



Curriculum Committee

Minutes

Date: May 14, 2024

Meeting Room: L113 and Zoom

1:00 pm – 3:00 pm

1. Call to Order	The meeting was called to order at 1:03PM by Sarah Barsness, Chair.
2. Roll Call	Doug Green moved to approve Alison Bolton's participation with voting privileges via Zoom. Seconded by Amy. Motion passed. Roll call was follows:

Committee Officials (Non-voting)	
<input checked="" type="checkbox"/> Sarah Barsness.....	Chairperson
<input checked="" type="checkbox"/> David Williams.....	VP of Academic Affairs
<input checked="" type="checkbox"/> Lisa Abbott	Curriculum Analyst
<input checked="" type="checkbox"/> Claire Gover.....	Meeting Secretary
Additional SS and AA Expertise (Non-voting)	
<input checked="" type="checkbox"/> Laura Maghoney.....	DE Coordinator
Guests	
Cody Vig	Research and Planning
Jeff Cardinal*	Faculty
Rachel Smith	Faculty
Isabel Anderson*	Faculty

Committee Members (Voting)	
<input checked="" type="checkbox"/> Alison Bolton*.....	Applied Technology & Business
<input checked="" type="checkbox"/> Guy Brookshire.....	Liberal Arts
<input type="checkbox"/> Saki Cabrera.....	Social & Behavioral Sciences
<input checked="" type="checkbox"/> Ginger Cain.....	Health Sciences
<input checked="" type="checkbox"/> Jose Cortes.....	Dean
<input checked="" type="checkbox"/> Amy Dauffenbach.....	Counseling
<input checked="" type="checkbox"/> Erin Duane.....	Library
<input checked="" type="checkbox"/> Douglas "Doug" Green	Applied Technology & Business
<input checked="" type="checkbox"/> Sheila Hudson.....	Dean
<input checked="" type="checkbox"/> Ashlie Lawson	Articulation Officer
<input type="checkbox"/> Myra Kargbo.....	Health Sciences
<input checked="" type="checkbox"/> James Word.....	Math & Science
<input checked="" type="checkbox"/> Teri Yumae.....	Liberal Arts
<input type="checkbox"/> Vacant.....	Social & Behavioral Sciences
<input type="checkbox"/> Vacant	Math & Science
*Attended on Zoom	

3. Approval of Minutes

Approval of Minutes from: April 30, 2024					
Motion:	Guy Brookshire				
Seconded by:	Ginger Cain				
Comments/Discussion/ Revisions:					
Final Resolution:	Yeses:	7	Noes:	0	Abstentions: 0
Motion Passed:	Yes: <input checked="" type="checkbox"/>		No: <input type="checkbox"/>		

4. Agenda Approval

Approval of the agenda will enact all matters listed under the Consent Items which are considered routine unless removed from the Consent Items by a Committee member.	
Motion:	Alison Bolton
Seconded by:	Ginger Cain
Comments/Discussion/	

Revisions:							
Final Resolution:	Yeses:	7	Noes:	0	Abstentions:	0	
Motion Passed:	Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>			

5. Consent Items

(No vote – moving on to Curriculum Committee)		
5a. General		
There are no items in this section.		
5b. Workload/Class Max		
Course	Workload Committee Decision	Change

6. Comments from the Public

<i>Three minutes are allotted per person **</i>	
Name	Comments

7. Information Items

<i>No Action Required</i>	

8. Action Items

Curriculum Committee Calendar 2024-2025. The order of committee meetings and workshops was changed. This calendar shows we will begin Fall with Math/Science curriculum review items. Calendar allows for more time during the semester after items are approved which helps with articulation and submission of programs. Allows more time to plan workshop topics. Incorporates timeline for CTE 2-yr cycle to update LMI, Local Advisory Minutes, and narratives.							
Motion:	Jose Cortes						
Seconded by:	Guy Brookshire						
Comments/Discussion/Revisions:							
Final Resolution:	Yeses:	8	Noes:	0	Abstentions:	0	
Motion Passed:	Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>			

