



**Cañada College**  
**CURRICULUM COMMITTEE**  
**Minutes**  
**Thursday, October 5, 2023**  
**1-2:30pm, Zoom/9-154**

**Members Present:** Lisa Palmer, Gloria Darafshi, Danny Lynch, Gonzalo Arrizon, Bob Lee, Ana Miladinova, Nick Carr, Maureen Wiley, Chialin Hsieh, Martin Partlan, Ron Andrade, Frank Nguyen Le, Maria Lara, David Monarres, Kristina Brower

**Members Absent:** Oscar Arreola Buendia

**Guests:** Karen Engel, Gina Hooper, Marianne Beck, Madeline Wiest, Adriana Lugo

**1) Adoption of Agenda**

**Motion** – to approve the agenda: M/S: Bob Lee, Martin Partlan

**Discussion**— none

**Abstentions** – none

**Approval** – approved unanimously

<i>Consent Agenda</i>
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**2) Approval of Minutes – September 7, 2023**

**3) Curriculum Items:**

○ *Business, Design & Workforce*

- Torres, Elsa
  - **INTD 148 - Color and Design (3.00)** (Modified Course Proposal) Proposed  
Changes: Prerequisite Revision

○ *Curriculum Committee*

- Removal of “math competency” designation from BIOL 225, CHEM 210, CIS 262, ENGR 100, ENGR 111, ENGR 210, ENGR 215, ENGR 230, ENGR 260, PHYS 210, PHYS 250, PHYS 260, PHYS 270, PSYC 205, SOCI 205

○ *Science & Technology*

- Elteto, Attila
  - **PHYS 250 - Physics with Calculus I (4.00)** (Modified Course Proposal) Proposed  
Changes: Catalog Description Revision, Content Review Revision, Textbooks Revision

- Partlan, Martin
  - **PHYS 220 - General Physics II (4.00)** (Modified Course Proposal) Proposed Changes: Catalog Description Revision, Distance Education Revision, Textbooks Revision
  - **PHYS 270 - Physics with Calculus III (4.00)** (Modified Course Proposal) Proposed Changes: Catalog Description Revision, Distance Education Revision, Textbooks Revision
  - **PHYS 405 - Applied Radiographic Physics (3.00)** (Modified Course Proposal) Proposed Changes: Distance Education Revision, Textbooks Revision

**Motion** – to approve the consent agenda: M/S: Bob Lee, Maureen Wiley

**Discussion**— Chialin thanked these faculty members for completing course modifications early and not waiting until the last moment. She reminded the committee of the curriculum submission deadlines document which can be used as a reference for faculty.

**Abstentions** – none

**Approval** – approved unanimously

*Substantive Agenda*

3) Curriculum items –

○ *Science & Technology*

- Partlan, Martin
  - **PHYS 260 - Physics with Calculus II (4.00)** (Modified Course Proposal) Proposed Changes: Catalog Description Revision, Distance Education Addition, Textbooks Revision

Martin Partlan presented on behalf of this item. He shared that this course modification included a distance education revision, as opposed to an addition, and it was possible the wrong box was checked which is why this one course is included on the substantive agenda. Martin summarized the other changes which were made, including textbook revisions, and catalog description revisions.

**Motion** – to approve the modification to PHYS 260: M/S: Maureen Wiley, David Monarres

**Discussion**— none

**Abstentions** – none

**Approval** – approved unanimously

4.a) Other Curricular Matters

Item	Speaker	Action
1) Proposed change to the awarding of credit for the defense language proficiency test (DLPT) <a href="#">DLPT Policy Update Presentation 092723</a>	Marianne B./Gloria D.	Discussion and Vote
2) Proposed change to the requirement for Cañada’s associate degrees from “either 12 units or 50% of the units applied to the major, whichever is fewer, must be completed at Cañada” to	Lisa	Discussion and Vote

