



## CURRICULUM COMMITTEE

### Minutes

Thursday, February 1, 2024

1-2:30pm, Zoom/9-154

**Members Present:** Lisa Palmer, Gloria Darafshi, Bob Lee, Ana Miladinova, Nick Carr, Maureen Wiley, Chialin Hsieh, Martin Partlan, Adriana Lugo, Danny Lynch, Andrew Soler, Frank Nguyen Le, Kristina Brower, Gonzalo Arrizon, Leonor Cabrera, Maria Lara

**Members Absent:** David Monarres, Oscar Arreola Buendia

**Guests:** Nada Nekrep, Alessandro Riva, Jose Garcia, Kathleen Sullivan-Torrez, Althea Kippes

#### 1) Adoption of Agenda

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

**Discussion**— none

**Abstentions** – none

**Approval** – approved unanimously

#### *Consent Agenda*

#### 2) Approval of Minutes – December 7, 2023

#### 3) Curriculum Items:

##### *Business, Design & Workforce*

- **Brower, Kristina**
  - **ECE. 191 - Children's Literature (3.00)** (Modified Course Proposal)  
Proposed Changes: Distance Education Revision
- **Kippes, Althea**
  - **LEGL 250 – Legal Research and Writing (3.00)** (Modified Course Proposal)  
Proposed Changes: Catalog Description Revision, Student Learning Outcomes Revision, Textbooks Revision
  - **LEGL 251 - Torts (3.00)** (Modified Course Proposal)  
Proposed Changes: Catalog Description Revision, Student Learning Outcomes Revision, Textbooks Revision
  - **LEGL 260 - Advanced Legal Research and Writing (3.00)** (Modified Course Proposal)  
Proposed Changes: Textbooks Revision

- **LEGL 276 - Electronic Litigation and Investigation (3.00)** (Modified Course Proposal)  
Proposed Changes: Textbooks Revision

*Kinesiology, Athletics & Dance*

- **Gaspar, Erik**
  - **KINE 101 - Introduction to Kinesiology (3.00)** (Modified Course Proposal)  
Proposed Changes: Textbooks Revision, Transferability Revision
  - **KINE 137 - Student-Athlete Skills for Success, First Year (1.00)** (Modified Course Proposal)  
Proposed Changes: Textbooks Revision
  - **KINE 138 - Student-Athlete Skills for Success, Second Year (1.00)** (Modified Course Proposal)  
Proposed Changes: Textbooks Revision
  - **VARS 114 - Varsity Basketball (1.50)** (Modified Course Proposal)  
Proposed Changes: Textbooks Revision
  - **VARS 140 - Varsity Golf (3.00)** (Modified Course Proposal)  
Proposed Changes: Textbooks Revision
  - **VARS 154 - Varsity Soccer (3.00)** (Modified Course Proposal)  
Proposed Changes: Textbooks Revision
  - **VARS 160 - Women's Varsity Swimming (3.00)** (Modified Course Proposal)  
Proposed Changes: Textbooks Revision
  - **VARS 170 - Varsity Tennis (3.00)** (Modified Course Proposal)  
Proposed Changes: Textbooks Revision
  - **VARS 400 - Women's Varsity Water Polo (3.00)** (Modified Course Proposal)  
Proposed Changes: Textbooks Revision
- **Jimenez, Cindy**
  - **KINE 119 - First Aid/Adult and Pediatric CPR/AED (3.00)** (Ca□ Modified Course Proposal)  
Proposed Changes: Catalog Description Revision, Distance Education Revision, Textbooks Revision

**Motion** – to approve the consent agenda, including meeting minutes of December 7, 2023 meeting: M/S: Bob Lee, Maureen Wiley

**Discussion**— none

**Abstentions** – none

**Approval** – approved unanimously

1) Curriculum items:

