

## Chabot College Curriculum Committee Minutes April 4, 2017

**Co-Chair:** Shannon Stanley

**Voting Member Present:** Miguel Colon, Aaron Deetz, Christine Santiago, Cynthia Stubblebine, Andrew Pierson, Connie Telles, Arturo Lopez Yanez

**Absent:** Co-Chair Erin Kelly, Pedro Reynoso

**EX Officio Members Present:** Char Perlas, Stacy Thompson

**Student Services:** Rozen Bondoc, Jean Lee      **Academic Services:** Michelle Chan, Megan Parker, and Angela Villasana-Castellanos

**Guests:** Mark Anderson, Ming Ho, Jennifer Lange, Dale Wagoner (no sign-in)

**Minutes by:** Michelle Chan

Agenda Item	Discussion	Action Items
1. Call to order	2:36PM by Shannon Stanley, Co-Chair	
2. Minutes 03/07/2017	Minutes were reviewed and approved as corrected. C. Telles motion, A. Pierson Seconded	<i>Motion to approve as reviewed and edited 6/0/2</i> M. Chan to post to website
3. Presentations	Question from new FT and PT faculty about how to determine what is required in a course outline and review or updating of current approved courses. Program and Course Approval Handbook is available on the curriculum website.  Science and Mathematics  <a href="http://www.chabotcollege.edu/curriculum/docs/PCAH_6thEdition_LegalReview_Final.pdf">http://www.chabotcollege.edu/curriculum/docs/PCAH_6thEdition_LegalReview_Final.pdf</a>	PCAH should be reviewed by all members of the committee and faculty prior to new content submission.
Cynthia Stubblebine Math Jam 1 and 2	Decreased units from 4 to 3 unit hours.	
Ming Ho MTH 31C	A 3 unit, non-transferable, non-degree applicable course. Intended for students that didn't assess directly into MTH31. This is a supplemental class for MTH 31- offering 3 extra weekly hours to support students enrolled in MTH 31.	

Agenda Item	Discussion	Action Items
4. Consent Voting	<p>The committee reviewed the following courses. Typos will be corrected as discussed:</p> <ul style="list-style-type: none"> <li>*Business &amp; Tech: BMW 10, BUS 13, BUS 25</li> <li>*Dental Hygiene: DHYG 82B</li> <li>*Language Arts: ESL 128, ESL 149</li> <li>*Math and Science: MTH 8</li> </ul> <p>Vote to approve Curriculum changes, motion A. Deetz, C. Telles seconded 6/0</p>	<p><i>Motion To approve the *listed courses and programs with updates and modifications as discussed.</i> A.Deetz/ C. Telles 6/0</p>
5. Accreditation Follow Up Report	<p>S. Thompson— Turned in follow-up report 03/31/17 Accreditation Team will visit on April 19<sup>th</sup> Preparation underway for interviews and submitting follow-up evidence that the Team has requested.</p>	
6. SLO Discussion – Andrew Pierson	<p>S. Stanley, some faculty are continuing to have concerns with our SLO and Curriculum process. We are working to find areas to agree on SLOs on Course Outlines.</p> <p>A. Pierson— We have SLOs on every COR.</p> <ul style="list-style-type: none"> <li>- Some Faculty unaware of SLOs on CORs/ changes to COR w/SLOs</li> <li>- Process for changes to CORs/SLOs?</li> <li>- When did we approve SLOs on CORs?</li> <li>- Where/when were SLO changes approved?</li> </ul> <p>Proposed solution:</p> <p>A. Pierson moved to have SLOs on the CORs. The SLO effective date also needs to be shown on the COR.</p> <p>C. Stubblebine— moves that the Curriculum Committee approve the addition of Student Learning Outcomes on the course outline with—</p> <ol style="list-style-type: none"> <li>1) An initial statement of “Upon the completion of this course, the student should be able to...”</li> <li>2) A date when the SLO was last modified or added in CurricUNET.</li> </ol>	<p>Motion to approve 5/0/1</p>

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	C. Santiago seconds motion. Vote 5 approve/ 1 abstention	
7. Good of the Order	Today is the last day to submit curriculum changes for effective by Spring 2018  Meeting Adjourned 4:06 PM	
	Next meeting scheduled for Tuesday, April 18, 2017	

CONSENT VOTING LISTING: Courses listed below have been reviewed by at least 5 Curriculum Committee voting members. There were no compelling comments to dictate a more thorough review. Suggested edits will be completed as part of the approval process. 04/04/2017. **PROGRAMS ARE IN BOLD**