9. Journalism

Rationale for proposals						
Update course and create new certificates						
Isabel Anderson presented agenda items.						
9a: Modified course outline and DE based on IGETC. Hopes to offer course in Spring 2025.						
9b:						
Journalism (CA) revised PLOs to 4. This is a 12-unit certificate						
Multimedia (CA) added 3 PLOs. Revised program description. This is a 24-25.5-unit certificate						
All updates from tech review were made.						
Motion on a-b:	Guy Brookshire					N/A <input type="checkbox"/>
Seconded by:	Teri Yumae					
Comments/Discussion/ Revisions:						
Final Resolution:	Yeses:	8	Noes:	0	Abstentions:	0
Motion Passed:	Yes: <input checked="" type="checkbox"/>		No: <input type="checkbox"/>			

9a. Course Modifications

		Notes
JOUR 011	Introduction to Mass Communication	

9b. New Program

		Notes
Journalism (CA)		
Multimedia Journalism (CA)		

10. Kinesiology

Rationale for proposals

Curriculum Review

These items had been tabled since the DE was not updated for some courses. They have since been updated and verified by Laura Maghoney.

Motion on a-c:	Ginger Cain					N/A <input type="checkbox"/>
Seconded by:	Teri Yumae					
Comments/Discussion/ Revisions:						
Final Resolution:	Yeses:	8	Noes:	0	Abstentions:	0
Motion Passed:	Yes: <input checked="" type="checkbox"/>		No: <input type="checkbox"/>			

10a. Curriculum Review

		Notes
KINE045C	Advanced First Aid and Emergency Care	
KINE021A	Archery - Beginning	
KINE021B	Archery - Intermediate	
KINE006E	Yoga - Beginning	
KINE011A	Body Conditioning - Beginning	
KINE011B	Body Conditioning - Intermediate	
KINE011X	Cardio Conditioning - Beginning	
KINE011Y	Cardio Conditioning - Intermediate	
KINE003X	Cardio Kickboxing - Beginning	
KINE003Y	Cardio Kickboxing - Intermediate	
KINE012X	Circuit Training - Beginning	
KINE012Y	Circuit Training - Intermediate	
KINE010A	Fitness For Life	
KINE040A	Introduction to Kinesiology	
KINE050A	Introduction to Sports Psychology	
KINE041A	Introduction to Sports Science	
KINE024A	Pickleball	
KINE006X	Pilates for Fitness - Beginning	
KINE006Y	Pilates for Fitness - Intermediate	
KINE013A	Resistance Band Training - Beginning	
KINE003A	Self Defense - Beginning	
KINE003B	Self-Defense - Intermediate	
KINE030A	Soccer - Indoor/Outdoor - Beginning	
KINE030B	Soccer - Intermediate	
KINE002D	Swim for Fitness - Beginning	
KINE002A	Swimming - Beginning	
KINE002B	Swimming - Intermediate	
KINE023Z	Tennis - Advanced	
KINE023X	Tennis - Beginning	
KINE023Y	Tennis - Intermediate	
KINE037A	Volleyball - Beginning	

KINE037B	Volleyball - Intermediate	
KINE012A	Weight Training - Beginning	
KINE012B	Weight Training - Intermediate	
KINE006F	Yoga - Intermediate	

**10b. Course
Inactivation**

		Notes
KINEXX023A	Badminton - Beginning	
KINEXX023B	Badminton - Intermediate	
KINEXX036A	Basketball - Beginning	
KINEXX036B	Basketball - Intermediate	
KINEXX018Z	Elite Fitness Training - Advanced	
KINEXX018X	Elite Fitness Training - Beginning	
KINEXX019A	Fit Ball Training - Beginning	
KINEXX019B	Fit Ball Training - Intermediate	
KINEXX018A	Functional & Core Training - Beginning	
KINEXX018B	Functional & Core Training - Intermediate	
KINEXX025A	Golf - Beginning	
KINEXX025B	Golf - Intermediate	
KINEXX003D	Judo - Beginning	
KINEXX003E	Judo - Intermediate	
KINEXX013X	Step Aerobics - Beginning	

**10c. Program
Modification**

		Notes
Kinesiology ADT		

11. Digital Media Arts

Rationale for proposals

Update Programs to simplify for student pathway and success

Rachel Smith presented these agenda items.