<p>“either 12 units or 50% of the units applied to the major, whichever is fewer, must be completed at one of the three district colleges.”</p>		
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Lisa Palmer discussed item 2 initially. Lisa noted that this change is being proposed to benefit students who are attending all three campuses, or who may be attending classes online. Students may not be aware of the specific college association of their course which could cause issues upon graduation with the college where their degree is being sought. Lisa added that in the future, the committee will be voting on removing the “50% of the units applied to the major” language because this is an area that is causing challenges for students, and is part of Board Policy 66, which will be revised in the near future. Currently, as noted above, the focus is only to vote on changing the requirement for Cañada’s associate degrees from “either 12 units or 50% of the units applied to the major, whichever is fewer, must be completed at Cañada” to “either 12 units or 50% of the units applied to the major, whichever is fewer, must be completed at one of the three district colleges.”

Lisa noted that CSM did approve this change, but that Skyline is waiting for our campus as they want all campuses to be on the same page. Gloria Darafshi asked if the committee would be viewing data associated with this change. Gloria presented the following information:



There are 3 policies that determine the number of required units that students must take at Cañada to earn our degree:

- 1) **Title 5 residency requirement** states that students must complete 12 units at one institution for that institution to award a degree. These **12 units can be any degree-applicable units.**
- 2) **Cañada policy for local degrees (AA/AS)** is that students must complete 12 units, or 50% of the units required in the major, whichever is fewer, at Cañada to be awarded a degree.
- 3) For **Associate Degrees for Transfer (AA-T/AS-T)** we cannot apply any local requirements to these degrees. Therefore, there is no unit minimum in the major that students must complete at Cañada. The Title 5 residency requirement of completion of 12 units (any degree-applicable units) at the college still applies.

1. <b>Residence:</b> A minimum of 12 units must be completed at Cañada College	C	IP	I
2. <b>Scholarship:</b>	C	IP	I
<ul style="list-style-type: none"> <li>A 2.0 grade point average is required for all degree applicable coursework taken within the San Mateo County Community College District and all incoming degree applicable coursework taken outside the District.</li> <li>All courses in the major must be completed with a grade of "C" or Pass or better (2.0)</li> </ul>			
3. <b>Mathematics/Quantitative Reasoning:</b>	C	IP	I
<ul style="list-style-type: none"> <li>Successful completion of a math course at or above the level of Intermediate Algebra with a grade of C or better (or Pass), OR</li> <li>Successful completion of BUS. 113, BUS. 115 (CSM), BUS. 123 (CSM, SKY), PSYC 121 (CSM) or PSYC 171 (SKY) with a grade of C or better (or Pass).</li> </ul>			
4. <b>Physical Education:</b> Two activity courses in PE (Kinesiology) are required. However, this requirement may be waived for students in the following categories:	C	IP	I
<ol style="list-style-type: none"> <li>The Physical Education area is waived for students who have received an associates or bachelor's degree from a regionally accredited institution. Please see accepted college/university accreditation: <a href="https://smccd.edu/transcript/accepted-accreditation.php">https://smccd.edu/transcript/accepted-accreditation.php</a></li> <li>Veterans who have completed Basic Training and submitted their Joint Services Transcript (JST)</li> <li>Persons excused for medical reasons</li> </ol>			
5. <b>Major:</b>	C	IP	I
<ul style="list-style-type: none"> <li>A minimum of 18 units in a discipline or related disciplines as specified by the appropriate division.</li> <li>A grade point average of 2.0 in the major is required. All classes applied to the major (core and selectives) must receive a grade of "C" or Pass or better. Some programs may require courses to be taken for a letter grade only. Please review your program's specific major requirements for possible exceptions. For additional information on the use of Pass/No Pass classes to satisfy degree requirements, please refer to the Pass/No Pass Grading Option information found in the Grades and Academic Standards section of the catalog.</li> <li><b>Either 12 units or fifty percent of the units required for the major, whichever is fewer, must be completed at Cañada College.</b></li> </ul>			
6. <b>General Electives:</b> Additional courses to meet the minimum 60 units degree requirement (non-degree applicable courses do not meet this requirement).	C	IP	I
7. <b>General Education:</b> 22 units required - General Education courses introduce the student to areas of study that develop breadth of knowledge and contribute to a balanced education.	C	IP	I
<i>See General Education (GE) Areas A through F listed on the next page.</i>			



