now need to increase by 2 units in general education not nursing. Does this meet student’s needs? Additional cost and class scheduling for 4 unit class? Are non-credit coursework covering the additional support?	<i>Author to expand narrative for class schedule and relaunch the class.</i>
Heather Clements	Non-Credit LNSK 217 and 219 option for repeating and strengthens reading skills. Need to covert from units to hours, D. Greene has submitted a ‘ticket’ to correct the table.	<i>Author to expand narrative for class schedule and relaunch the class.</i>
Applied Technologies and Business Lynn Klein	Apprenticeship courses approved last spring. Needed updates for minor changes, remove labs and update language using plumbing rubric.	
Mike Sherburne	Online ATEC 201-201 non-credit courses in automotive certificates as preparation for testing for national Automotive Technician Certificate. The testing will cost the student up to \$80. Total hours is approximately 180 hours for all nine certificates.	<i>Author to expand narrative for class schedule and program pages and relaunch the class.</i>
Wayne Phillips	Update Certificate of Achievement in Industrial Technology. Added an additional course in Advanced Manufacturing.	
Tommy Reed	INDT 201, 201, 2013 Makespace non-credit course Electronic Concepts of Efficiency. They are also developing a certificate.	

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	Committee discuss how counseling will begin promoting new certificate programs. Are we scheduling counseling training to introduce approve certificates, by semester, monthly, weekly?	
4. Consent Vote	The listing was reviewing. HIST 62, PSY 2 and PSY 7 will be held for updates. The final listing was voted on by the committee.	<i>Consent Vote for approval of listing EK/SS 8/0/0</i>
5. Program Approval	D. Greene move the Program Narrative to the beginning of new program approvals or updates. There are two possible focus of new/update program/course as CTE course or Transfer work. The narrative validates the changes submitted, submits catalog and class schedule narrative and verifies research by author of new courses, certificates, or programs. This is a trial period for asking for this information at the beginning of the process instead of the end.	<i>The committee discussed this form and will review the questions for updates.</i>
	List of current Certificates of Proficiencies was submitted to the committee. New total unit standards have been set by the state.	D. Greene will contact individual authors.
6. Curriculum Committee Proposed Changes	<p>The committee discussed the changes proposed at the last meeting. (see last month's minutes)</p> <ul style="list-style-type: none"> • Should this new position be at least 4 CAH to allow interested faculty to have release from one class. • Continued suggestion for stipends for faculty for developing certificates or program which will enhance funding to the college and which meet student interests and needs. • Is faculty looking for release time or stipend? • CEMC has also discussed additional stipends for faculty for curriculum development. • VP Thompson would like to set up trial period next spring. 	<i>Committee to discuss with division faculty to help craft a final presentation to the Faculty Senate next meeting. Submit your suggestions to Erin Kelly.</i>

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	<ul style="list-style-type: none"><li data-bbox="722 235 1314 331">• Final suggestions will be discussed at the next meeting. The committee chair will present a proposal to Faculty Senate for support	
	Meeting Adjourned 4:10 PM Next meeting scheduled for Tuesday, October 30, 2018	