*Business, Design & Workforce*

- **Brower, Kristina**
  - **ECE. 201 - Child Development (3.00)** (Modified Course Proposal)  
Proposed Changes: Distance Education Addition, Distance Education Revision, Transferability Revision
  - **ECE. 210 - Early Childhood Education Principles (3.00)** (Modified Course Proposal)  
Proposed Changes: Distance Education Addition, Distance Education Revision, Recommended Preparation Revision, Transferability Revision
  - **ECE. 211 - Early Childhood Education Curriculum (3.00)** (Modified Course Proposal)  
Proposed Changes: Distance Education Addition, Representative Assignments Revision

Kristina Brower presented on behalf of the above courses. Lisa shared that the reason these courses are on the substantive agenda is due to transferability revisions and a distance education revision noted on the course report. The committee discussed that in fact, these courses could have been on the consent agenda, and that a selection error in CurricUNET was likely why changes were highlighted. Kristina added that these updates took place due to the comprehensive program review cycle. Because these courses were on the substantive agenda, the committee must vote to approve them.

**Motion** – to approve the course updates to ECE. 201, ECE. 210, and ECE. 211: M/S: Gloria Darafshi, Adriana Lugo

**Discussion**— none

**Abstentions** – none

**Approval** – approved unanimously

*Kinesiology, Athletics & Dance*

- **Gaspar, Erik**
  - **KINE 101 - Introduction to Kinesiology (3.00)** (Modified Course Proposal)  
Proposed Changes: Textbooks Revision, Transferability Revision

Nick Carr presented on behalf of this item. He noted that textbooks were updated and the transferability section was previously missed. He noted that the course was previously transferrable, but during a revision, it must have been impacted. Frank added that it was brought to his attention that this same course at Skyline is UC transferrable, but the course on our campus is not. The campus is working with Gloria to have this submitted in June for UC transferability. If approved, it will take effect in the fall.

**Motion** – to approve the course modification to KINE 101: M/S: Kristina Brower, Bob Lee

**Discussion**— none

**Abstentions** – none

**Approval** – approved unanimously

2) Information/Discussion/Reports/Approval Items

**a. Chair’s Report:**

Lisa Palmer shared that at Academic Senate last week, she was nominated and chosen as Secretary to Academic Senate which means she is present at the meetings as both Curriculum Committee representative and Academic Senate Secretary, but only has one vote. Academic Senate asked Lisa to consult with the committee to see if another member would be able to serve as the Curriculum Committee representative on Academic Senate for the remainder of the semester. Lisa will still provide the Curriculum Report for the meetings. Lisa asked the committee to consider serving in this role.

**i. Course banking plan**

Lisa reminded the group that in a previous cycle, the committee reviewed courses that had not been offered in many years. The district revived this request as they want more clarity on what courses are being offered on a regular basis. A new list is being generated by the District Office that will show all courses that have not been offered in the last 4 years. Lisa noted that last cycle, she shared the list with deans and faculty members and asked if the committee found this approach useful. Gloria added that it will be important to look at what courses the campus should be offering because they are part of degrees, and specifically if degrees are going to be eliminated. Gloria also raised the concern regarding if our campus should be offering degrees if the campus does not offer all courses needed to complete that degree. This would be important for AD-Ts if the course is a required course within the degree as opposed to a selective. Maria added that coursework in the GE area still needs to be articulated at our campus.

**ii. BP 6.26 Revision and Planning for ABs 928 and 1111**

Lisa discussed the following chart with proposed information with the committee:

Current and Proposed Board Policy 6.26 Comparison Chart

<p><b>OLD BP 6.26:</b> Subject: Transfer of Credit and Graduation and/or Certificate Program Requirements for Students Who Transfer among the District’s Colleges</p>	<p><b>PROPOSED BP 6.26</b> Subject: Reciprocity</p>
<p>1. Students may transfer from one College within the District to another without penalty, although differences in curriculum offerings among the Colleges may exist.</p>	<p>1. Regardless of where they initially apply for admission, students may enroll in courses at any of the district colleges. However, differences in curriculum offerings among the colleges may exist.</p>
<p>2. Individual courses students have taken at a particular College within the District that satisfy an area in the general education pattern, elective, statutory, and specific area requirements at one District College shall be accepted by the other District</p>	<p>2. Courses that fulfill local degree requirement(s) at one of the district colleges shall fulfill those same local degree requirement(s) at the other district colleges.</p>