<https://catalog.canadacollege.edu/current/ge-worksheets/docs/aa-as-req.pdf>

Chialin noted that the area that the committee is being asked to review is only the highlighted area above. Maria Lara noted that she recalled the committee needed more data before making a decision. Frank Nguyen Le shared that data was obtained and it will be shared with the committee today. Frank also noted that there was concern that making this change would impact financial aid, but it was confirmed that the change would not impact this area for students. Gloria Darafshi added that Financial Aid confirmed that even if students are receiving financial aid through our campus, they can petition for a degree at another campus. She added that the only population that has a restriction is international students; that international students in our campus program must obtain the degree from our campus.



### Original

Currently, our associate degree policy states that **“Students complete 12 units or 50% of the units required for the major, whichever is fewer, at Cañada.”**

### Proposed

However, CSM and SKY have agreed to change this requirement to: **“Students complete 12 units or 50% of the units required for the major, whichever is fewer, at a college in the district.”**

CSM already put this language (which was discussed last spring) in its 2023-24 catalog.

Maria Lara asked where the courses will be taken. Maria suggested there is a difference between whether the degrees are awarded from our campus and the major/unit requirement being a district or campus requirement.

Programs included in the analysis and units needed to earn degree

Program	Required Units	50% of Required Units	Unit Threshold 12 units or 50%?
Accounting AS	27.5	13.75	12 units
Allied Health AS	29 – 32	14.50	12 units
Business Administration AS	29	14.50	12 units
Business Assistant AS	30 - 31	15.00	12 units
Business Management AS	38	19.00	12 units
Entrepreneurship & Small Business Management AS	27 - 28	13.50	12 units
Marketing AS	27	13.50	12 units
Early Childhood Education AS	27	13.50	12 units
Engineering AS	39 - 43	19.50	12 units
Interdisciplinary Studies Arts & Humanities AA	18	9.00	9 units
Interdisciplinary Studies Natural Science & Mathematics AA	18	9.00	9 units
Interdisciplinary Studies Social & Behavioral Sciences AA	18	9.00	9 units
Latin American and Latino Studies AA	18 - 23	9.00	9 units
Theatre Arts AA	21	10.50	10.5 units

Data was provided by PRIE

Current Policy

Program	Unit Threshold	Awards by Academic Year				Total Awards	Did <u>not</u> meet unit threshold
		2019-2020	2020-2021	2021-2022	2022-2023		
Accounting AS	12 units	8	7	7	4	26	4
Allied Health AS	12 units	39	42	43	38	162	7
Business Administration AS	12 units	14	6	8	4	32	1
Business Assistant AS	12 units	0	0	1	0	1	0
Business Management AS	12 units	2	2	7	2	13	2
Entrepreneurship & Small Business Management AS	12 units	0	1	2	3	6	0
Marketing AS	12 units	0	1	2	2	5	0
Early Childhood Education AS	12 units	4	17	12	15	48	7
Engineering AS	12 units	12	4	11	66	33	0
Interdisciplinary Studies Arts & Humanities AA	9 units	12	8	6	4	30	1
Interdisciplinary Studies Natural Science & Mathematics AA	9 units	31	23	28	5	87	5
Interdisciplinary Studies Social & Behavioral Sciences AA	9 units	80	77	50	24	231	11
Latin American and Latino Studies AA	9 units	0	0	1	1	2	1
Theatre Arts AA	10.5 units	1	0	0	0	1	0
<b>Total</b>						<b>677</b>	<b>39</b>

David Monarres highlighted that this data is not telling the group how students will act when this policy is changed, therefore, there are many unknowns.