11a: Laura Maghoney to approve DE document. Lisa Abbott to attach to courses in 11a.

11b and c: Modified program and created another program to split DMA into 2 pathways.

Lessened the number of required courses to four. Created two emphasis groups : Drawing/Photo and UI/UX.

Allows for wide variety of 3- or 1-unit electives. 1-unit courses are taught in 4-wks. Bootcamps offered during Spring, Summer and Fall terms. Allows flexibility in scheduling and draws diverse students based on their topics of interest and availability.

Motion on a-d:	Ginger Cain					N/A <input type="checkbox"/>
Seconded by:	Guy Brookshire					
Comments/Discussion/ Revisions:						
Final Resolution:	Yeses:	8	Noes:	0	Abstentions:	0
Motion Passed:	Yes: <input checked="" type="checkbox"/>		No: <input type="checkbox"/>			

11a.Course Modifications

DMA010	Graphic Design – Beginning	Update course description –update SAM code – update title
DMA062	UI/UX Design - Beginning	Update title to beginning
DMA011	Graphic Design - Intermediate	Update title to intermediate
DMA 063	UI/UX Design - Intermediate	Update title to intermediate

11b.Course Inactivation

DMA060	Principles of User Experience Design	
DMA061	Principles of User Interface Design	
DMA 065	Exhibition Design	
DMA 001	History of Visual Media	
DMA 090	Digital Media Projects	
DMA 091	Digital Media Portfolio	
DMA 092	Social Media for Professionals	

11c. Modify Programs

	Notes
Graphic and Interactive Design (AA)	

11d. New Programs

	Notes
Graphic and Interactive Design (CA)	

12. Philosophy

Rationale for proposals						
Update course for C-ID						
Lisa Abbott and Sarah Barsness presented this agenda item. They assisted Michael Pelletti with the modifications. Items from Tech Review were completed – course objectives look good, SLOs have been updated and simplified, DE is updated.						
Updates were needed as this course is part of our Law, Public Policy, and Society ADT.						
Motion on a:	Amy Dauffenbach					N/A <input type="checkbox"/>
Seconded by:	Alison Bolton					
Comments/Discussion/ Revisions:						
Final Resolution:	Yeses:	8	Noes:	0	Abstentions:	0
Motion Passed:	Yes: <input checked="" type="checkbox"/>		No: <input type="checkbox"/>			

12a. Course Modification

		notes
PHIL 004	Introduction to Ethics	

13. Athletics

Rationale for proposals						
Update courses with unit/hour changes						
Jeff Cardinal presented agenda item.						
Modified Spring course from 1.5 units to 2 units. Modified Summer course from 1.5 units to 1 unit. These modifications allow for more contact hours in Spring, and keeps overall contact hours the same during the time the sport is not in season. No other changes were made.						
Jeff will update DE (Q#1) to match language in KINE030.						
Motion on a:	Ginger Cain					N/A <input type="checkbox"/>
Seconded by:	Amy Dauffenbach					
Comments/Discussion/Revisions:						
Final Resolution:	Yeses:	8	Noes:	0	Abstentions:	0
Motion Passed:	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>				

13a. Modify Programs

		Notes
ATHL004A	Soccer - Women's Intercollegiate Off-Season (Spring)	
ATHL004B	Soccer - Women's Intercollegiate Pre-Season (Summer)	