COURSE	COURSE/PROGRAM STATUS IF OTHER THAN MODIFIED	# OF REVIEWERS	COMMENTS
<b>Arts and Humanities</b>			
ARTH 1 Introduction to Art		5 2342	1. Is there a newer version of the textbook? Format change: Capitalize the first word in subtopics in Course Content.
MCOM 14 Writing and Photography For a Weekly Publication	Deactivate Course	6 2387	
MCOM 15 Publications - Editorial Leadership and Production	Deactivate Course	6 2388	
MCOM 63 Cable TV Station Operation	Deactivate Course	6 2389	
THTR 3 Improvisation for the Theater		4 2326	1. Course content needs to be separated out between lecture and lab.
THTR 4 Acting on Camera		3 2330	
THTR 20 Intro to Design for Theater	Deactivate Course	5 2327	

THTR 30 Emerging Work	Deactivate Course	6 2328	
THTR 50B Theater Management: The Basics	Deactivate Course	6 2336	
THTR 50C Theater Management: Intermediate	Deactivate Course	6 2337	
THTR 50D Theater Management: Advanced	Deactivate Course	6 2335	
<b>Business and Technology</b>			
BMW 10 BMW Technical Systems		5 2365	<p>1. Format and typo errors: 1. Lower case "May" in prerequisite. 2. In number 12 of measurable objectives put "of" before "a". 3. Capitalize "workshop" in course content number 4A. 4. In course content for labs in number 2, change "differentness" to differences. 5. Remove "QC1", "Fault code:", "Inspection I:", and "Reprogram:" from Student Learning Outcomes. Write I and T outcomes as sentences. Put periods at the end of U, V and W outcomes. Change "to ability" to "the ability" in outcome W. 6. The Course Content , Laboratory, is not written in proper format. Assignments are given instead of content.</p> <p>2. Too many SLOs?</p>
BUS 13 Advanced Topics in Accounting		5 2392	<p>1. 1. You have "leases" in the catalog description, but I did not see any mention of leases in the measurable objectives or course content. Either delete from description or add to objectives and content. 2. I suggest changing "demonstrate an understanding" in measurable objectives to more descriptive words like apply, describe, interpret</p>

			descriptive words like apply, describe, interpret, summarize, and explain. At one time, demonstrate an understanding was not acceptable. 3. IFRS was not listed in the course content. Please add it. 4. Rewrite the typical assignments as an assignments given to the student to match format in other course outlines.
BUS 25 Taxation of Business Entities		5 2393	
<b>EMS, Health, Nursing, Dentl Hy, Med Assist</b>			
DHYG 82B Clinical Experience Seminar II		7 2391	1. In Methods of Evaluating Student Progress, "discussion" needs to be capitalized. Is there a measurable objective to go with course content number 5?
NURS 51 Maternity Nursing		6 2394	1. I think that the "total weeks-9" should be removed from the course description as that is a scheduling issue and not a curriculum issue. Also the units and contact hours do not match up.
NURS 52 Pediatric Nursing		6 2395	1. There are some format changes that need to be made. 1. Remove "total weeks -9" from the course description as that is a scheduling issue and not a curriculum issue. 2. I believe the units and contact hours should be for the semester and not nine weeks. 3. Need to reformat measurable outcomes so "Clinical Outcomes" and "Theoretical Outcomes" are not numbered and the following outcomes are numbered correctly. 4. Put Lab/Clinical Content in outline format like measurable outcomes, 5. Put periods at the end of the Assignments.
NURS 54 Clinical Topics		7 2396	1. For prerequisite do you want (completed with a grade of "C" or higher) for NURS 55? Remove comma before NURS 55. Need to reformat measurable outcomes so "Clinical Outcomes" and "Theoretical Outcomes" are not numbered and the following outcomes are numbered