# Proposed Policy

Awards by Academic Year

Program	Unit Threshold	2019-2020	2020-2021	2021-2022	2022-2023	Total Awards	Did not meet unit threshold
Accounting AS	12 units	8	7	7	4	26	3
Allied Health AS	12 units	39	42	43	38	162	3
Business Administration AS	12 units	14	6	8	4	32	1
Business Assistant AS	12 units	0	0	1	0	1	0
Business Management AS	12 units	2	2	7	2	13	1
Entrepreneurship & Small Business Management AS	12 units	0	1	2	3	6	0
Marketing AS	12 units	0	1	2	2	5	0
Early Childhood Education AS	12 units	4	17	12	15	48	6
Engineering AS	12 units	12	4	11	66	33	0
Interdisciplinary Studies Arts & Humanities AA	9 units	12	8	6	4	30	1
Interdisciplinary Studies Natural Science & Mathematics AA	9 units	31	23	28	5	87	2
Interdisciplinary Studies Social & Behavioral Sciences AA	9 units	80	77	50	24	231	9
Latin American and Latino Studies AA	9 units	0	0	1	1	2	0
Theatre Arts AA	10.5 units	1	0	0	0	1	0
<b>Total</b>						<b>677</b>	<b>26</b>

Kristina Brower noted that she sees this as a positive change, as in Early Childhood Education, the department has a very good relationship with their counterparts at Skyline and they do not want to offer courses at the same time, noting that students are attending courses that work for them, not necessarily courses associated with a specific campus. She noted that the current policy can be interpreted as a barrier for students to complete courses. She asked the group how changing this would not be beneficial for students. David Monarres noted that the issue is the worry that there will not be enough students to offer certain programs of study. Nick Carr added that another concern may be a lack of the number of degrees being completed. Lisa highlighted that if we cannot offer classes for students, that then does provide another barrier as well. On the flip side, Lisa pointed out that if we open the options to take coursework anywhere, student numbers may actually increase. Nick also considered how face versus online course offerings may impact campus offerings and student attendance.

Program	Total Awards	Percent of Major Units Completed at Degree Granting College		Average Number of Major Units Completed by College		
		60%+	Less than 60%	Avg. CAN	Avg. SKY	Avg. CSM
Accounting AS at Cañada	26	23	3	21.4	0.4	2.9
Accounting AS at Skyline	35	28	7	2.2	15.8	2.6
Allied Health AS at Cañada	162	115	47	23.4	3.4	5.2
Allied Health AS at Skyline	426	376	50	2.7	25.3	2.4
Business Administration AS at Cañada	32	29	3	25.4	1.8	2.0
Business Administration AS at CSM	13	10	3	3.4	3.9	19.6
Business Assistant AS	1	1	0	27.0	0	3.0
Business Management AS at Cañada	13	11	2	24.6	3.2	2.8
Business Management AS at Skyline	41	21	20	5.7	21.1	5.2
Entrepreneurship & Small Business Management AS	6	6	0	20.8	2.6	3.0
Marketing AS	5	5	0	21.0	0.6	3.0
Early Childhood Education AS	48	46	2	18.8	2.7	0
Engineering AS at Cañada	33	28	5	41.3	3.7	5.5
Engineering AS at CSM	40	28	12	8.3	4.1	34.7

Program	Total Awards	Percent of Major Units Completed at Degree Granting College		Average Number of Major Units Completed by College		
		60% or more	Less than 60%	Avg. CAN	Avg. SKY	Avg. CSM
Accounting AS at Cañada	26	88%	12%	21.4	0.4	2.9
Accounting AS at Skyline	35	80%	20%	2.2	15.8	2.6
Allied Health AS at Cañada	162	71%	29%	23.4	3.4	5.2
Allied Health AS at Skyline	426	88%	12%	2.7	25.3	2.4
Business Administration AS at Cañada	32	91%	9%	25.4	1.8	2.0
Business Administration AS at CSM	13	77%	23%	3.4	3.9	19.6
Business Assistant AS	1	100%	0%	27.0	0	3.0
Business Management AS at Cañada	13	85%	15%	24.6	3.2	2.8
Business Management AS at Skyline	41	51%	49%	5.7	21.1	5.2
Entrepreneurship & Small Business Management AS	6	100%	0%	20.8	2.6	3.0
Marketing AS	5	100%	0%	21.0	0.6	3.0
Early Childhood Education AS	48	96%	4%	18.8	2.7	0
Engineering AS at Cañada	33	85%	15%	41.3	3.7	5.5
Engineering AS at CSM	40	70%	30%	8.3	4.1	34.7

