



Curriculum Committee

Agenda for November 17, 2016

12:30pm

Berger Faculty Innovation Center

Members (13): Donna Greene (Chair), Wendy Ansley (Kinesiology/ECE), Sara Butler (Social Sciences), Maria Elena Diaz (Comm & Humanities), Jon Fernald (Library & Learning Resources), Sarah Gaete (Nursing & Health Sciences), Mike Gladych (Adjunct), Elise King (General Counseling), Dan Kleinfelter (Math & Computer Science), Alexa Sawa (Science), Lisa Soccio (Arts & Media), Adam Uhlhorn (Student Services/Special Programs), Scott Ventura (Business & Applied Technology)

Ex-Officio (non-voting): Maria Jasso (Articulation Officer), Pamela Ralston (VP Student Learning), M. Scott Relerford (Student Representative)

Staff: Jojie Magbuhat (Curriculum & Catalog Specialist), Erin Robertson (Curriculum & Catalog Specialist)

Recorder: Cheryl Contopulos

Quorum: [7]

1. Call to Order/Roll Call

2. Action Items

2.1 Approval of Agenda

2.2 Approval of November 1, 2016 Minutes

2.3 Curriculum Committee Composition Call for Workgroup

2.4 Chancellor's Office Credit Course Certification

2.5 Distance Education Checklist 1st Read (see attachment)

2.6 Consent Agenda

2.6.1 COURSE MODIFICATION:

- | | | |
|----|---------|---|
| 1) | BI-004 | Elements of Biology |
| 2) | BI-005 | Molecular and Cell Biology |
| 3) | BI-006 | Biology of Organisms |
| 4) | CH-003 | Introductory General Chemistry
<i>Textbook update.</i> |
| 5) | RTV-007 | Introduction to Radio Production
<i>Periodic review.</i> |

2.7 Course Modifications

- 1) ART-001B Intermediate Drawing & Composition
- 2) ART-005A Beginning Figure Drawing
- 3) ART-006A Intermediate Design & Color
Change class size max from 25 to 22 due to facility's space limitations.
- 4) ART-011B Intermediate Sculpture
Course is now a stand-alone course.
- 5) ART-005B Intermediate Figure Drawing
- 6) ART-009B Intermediate Printmaking
- 7) ART-014B Intermediate Screen Printing
- 8) ART-021B Intermediate Watercolor Painting
- 9) ART-025B Intermediate Acrylic Painting
Change class size max from 25 to 22 due to facility's space limitations. Course is now a stand-alone course.
- 10) KINE-047 Body Sculpt & Tone
Change class size max from 45 to 40 for pedagogical safety and supervision of students.
- 11) MATH-014 Statistical Methods
Change class size max from 40 to 35.
- 12) MATH-060 A Preparation for the Study of Algebra
Change class size max from 30 to 35.
- 13) MATH-070 Arithmetic
Change class size max from 30 to 35. Course is now a stand-alone course.
- 14) MUS-027 Jazz Band
Change class size max from 30 to 20 to meet the professional standard for this type of group.
- 15) MUS-028 Jazz Ensembles
Change class size max from 30 to 20 because it would be impossible for the instructor to adequately supervise instruction of more than three combos.

2.8 New Courses

- 1) MATH-015P Discrete Mathematics for Computers with Programming

2.9 New Programs

2.9.1

BUILDING AUTOMATION CONTROL CERTIFICATE OF ACHIEVEMENT

Required Courses

ACR-060	Air Conditioning & Refrigeration I	3
ACR-064	Air Conditioning & Refrigeration Electricity I	3
ACR-065	Air Conditioning & Refrigeration Electricity II	3
ACR-076	Facilities Maintenance – Chillers.....	3
ACR-090	Building Automation Fundamentals.....	3
ACR-091	Advanced Building Control Networks	3
ACR-092	Advanced Building Automation Networks and Programming	3

