



## Curriculum Committee

April 4, 2017

12:30pm

### Berger Faculty Innovation Center

**Members (13):** D. Greene (Chair); S. Cooper (General Counseling), M.E. Diaz (Comm & Humanities), C. Doussett (Kinesiology/ECE), J. Fernald (Library & Learning Resources), S. Gaete (Nursing & Health Sciences), M. Gladych (Adjunct), D. Kleinfelter (Math & Computer Science), A. Sawa (Science), M. Smith (Social Sciences), L. Soccio (Arts & Media), A. Uhlhorn (Student Services/Special Programs), S. Ventura (Business & Applied Technology)

**Ex-Officio (non-voting):** M. Jasso (Articulation Officer), P. Ralston (VP Student Learning), S. Relerford (Student Representative)

**Staff:** J. Magbuhat (Curriculum & Catalog Specialist), E. Robertson (Curriculum & Catalog Specialist), C. Contopoulos (Recorder)

#### 1. Call to Order and Presence of a Quorum

#### 2. Public Comments

#### 3. Action Items

3.1 Approval of Agenda

3.2 Approval of March 7, 2017 Minutes

3.3 Consent Agenda

##### 3.3.1 COURSE MODIFICATION

**Periodic Review:** *Updated textbook, catalog/schedule descriptions, content, objectives, SLOs, assignments, class size, methods of evaluation*

- 1) ARCH-008 Architectural Design
- 2) AUTO-093A Introduction to Light and Medium Duty Diesel Systems
- 3) AUTO-093B Light/Medium Duty Diesel Systems
- 4) AUTO-093C Advanced Light/Medium Duty Systems
- 5) AUTO-093D Diesel Diagnostics and Troubleshooting
- 6) CART-001 Sanitation and Safety
- 7) CART-004 Pantry
- 8) CART-006 Garde Manger
- 9) CART-010 Food Procurement and Cost Control
- 10) CART-033 Introduction To Baking
- 11) CH-010A Organic Chemistry I
- 12) DRA-011 Introduction to Sketchup and Revit
- 13) HSAD-002 Introduction to Human Services Counseling
- 14) HSAD-004 Personal and Professional Growth
- 15) PHIL-007 Great Ideas Of The Philosophers (**increased class size to 60**)
- 16) PHIL-014 Introduction To Ethics (**increased class size to 60**)
- 17) RED-010 Introduction To Real Estate Professions

#### Textbook Update

- 18) ANTH-001 Introduction to Physical Anthropology
- 19) BI-013 Human Anatomy And Physiology I
- 20) BI-015 General Microbiology
- 21) COMM-009 Intro To Interpersonal Communication
- 22) GS-010 Introduction to Global Studies
- 23) PS-005 The American Presidency

**Updated textbook & SLOs**

- 24) NR-041A Native Plants – Mountain
- 25) NR-041B Native Plants – Desert

**Updated textbook, objectives, & content**

- 26) PS-003 Introduction to Political Theory

**C-ID alignment: Updated textbook**

- 27) PSY-003 Developmental Psychology
- 28) PSY-010 Psychological Aspects of Marriage and the Family

**Updated textbook & entrance skills**

- 29) TA-004 Script Analysis

**Updated SLOs**

- 30) TA-009 Stagecraft

**Updated assignments**

- 31) TA-080 Theatre Makeup

**MIS codes review: Updated TOP Codes and SAM Codes.**

- 32) ART-002A History Of Western Art I: Prehistoric To Medieval (**TOP Code**)
- 33) ART-002B History Of Western Art II: Renaissance To Contemporary (**TOP Code**)
- 34) ART-002C History Of Modern Art (**TOP Code**)
- 35) ART-010 Introduction to Art (**TOP Code**)
- 36) ART-012A Survey Of Asian Art (**TOP Code**)
- 37) ART-012B Art Of Africa, Oceania, & Indigenous North America (**TOP Code**)
- 38) ART-012C Art Of The Ancient Americas (**TOP Code**)
- 39) ART-026 Gallery Display Management (**TOP & SAM Codes**)
- 40) ART-028 Portfolio Preparation (**TOP & SAM Codes**)
- 41) ART-030A Beginning Black & White Photography (**TOP Code**)
- 42) ART-030B Intermediate Photography (**TOP Code**)
- 43) ART-031 Digital Photography (**TOP Code**)
- 44) ART-033 History of Photography (**TOP Code**)

**3.3.2 COURSE DEACTIVATION**

- 1) ITAL-001 Elementary Italian I
- 2) ITAL-002 Elementary Italian II

**3.4 Course Modifications**

**Periodic review: C-ID alignment, updated course description and content, listed AUTO-010 as a prerequisite and corequisite.**

- 1) AUTO-043A [Intro to Hybrid, Electric & Fuel-Cell Vehicle Technology](#)

**Updated textbook. Added Distance Education modality.**

- 2) BUFI-012 Money Management and Planning for the Future

Reduced course size from 25 to 20, a class limit established by our local Emergency Medical Services Authority as part of the provisional permission to run the course. The student to instructor ratio is 1:10. Updated textbook, course description, and content.

- 3) EMT-084 Emergency Medical Technician I

Updated course title, catalog description, course content, textbook, SLOs, and assignments. Added Distance Education modality. Changed from MATH-060 advisory to ESYS-004 OR MATH-060 advisory.

- 4) ESYS-001 ~~Introduction to the Power~~ Energy Generation and Distribution Industry

Updated textbook, course objectives, methods of instruction, and in-class assignments. Changed class size max from 40 to 35. Changed requisites: Prerequisite: ~~MATH-030 and~~ MATH-040 and Advisory: ~~ENG-051~~ ENG-061 and Advisory: MATH-030.