Chialin highlighted that the above data does not show harm to individual campuses, but rather reciprocal impact. Gloria Darafshi noted that our campus has historically had more online offerings which often makes it easier for CSM and Skyline students to take our courses, in addition, our campus students historically have taken more units than the minimum requirement on our campus. Ana Miladinova suggested that the change would benefit our campus because it may bring more students to our college. David Monarres highlighted that the concern is the unknown aspect of what may happen-we may lose or gain students. Frank highlighted that this could be an experiment and we will have to see the results of the outcome, noting that a benefit is the unification of the three campuses which would help students.

Gloria asked Lisa how the proposed change was received when Lisa presented to Academic Senate. Lisa noted that it was very positive, and that there was not much pushback. Lisa summarized some of the concerns of folks in the room, noting that this is a big change and it could lead to courses disappearing on our campus, and notably, that there are many unknowns regarding the outcome. Frank highlighted that this would initiate collaboration between the three campuses to ensure course offerings for all students. Gloria noted that one challenge for her is that as a college, our campus will be awarding degrees and students will not have to take any of their units in the major with us, which to her, seems odd. Gloria asked the group if they were comfortable with the fact that students will not have to take any courses at the campus for local degrees which suggests a lack of ownership. Martin Partlan added that he believes the change would have to force some unity across departments.

Ana Miladinova suggested that from the student perspective, degrees should be unified. Lisa shared that she did reflect on this, and obtaining a degree from a specific institution has meaning because of the specific institution, and the specific degree based on what was taught at that school, and this change represents a whole different model for students. Maria Lara added that she felt there have been changes to accommodate this and it seems it will no longer be a campus degree but a district degree with the change in place. Maria also brought up the issue that courses can be articulated differently at different district campuses. Bob Lee mentioned that the issue is not clear to him at this point and he does not feel strongly one way or the other. Nick Carr brought up the issue of low filling classes being needed for students to graduate, and if those classes are completely removed, the campus presence and structure changing is his main concern. Maureen Wiley suggested considering revisiting this at a later time if larger changes are being made in the near future. Ana Miladinova suggested trying an experiment to see how this change impacts the college for a trial period. David Monarres felt that the incongruity amongst the three campuses is often the most major of the issues. Frank encouraged the group to focus on breaking down barriers from the student perspective. Gloria questioned if there are in fact barriers if students have to take 9-12 units at our campus and they are historically taking much more than that. David added that he does believe that the change would remove a small potential barrier and now that he has seen the data, he is less hesitant noting again that incongruity between the three campuses has historically often provided more of a barrier for students. Frank suggested trying this for 2 years as a trial.

**Motion** – to make the proposed change to the requirement for Cañada’s associate degrees from “either 12 units or 50% of the units applied to the major, whichever is fewer, must be completed at Cañada” to “either 12 units or 50% of the units applied to the major, whichever is fewer, must be completed at one of the three district colleges.” M/S: Ana Miladinova, Ron Andrade

**Discussion**— Maureen Wiley noted that she is voting no because there are proposed changes coming down the line where there may be more of a discussion for a variety of reasons and secondarily, it is low impact, and she does not feel comfortable saying yes. Bob Lee mentioned that he also is not comfortable saying yes, as there is nothing that has persuaded him as of yet. He noted that our campus has a unique footprint and he does not want to lose it, that there may be long-term consequences that he is not prepared to say yes to as of this moment. He noted that he is open to changing his mind in the future. He noted that we do not know the outcome, and it is a gamble to make this change.