TOTAL UNITS **21**

2.9.2

COMMERCIAL GAS HEATING CERTIFICATE OF ACHIEVEMENT

Required Courses

ACR-060	Air Conditioning & Refrigeration I	3
ACR-064	Air Conditioning & Refrigeration Electricity I	3
ACR-065	Air Conditioning & Refrigeration Electricity II	3
ACR-076	Facilities Maintenance – Chillers.....	3
ACR-080	Gas Heating	3
ACR-084	Boiler and Hydronic Heating	3

TOTAL UNITS **18**

2.9.3	<p>FACILITIES OPERATIONS TECHNICIAN CERTIFICATE OF ACHIEVEMENT</p> <p>Required Courses</p> ACR-060 Air Conditioning & Refrigeration I 3 ACR-064 Air Conditioning & Refrigeration Electricity I 3 ACR-065 Air Conditioning & Refrigeration Electricity II 3 ACR-076 Facilities Maintenance – Chillers..... 3 ACR-078 Safe Refrigerant Handling & Management 3 ACR-083 All Weather Heating & Cooling Systems 3 ACR-084 Boiler & Hydronic Heating..... 3 ACR-090 Building Automation Fundamentals..... 3 ARCH-011 Architectural Blueprint Reading 3 ACT-030 Plumbing Fundamentals..... 3 TOTAL UNITS 30
2.9.4	<p>GREEN HVAC COMMERCIAL CERTIFICATE OF ACHIEVEMENT</p> <p>Required Courses</p> ACR-060 Air Conditioning & Refrigeration I 3 ACR-061 Air Conditioning & Refrigeration II 3 ACR-064 Air Conditioning & Refrigeration Electricity I 3 ACR-065 Air Conditioning & Refrigeration Electricity II 3 ACR-075 HVACR Systems Design 3 ACR-076 Facilities Maintenance – Chillers..... 3 ACR-077 Energy Conservation Methods for HVACR 3 ACR-078 Safe Refrigerant Handling & Management 3 ACR-083 All Weather Heating & Cooling Systems 3 ACR-084 Boiler & Hydronic Heating..... 3 ACR-090 Building Automation Fundamentals..... 3 BIT-002 Building & Mechanical Codes..... 3 TOTAL UNITS 36
2.9.5	<p>GREEN HVAC RESIDENTIAL CERTIFICATE OF ACHIEVEMENT</p> <p>Required Courses</p> ACR-060 Air Conditioning & Refrigeration I 3 ACR-061 Air Conditioning & Refrigeration II 3 ACR-064 Air Conditioning & Refrigeration Electricity I 3 ACR-065 Air Conditioning & Refrigeration Electricity II 3 ACR-075 HVACR Systems Design 3 ACR-077 Energy Conservation Methods for HVACR 3 ACR-078 Safe Refrigerant Handling & Management 3 ACR-080 Gas Heating 3 ACR-083 All Weather Heating & Cooling Systems 3 TOTAL UNITS 27
2.9.6	<p>HEAT PUMPS CERTIFICATE OF ACHIEVEMENT</p> <p>Required Courses</p> ACR-060 Air Conditioning & Refrigeration I 3 ACR-061 Air Conditioning & Refrigeration II 3 ACR-064 Air Conditioning & Refrigeration Electricity I 3 ACR-065 Air Conditioning & Refrigeration Electricity II 3 ACR-078 Safe Refrigerant Handling & Management 3 ACR-083 All Weather Heating & Cooling Systems 3 TOTAL UNITS 18
2.9.7	<p>PROPER HVAC SYSTEM PREPARATION AND SYSTEM CHARGING</p> <p>Required Courses</p> ACR-378B Recovery and Evacuation Practices in Refrigerant Management ACR-378D System Performance and Charging Procedures

2.9.8

RESIDENTIAL GAS HEATING CERTIFICATE OF ACHIEVEMENT

Required Courses

ACR-060	Air Conditioning & Refrigeration I	3
ACR-064	Air Conditioning & Refrigeration Electricity I	3
ACR-065	Air Conditioning & Refrigeration Electricity II	3
ACR-080	Gas Heating	3
TOTAL UNITS	12