I. Report from Articulation Officer, Ashlie Lawson	There were no items in this section.
II. Report from Assessment Coordinator, Andrew Wesley	There were no items in this section.
III. Report from Curriculum Analyst, Lisa Abbott	There were no items in this section.
IV. Report from VP of Academic Affairs, David Williams	There were no items in this section.
V. Report from Curriculum Committee Chair, Sarah Barsness	<p>Sarah reported back from the Non-Credit Institute. Offering non-credit courses is an equity strategy and builds community. The courses can attract and build a diverse student population by drawing continuing ed and adult working learners. There is repeatability and no pressure or worry about earning a grade. There are many opportunities for NC courses in CTE. The NC and credit courses mirror each other, but each NC course must go through curriculum approval and a different course number assigned. More discussion to come.</p> <p>Sarah will be on sabbatical Spring2025.</p>
VI. Other	There were no items in this section.
VII. Open Discussion	There were no items in this section.
VIII. Adjournment	Meeting adjourned at 2:15 PM.

ALL MEETINGS WILL BE HELD STARTING AT 1:00 PM ON ZOOM UNLESS OTHERWISE NOTED

***Under the Bagley-Keene Act, a body does not have to listen to comments on matters that are not on the agenda or that were already considered in a public meeting where there was an opportunity to comment. Cal. Gov't Code § 11125.7(a).*

Under the Brown Act, the public is entitled to comment on any matter within the subject matter jurisdiction of the legislative body, as well as any agenda item. Cal. Gov't Code § 54954.3(a). See Galbiso v. Orosi Pub. Util. Dist., 167 Cal. App. 4th 1063, 1080, 84 Cal. Rptr. 3d 788 (2008). Under the Brown Act, the legislative body does not have to listen to comments on items that are not within its subject matter jurisdiction. 78 Ops. Cal. Att'y Gen. 224 (1995). And, as under the Bagley-Keene Act, a legislative body under the Brown Act does not have to listen to comments on items that were already considered in a public meeting where there was an opportunity to comment. Cal. Gov't Code § 54954.3(a).

An agency may limit public comment on items described in the agenda to the time when those items are being considered. Olson v. Hornbrook Cmty. Servs. Dist., 33 Cal. App. 5th 502, 528, 245 Cal. Rptr. 3d 236 (March 26, 2019).

In addition, under both Acts, the body may adopt reasonable regulations to ensure that the above provisions are carried out, including but not limited to regulations limiting the total amount of time allocated to each individual speaker for public testimony or comment on particular issues. Cal. Gov't Code §§ 11125.7(b) (Bagley-Keene Act); 54954.3(b) (Brown Act). A legislative body of a local agency may regulate the time, place and manner for speech to ensure orderly discussion. Baca v. Moreno Valley Unified Sch. Dist., 936 F. Supp. 719 (C.D. Cal. 1996) (Brown Act); see, e.g., Ribakoff v. City of Long Beach, 27 Cal. App. 5th 150, 177, 238 Cal. Rptr. 3d 81 (2018) (rejecting plaintiff's First Amendment facial and as applied challenge to board's rule limiting public comment to three minutes); Olson, 33 Cal. App. 5th at 528 (holding limitation on public comment on agenda items to when those items are being considered was not an unreasonable regulation).

Curriculum & Tech Review Committee Meeting Schedule | 2024 to 2025

CC MEETINGS FROM 1:00-3:00 TR MEETINGS from 2:00-4:00

August 2024						
Workload Committee meets for Class Max Review						
29 th	CC Meeting - Training					
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	F	F	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	C	28	29	30	31

Curriculum Review for Mathematics and Sciences

September 2024						
3 rd , 17 th TR Meeting for CR						
10 th , 24 th CC Meeting for CR						
S	M	T	W	R	F	S
H	H	T	4	5	6	7
8	9	C	11	12	13	14
15	16	T	18	19	20	21
22	23	C	25	26	27	28
29	30					

October 2024						
1 st TR Meeting for CR						
14 th Submission Deadline for New/Mod Proposals (1 st draft)						
15 th CC Meeting for CR						
22 nd , 29 th Workshop						
S	M	T	W	R	F	S
		T	2	3	4	5
6	7	F	9	10	11	12
13	SD	C	16	17	18	19
20	19	W	23	24	25	26
27	28	W	30	31		