			numbered and the following outcomes are numbered correctly. Some of the measurable outcomes do not have semi-colons.
NURS 60C Adult Health III		6 2398	1. Formatting changes; Remove 6 weeks from course description. Check that units and contact hours are calculated for the semester. Measurable Objectives are not in proper outline format. Under course content, 2A, 2B, 3A, 3B and 3C the first word needs capitalization. Need a period at the end of Student Learning Outcomes A and C.
NURS 70 Nursing Theory: LVN-RN Transitions		7 2402	1. Remove D from typical assignments as it belongs under assessment. Format Changes: Remove the commas before ANAT 1, MICR 1 and PHSI 1 in prerequisites. For Measurable Outcomes need to lower case beginning word of each outcome and put a semi-colon at the end of each outcome except the last one. Remove Evidence Based Practice: and Diversity: from the list of outcomes.
<b>Kinesiology, Athletics and Physical Education</b>			
KINE OPE Orientation to Physical Education Activity Classes	New Course Proposal	7 2366	1. Here are some recommended changes. 1. Measurable Objectives a) I think the course description needs to be reworded. It sounds like you get diabetes from taking an activity course and this course will tell you how to prevent getting the diabetes. Suggestion: Covers basic concepts in safety, facility use and rules of the activity center, training for wellness, nutrition, and prevention of adult diabetes. b) I do not see a measurable outcome for course content number 4. 2. Course Content a) I do not see matching course content to go with measurable objectives number 2 and 5. b) Rewrite number 7 as “The signs of metabolic syndrome.” to match other course content format. c) I see nothing in the course content about diabetes. 3. Textbook – Is there a newer edition of the textbook?
<b>Language Arts</b>			

ESL 128 Faculty-Student Tutorial - ESL	Deactivate Course	6 2400	
ESL 149 Writing Workshop for Non-Native Speakers	Deactivate Course	6 2399	
<b>Science and Mathematics</b>			
MTH 8 Discrete Mathematics		7 2231	
MTH 201 Math Jam A		4 2421	1. Is there a current textbook for the Math Jam?
MTH 202 Math Jam B		4 2422	
MTH 203 Math Jam C		4 2423	
PHYS 27 Introduction to Unmanned Flight & Rocket Science	New Course Proposal	6 2307	1. Since being articulated to CSU/UC change effective date to Fall 2018. Format Change: Catalog Description: Remove comma after and. Remove “and” at the end of the description.
<b>Biology (Emphasis in Allied Health)</b>		5	
<b>Social Sciences</b>			
ADMJ 90 Reserve Module A: Arrest and Control	Deactivate Course	7 2403	



ADMJ 91 Reserve Module A: Firearms	Deactivate Course	7 2404	
ECD 30 CA Preschool Learning Foundations: English Language Development	New Course Proposal	6 2276	<ol style="list-style-type: none"> <li>1. Replace CA with California in course title. Change date to Fall 2018 since requesting articulation with CSUs. Format change: Rewrite typical assignments as if given to the student to match format of other course outlines.</li> <li>2. I suggest a change to the title to match other Preschool Foundation courses. English Language Development: Preschool Foundations</li> </ol>
ECD 31 Performing Arts Preschool Foundations	New Course Proposal	14 2302	<ol style="list-style-type: none"> <li>1. Add a colon after "Arts" to match other titles of Preschool Foundations courses.</li> <li>2. Should be Spring 2018, not Fall 2017</li> <li>3. I have the same remarks I had as division rep: Typical Assignments: address students directly. Evaluating Student Progress: Is it a requirement to have a final exam or project? Bibliography: eliminate 1., correct typos in 2. Font should be uniform throughout.</li> <li>4. See Mireille's notes.</li> </ol>
ECD 32 Math: Preschool Foundations	New Course Proposal	12 2304	<ol style="list-style-type: none"> <li>1. Is this the latest edition of the text?</li> <li>2. Should be Spring 2018, not Fall 2017.</li> <li>3. Typical Assignments (last): address students directly. Assessment of Student Progress: should there be a final of some type? Textbooks: Correct typo in education in 2.</li> </ol>
ECD 33 Science: Preschool Foundations	New Course Proposal	5 2316	<ol style="list-style-type: none"> <li>1. Format Changes: <ul style="list-style-type: none"> <li>• Capitalize the first word in subtopics of course content numbers 1 and 2.</li> <li>• Remove spaces in Course Content outline.</li> </ul> </li> </ol>
ECD 34 Literacy: Preschool Foundations	New Course Proposal	5 2317	

ECD 36 Visual Arts: Preschool Foundations	New Course Proposal	5 2319	1. Under course contents remove subtopic B "Visual Arts" from course content number 2 "Visual Arts".
ECD 37 Health: Preschool Foundations	New Course Proposal	5 2331	1. Format Change: Lower case first word in Measurable Objectives in numbers 3 and 4.
ECD 38 History-Social Science:Preschool Foundations	New Course Proposal	5 2332	1. Format Changes: • Add a space behind the colon in the title of the course. • Suggest rewriting typical assignments as the assignment given to the student to match typical assignments in other course outlines.
ECD 39 Physical Development: Preschool Foundations	New Course Proposal	5 2333	
ECD 54 Child Health, Safety and Nutrition		5 2314	1. Format Change: Lowercase "Communicable" in course content 4A.
ECD 88 Early Childhood Environments	Deactivate Course	6 2315	