- 5) MATH-005 Trigonometry

Changed class size max from 35 to 30 to reflect that this is a lecture/lab course.

- 6) NR-021 Introduction to GIS

### 3.5 Course Reactivations

- 1) TA-094 Musical Theater Performance
- 2) TA-095 Musical Theater Performance

### 3.6 New Courses

- 1) AUTO-054D Smog Check Inspector Training, Level 1 & 2
- 2) AUTO-054E Smog Check Diagnostic & Repair Technician Training
- 3) NR-051C Backyard Birds

## 3.7 New Programs

### 3.7.1 GRAPHIC DESIGN AND MARKETING AS DEGREE AND TRANSFER PREPARATION REQUIRED COURSES

|   |   |           |
|---|---|-----------|
| DDP-001A  | Computer Graphics 1A.....                                   | 3         |
| DDP-001B  | Computer Graphics 1B.....                                   | 3         |
| DDP-020   | New Media I.....  | 3         |
| ART 002A  | History Of Western Art I: Prehistoric to Medieval.....      | 3         |
| ART 002B  | History Of Western Art II: Renaissance to Contemporary..... | 3         |
| ART 002C  | History of Modern Art.....                                  | 3         |
| ART 003A  | Basic Design & Color.....                                   | 3         |
| BUAC-020A   | Financial Accounting.....                                   | 4         |
| BUMA-010  | Introduction To Business.....                               | 3         |
| <b>or</b>   |   |           |
| ECON-001  | Principles of Macroeconomics.....                           | 3         |
| <b>TOTAL REQUIRED UNITS .....</b>                                 |   | <b>28</b> |
| CSU General Education or IGETC Pattern: 37-39 units               |   |           |
| Kinesiology Activities.....                                       |   | 2         |
| Transferable Electives (as needed to reach 60 transferable units) |   |           |
| <b>TOTAL UNITS.....</b>   |   | <b>60</b> |

3.8 First Reading: Resolution on Class Size Maximums

3.9 First Reading: Update to DE Form

3.10 First Reading: Curriculum Charter for the CPC Handbook

## 4. Information/Discussion

4.1 SLO Review

4.2 Program Development Process and Criteria Draft

4.3 Course approval, certificate approval, & inclusion in the catalog

4.4 Code alignment project

4.5 Textbooks

**5. Good of the Order**

**6. Adjournment** — (Next Meeting: Thursday, April 20 – 12:30 Berger Faculty Innovation Center)

## **Draft Resolution on Course Size Maximums**

Whereas, the ASCCC whitepaper, *Setting Course Enrollment Maximums: Process, Roles, and Principles*, (2012) states “processes for determining course enrollment maximums should include significant input from faculty in the discipline... and any recommendations made by discipline faculty must move forward through established college structures, allowing for appropriate input from administrators and bargaining units and approval by the curriculum committee and oversight by the academic senate.” And

Whereas, at College of the Desert the process for setting and determining course size maximum enrollments has not been clearly defined. And

Whereas, curriculum committees must ensure that discipline faculty have appropriately considered all relevant factors in establishing the class enrollment maximums.

Whereas, “decisions on the setting of class enrollments maximums should, whenever possible, be supported by current and reliable data, both locally produced and from external statewide and national organizations”. (ASCCC, 2012)

Therefore, the process for determining course size maximums shall be as follows:

Effective Fall of 2017 all faculty shall use a starting point of 50 as a course size maximum, for all new and modified courses.

- Faculty members will review the following factors in determining a different course size:

-methods of course delivery

-methods of evaluation

-Local data on student success and student learning outcomes

-Recommendations from discipline specific organizations such as; National Council of Teachers of English, American Mathematics Association of Two Year Colleges.

-Special population classes such as basic skills or honors classes.

-Other pedagogical concerns such as Lab work.

To aid in this process a course size maximum calculator shall be available on the portal for faculty to use as an additional step to justify a smaller course size.

- Once faculty have determined a reasonable course size maximum in consultation with the area dean. This course size will be listed on the COR and will be reviewed through the curriculum committee process that is followed for all Course Outline of Record elements.
- Faculty will include their rationale for the class size in the proposal to the curriculum committee so that the curriculum committee can review the data upon which the recommendations of the discipline faculty are based to ensure that the data are appropriate and have been given proper consideration.
- Discipline faculty will be afforded the opportunity to explain or defend their conclusions, and the curriculum committee must make certain that the discussion by the discipline faculty has been comprehensive and conscientious.

## Curriculum Charter for the CPC Handbook

Name: Curriculum Committee

Mandate: AB 1725

Role:

- Maintain the integrity and the quality of district curriculum
- Secure curriculum consistency and balance
- Ensure transferability of courses where appropriate
- Play a progressive and proactive role in curriculum development
- Promote critical thinking
- Encourage a multicultural and global approach to education
- Respond to the educational needs of the community

Products:

- Approved course outlines per agreement with Chancellor's office
- Approved stand-alone courses per agreement with Chancellor's office
- Approved prerequisites
- Approved general education course status
- Approved transfer requests- subject to articulation agreements
- Approved degree and certificate programs- new and modified- subject to Chancellor's office approval.
- ~~Approved program reviews~~
- ~~Approved course and program student learning outcomes~~
- Curriculum handbook
- ~~Program review procedures~~
- General education philosophy
- Prerequisite verification
- Prerequisite philosophy

Meeting Schedule: Twice monthly September – May

Reporting Relationship: Academic Senate; Vice President of Student Learning

Chair: Elected full-time faculty member

Membership:

Vice President of Student Learning or Designee

One representative from each academic unit

One representative from adjunct faculty

Two Curriculum Specialists

One Articulation Officer

One Student Representative (ex-officio)