November 2024						
5th, 12 th , 19 th		Workshop				
26 th		TR Meeting				
22 nd New/Mod		Approval Deadline for Spring Review				
22 nd Program Review		Liberal Arts CTE programs submit updated LMI, Local Advisory Minutes, Narrative to Curriculum Analyst				
S	M	T	W	R	F	S
					1	2
3	4	W	6	7	8	9
10	H	W	13	14	15	16
17	18	W	20	21	AD	23
24	25	T	27	H	H	H

December 2024						
3 rd		CC Meeting				
1 st New/Mod		Reach out to faculty/Dean for Approval for Spring Review				
2 nd – 3 rd New/Mod		Spring Agenda set for new/mod proposals				
S	M	T	W	R	F	S
H	2	C	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

T	Technical Review Meeting			
C	Curriculum Committee Meeting			
SD	Submission Deadline	AD	Approval Deadline	
H	Holiday			
F	Flex			
W	Workshop			

Curriculum Review and those left over from Spring will be the only proposals reviewed in Fall

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- FALL Creation – New and Modified Proposals – SPRING Review (Non-Curriculum Review)
- August/September
 - Create proposals in eLumen
- October
 - Submit 1st Draft Proposals (Proposals must be submitted by this date to be eligible for Spring review)
- October/November
 - Work on submitted proposals with Faculty/Rep/Dean/Articulation/Assessment/DE/Librarian/Curriculum Analyst/Curriculum Chair and receive all approvals
- December – First week
 - Spring Curriculum Committee Agendas set

January 2025						
Workload Committee meets for Class Max Review						
28 th CC Meeting - Briefing						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	F	F	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	C	29	30	31	

February 2025						
4 th , 18 th TR Meeting for Non-CR						
11 th , 25 th CR Meeting for Non-CR						
S	M	T	W	R	F	S
						1
2	3	T	5	6	7	8
9	10	C	12	13	H	H
H	H	T	19	20	21	22
23	24	C	26	27	28	

March 2025						
4 th TR Meeting for Non-CR						
10 th CR Submission Deadline 1 st draft For Fall Review						
10 th Program Review MATH/SCI CTE programs submit updated LMI, Local Advisory Minutes, Narrative to Curriculum Analyst						
11 th CC Meeting for Non-CR						
18 th , 25 th Workshop						
S	M	T	W	R	F	S
						1
2	3	T	5	6	7	8
9	SD	C	F	F	14	15
16	17	W	19	20	21	22
23	24	W	26	27	28	29
30	31					

April 2025						
1 st , 15 th , 22 nd , 29 th Workshop						
S	M	T	W	R	F	S
		W	2	3	4	5
6	7	8	9	10	11	12
13	14	W	16	17	18	19
20	21	W	23	24	25	26
27	28	W	30			

May 2025						
1 st Approval Deadline for Fall Review						
6 th TR Meeting for Non-CR						
13 th CC Meeting for Non-CR						
S	M	T	W	R	F	S
				AD	2	3
4	5	T	7	8	9	10
11	12	C	14	15	16	17
18	19	20	21	22	23	24
25	H	27	28	29	30	31

T	Technical Review Meeting		
C	Curriculum Committee Meeting		
SD	Submission Deadline	AD	Approval Deadline
H	Holiday		
F	Flex		
W	Approval Workshop		

Non-Curriculum Review and those left over from Fall will be the only proposals reviewed in Spring

SPRING Creation– Curriculum Review (Applied Technology and Business) – FALL Review

January/February

- Create proposals

March

- Submit 1st Draft Proposals (Proposals must be submitted by this date to be eligible for Fall review)

March/April

- Work on submitted proposals with Faculty/Rep/Dean/Articulation/Assessment/DE/Librarian/Curriculum Analyst/Curriculum Chair and receive all approvals

May – 12th – 13th

- Fall Curriculum Committee Agendas set