**Votes for--** 9

**Votes against--** 6

**Abstentions** – none

**Approval** – approved, motion passes

**Motion** – the above change will be effective fall of 2024: M/S: Ana Miladinova, Frank Nguyen  
Le

**Discussion**— none

**Votes for--** 9

**Votes against--** 0

**Abstentions** – 6

**Approval** – approved, motion passes

Marianne Beck presented on the next item: Proposed change to the awarding of credit for the defense language proficiency test (DLPT)

[DLPT Policy Update Presentation 092723](#)

Marianne Beck introduced that she is the Articulation Officer at Skyline and is also working with a district-wide work group to implement the different aspects of credit for prior learning. Last year, Marianne brought through IPC the Military Service Credit Policy where area E credit for local degrees and CSU GE is awarded. Today, Marianne was here to discuss a similar policy to align with the CSU policy. Marianne explained that external exams are part of credit for prior learning and this Defense Language Proficiency Test (DLPT) falls within the external exam category. This is a language proficiency test that is administered by the Defense Language Institute in Monterey which is an institution for military personnel or people who will be linguists within the military or government. If the student attends the institute, they take these exams at the institution directly and it is part of their transcript. The institute also offers this proficiency test to other people in the military so they can validate their proficiency level and then use their language skills within their job. By looking through the Joint Services Transcripts which are the transcripts that are received with military training and work experience of our veterans, this exam is included. Marianne shared the current SMCCCD Policy and the Proposed SMCCCD policy, to begin awarding this credit locally and include it in the spring 2024 catalog addendum for this year:

# Defense Language Proficiency Test (DLPT) Policy Update

## Current SMCCCD Policy

### Defense Language Proficiency Test (DLPT)

San Mateo Community College District may award three semester units in CSU GE Breadth Subarea C2 utilizing the American Council on Education (ACE) recommendations.

Students who completed a DLPT Exam, can request an official Defense Language Institute Foreign Language (DLIFLC) Transcripts .

NOTE: If you did not attend DLIFLC, but I took a foreign language test you can request ACE credit recommendations by completing a DLIFLC FORM 420.

## Proposed SMCCCD Policy

San Mateo County Community College District may award three units (semester) in **CSU GE Breadth Area C2 (Humanities)**. **Students may also earn 3 units for the associate degree general education Humanities requirement - Area C2 at Skyline College and Cañada College, or Area E5C (Humanities) at College of San Mateo, based on credit recommendations from the [American Council on Education \(ACE\)](#).**

Students who **attended DLIFLC** and completed a DLPT can request an official [Defense Language Institute Foreign Language \(DLIFLC\) Transcript](#).

NOTE: If you did not attend DLIFLC but took the **DLPT**, you can use **your Joint Services Transcript (JST) to verify your scores, or you can request your DLPT Score Report** by completing a [DLIFLC FORM 420](#).

**Motion** – to accept the proposed changes to the SMCCCD Policy: M/S: Gloria Darafshi, Chialin Hsieh

**Discussion**— Maria asked that information be sent to the committee showing that this can be used for CSU GE certification and to ensure it be clear for students to understand that having this does not mean that they will be able to obtain certification for IGETC. The committee agreed that this should be included. Marianne added that a disclaimer can be included on the actual policy.

**Abstentions**-- none

**Approval** – unanimously approved

## 4) Information/Discussion/Reports

- **Articulation Officer's Report**- no additional report
- **Office of Instruction Report**
  - **Curriculum Specialist's Report**  
2023-2024 2 year and 5 year cycle updates- Frank asked division representatives to work with their discipline faculty to update their course proposals. He will email division representatives after this meeting.
  - **Vice President of Instruction's Report**- no additional report
- **Distance Education (DE) Coordinator**- no additional report
- **Division Reports**- none
- **Chair's Report**- no additional report

## 6. Adjournment

Meeting adjourned at 2:31pm