2.10 Program Modifications

2.10.1

MUSICAL THEATRE CERTIFICATE OF ACHIEVEMENT

Required Courses: 13 units

MUS-007	History of Musical Theatre	3
MUS-086	Musical Theatre Performance	3
MUS-090	Musical Theatre Workshop	1
DANC-073	Dance, Jazz	1
DANC-076	Dance, Ballet	1
TA-002	Acting I	3
TA-003	Acting II	3
MUS-022A	Voice I.....	2
MUS-022B	Voice II.....	2

Add:

Select from the following courses: 2 units

DANC-076	Dance, Ballet	2
	or	
DANC-073	Dance, Jazz	1
	and	
DANC-075	Dance, Tap.....	1

Select from the following courses: 3 units

MUS-084	Musical Theatre Performance	1
	and	
MUS-085	Musical Theatre Performance	2
	or	
MUS-086	Musical Theatre Performance	3

TOTAL UNITS	18
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3. Information/Discussion Item(s)

3.1 Policy for Listing Multiple Textbooks on the COR (see addendum)

Recommendation: Draft a resolution to be presented at the December 6 Curriculum Committee meeting.

3.2 Resolution on 1st & 2nd Readings (see attachment)

4. Adjournment

Next Meeting:

Thursday, December 6, 2016 – 12:30pm
Berger Faculty Innovation Center

Addendum

Policy for Listing Multiple Textbooks on the COR

There seem to be a growing number of faculty members who list several textbooks in the COR when they are updating the course or when they are proposing a new course. This is a very confusing practice.

As I review the textbooks, I don't know which of the listed books will be the ACTUAL textbook and whether students will be required to buy all listed textbooks or just one of the listed textbooks. The composite cost for many of these multiple-textbook courses is in excess of \$300, which no one would expect our students to shell out for a 2- or 3-unit course. I have heard two explanations: that faculty and adjuncts sometimes prefer to use different textbooks for a particular course, but this goes against the policy I was always told, which is that each department was to select ONE textbook title for use across all sections. The other reason I've heard is that the other textbooks listed align better with the C-ID program requirements. This doesn't sit well with me, either. That would seem as though we are listing the C-ID approved textbook as a "dummy" and a different selection as the one used in the course.

At the bottom of all of this is the students. With textbooks being so outrageously priced, we can no longer expect or even ask students to buy 3 or 4 different books for a course. I sent an email to the art department faculty this morning suggesting services the library can provide in terms of making available selections from textbooks, audiovisual materials, exams, etc. which we can place in our Course Reserve materials and circulate as needed to students without a cost. There are also digital solutions that can be done through CANVAS to supplement the selected textbook.

My preference would be to have the ACTUAL title of the textbook which is to be used in the course currently #6 on the COR. In another number or perhaps #6a, other textbooks or supplementary materials which are not required of the student to purchase may be listed.

Resolution on 1st & 2nd Readings

Whereas, the Academic Senate of the California Community Colleges (ASCCC), adopted the *Ensuring Effective Curriculum Approval Processes* in Spring of 2016 and one of the six recommendations for improving curriculum processes included the recommendation to evaluate local curriculum approval processes to ensure that “curriculum is developed, revised, and implemented in a timely manner, while preserving the integrity and rigor of the review process.”

Whereas, our current practice of approving new and substantially modified courses without a second reading in the curriculum committee does not provide time to allow for input from all constituencies prior to representatives casting votes.

Whereas, curriculum matters affect the entire college community and everyone must be allowed a voice in the process of adopting and implementing curriculum.

Resolved, as of fall 2017, the process for voting on new and substantially modified courses and programs will be as follows: after technical review, new and substantially modified courses and programs will be agenzized as a “first reading”. Faculty will present their proposals at that first reading and representatives will have time to ask questions for clarification. Representatives will have two weeks between curriculum meetings to bring proposals back to their constituents for discussion and recommendations for voting. At the second reading all proposals for new and substantially modified courses and programs will be placed on consent agenda. Any area wishing to pull from consent for further discussion will have the opportunity at that time.