

Chabot College Curriculum Committee Minutes December 8, 2015

Chair: Kim Morrison

Voting Member Present: Aaron Deetz, Dara Greene, Mireille Giovanola, Arturo Lopez Yanez, Lynn Klein, Arturo Lopez Yanez, Bruce Mayer, Gareth Scott and Connie Telles

EX Officio Members Present: Jane Church

Guests: Language Arts/English: Marcia Corcoran, dean

Minutes by: Catherine Gentiluomo

Agenda Item	Discussion	Action Items
1. Call to order	2:20 by Kim Morrison, Chair	
2. Minutes 12/01/2015	Minutes were reviewed and approved.	J. Church to post to website
3. Voting Level 4.0	The attached list with five or more committee member review was finalized and approved.	J. Church to update minor editing on approved course listing dated 12/8/15. <i>Motion to approval list as with presented. Pass 6/0</i>
	Marcia Corcoran, Dean Language Arts, discussed the Language Arts courses which had to be resubmitted by the author did not make the Monday 8 AM deadline for Level 4 approval. These courses are still at Level 3 Division representative level. The courses have not been updated since 2010 and she feels it is important to accept the updates in language and textbooks for Fall 2016. Committee discussed a 'cleanup' meeting in spring 2016.	Lopez Yanez will review the division listing for approval. Committee members will review the list of these courses in January for comments and approval. <i>Motion to review and finalize specific courses in Language Arts and Math during the first meeting in spring 2015. Seconded/Passed 8/0</i>
	CAS 71, 76, 83, 85, 86, 88 were reviewed discussed by the committee.	<i>Motion to approve textbook and language updates to these courses. Seconded/Passed 8/0</i>

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	ID 74, ESVC 62, ECD 11, 52 were reviewed and discussed by the committee.	<i>Motion to approve textbook and language updates to these courses. Seconded/Passed 8/0.</i>
	ECD 54 required LPC review and approval	L. Klein will follow up with LPC. This course will be discussed at first meeting in spring 2016.
	BUS 138 – Question answered if this course is open enrollment or limited to BART personnel. Yes, the course will be ‘block’ in the schedule, it does not require limitation in course outline.	
	MEDA 75 – There is no textbook listed. The course is part of program and listed on pre-requisite courses MEDA 70A/B.	J. Church will update course outline with MEDA 70/70A textbooks.
	ENG 20/ 21 / 22, CLO not seen. CLO located on the file. Committee discussed with M. Corcoran the difference of Measurable Objectives as part of the course outline and CLO Course Learning Outcomes as a separate requirement. This was defined to clarify the course requirements for the student.	M. Corcoran will discuss with faculty the correct attachment of CLO not the “Closing the Loop file”.
	PEAC FF#, CLO not shown. CLO located on the file	
	MTH 201, the zero credit was discussed. The college will receive partial payment on NC coursework though new legislation.	<i>Motion to approval BUS 138, MEDA 75, ENG 20, 21, 22, MTH 201 and PEAC FF3.</i>
General Education AA/AS degree updates	Dara Greene reviewed the process for posting approved courses on the <i>AA/AS General Education and Graduation Criteria</i> . The information is posted on the Curriculum webpage. Course requesting to qualify as AA/AS requirements must be categorized in one of the eight areas; A. Language and Rationality, B. Natural Sciences, C. Humanities, Social and Behavioral Sciences, D. Wellness, E. American Institutions, F. American Cultures and G. Math Proficiency. These areas were developed to meet Title V requirements except for C, E, and F which were created by Chabot faculty. There is a concern several of the courses on the list are less than 3 units. This will require the student to take additional courses to meet the required units in each section. Several of the courses are part of the program, fire science, and will assist	Committee will review the criteria for General Education and Graduation Requirements and course descriptions. D. Greene will create ‘cheat sheet’ for next meeting for final review and approval at the first meeting in the spring 2016.

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	the student in this program by limiting the number of additional courses required for their major degree.	
4. Spring to Spring Calendar	Committee discussed the deadline and presentation of courses in a Spring to Spring calendar. The expected course submissions should be smaller this first Spring to Spring. The first meeting will be schedule in February for Fall 2016 ‘cleanup’ and CID submissions. The balance of the calendar will be set up by division not discipline. The Committee will meet first and third Tuesday of each month. The author (faculty) and dean will be responsible for tracking their course submission and meeting deadlines for course acceptance for spring 2017. Presentations will be two weeks after initial submission. They will have additional two weeks after presentation to have all coursework updated and approval to level 4 to allow the committee to finalize the course for board submission. This will allow the course to be offered in Spring 2017.	Spring to Spring Calendar was updated and posted for Chabot faculty and administrators to review and discuss with faculty. K. Morrison will notify the Faculty Senate and email Chabot Faculty. Faculty will be reminded at their presentation about the two week deadline for final submission for level 4 approval.
5. Good of the Order		
Chairperson	Kim Morrison has requested sabbatical for Fall 2016 – Spring 2016. Committee discussed co-chairmanship, Dara Greene.	<i>Motion to accept Dara Greene and Kim Morrison as co-chairpersons for Spring 2016. Seconded/Passed 8/0.</i>
Job, Curriculum Specialist	The request position for a curriculum specialist as created by the committee has been presented to the Board of Regents on their December agenda for approval. The position should be announced in January.	Stacy Thompson to submit ‘Request to Post Position’ to HR in January.
Additional Assistance	Thank you to Jane Church for additional assistance in CurriCUNET processes, reports, board submissions and Catherine Gentiluomo for taking minutes.	
	Next meeting scheduled for Tuesday, February 2, 2016 2:15 PM	Minutes reviewed and approved on February 2, 2016.