<p>Colleges as satisfying those same requirements.</p>	
<p>3. Students who have completed an entire General Education pattern, electives, residency, competency, statutory and specific area requirements, at one District College shall be determined to have completely fulfilled all area requirements for graduation or certificate programs at any of the District Colleges. Upon transferring to another District College, students shall be required to complete only those courses applicable toward their major for the Associate Degree or Certificate Program.</p>	<p>3. For the local degree, completing an entire general education pattern and graduation requirements at one district college shall be considered equivalent to completing those same requirements at the other district colleges.</p>
<p>4. District students who transfer to another College within the District shall receive full transfer credit for instruction completed in their major field but, in order to graduate with a locally-awarded AA or AS degree, they shall be expected to meet the major-field graduation requirements established by the College to which they have transferred. The local major-field graduation requirements do not apply to Associate Degrees for Transfer.</p>	<p>4. District students who change home college to another college within the district shall receive full credit for equivalent instruction completed in their major field. However, they shall be required to meet the major requirements established by the college where they earn the degree.</p>
<p>5. Students who have taken course work at more than one of the District's Colleges shall ordinarily be recommended for graduation by the College in which they have taken the majority of their course work. Students who have completed the majority of their course work at a college outside the District must complete a minimum of twelve (12) units or a minimum of fifty percent (50%) of the total units required (whichever is less) for the major at one or more the District Colleges in</p>	<p>5. Removed. Why?</p> <p style="padding-left: 40px;">a. We don't need to reiterate the title 5 residency requirement; it's already understood.</p> <p>Title 5, 55062 (a) District governing boards shall confer the associate degree upon students who have fulfilled the course requirements of section 55061, and who have met the following conditions: (1) Satisfactory completion of at least 12 semester units (18 quarter units) in residence within the college district. Governing boards</p>

<p>order to be recommended for graduation with the Associate of Arts or Associate of Science Degree or completion of a Certificate Program. The 50% requirement does not apply to Associate Degrees for Transfer.</p>	<p>shall adopt policies that permit students to obtain waivers of this requirement in order to alleviate injustice and undue hardship.</p> <ul style="list-style-type: none"> <li>b. 50% of the total units required in a major removed</li> <li>c. Not applicable to ADT; AB928 requires auto-placement on ADT Pathway.</li> <li>d. Not required by Title 5, beyond the minimum 12-unit residency requirement, creates a barrier for students. Outside of the residency requirement, students transferring to SMCCCD should receive appropriate major, GE, elective credit.</li> <li>e. Title 5, 55050 Credit for Prior Learning – <i>“Upon a student's demonstration of sufficient mastery through an examination or assessment, an award of credit should be made”</i> for Major, GE, and Electives. Based on the CSU CPL policy, up to 30 units of CPL can be awarded. In some majors, students would not be able to receive the full amount of credit available to them and would be forced to repeat content they have obtained outside of a college classroom (ex. ADMJ, AUTO).</li> </ul> <p>NOTE: This means that students who have completed all major and GE degree requirements elsewhere could take any 12 units in our district and earn a degree.</p>
	<p>6. Board Policy 6.26 does not apply to associate degrees for transfer (ADTs).</p>
	<p>New BP X.XX</p>

	<p>Subject: Course Alignment. All SMCCCD courses shared by two or more colleges shall be aligned in the following ways:</p>
	<p>1. Specific Areas of the Course Outline of Record (COR), at minimum:</p> <ul style="list-style-type: none"> <li>a. subject code</li> <li>b. course number</li> <li>c. course title</li> <li>d. unit value</li> <li>e. prerequisite(s)</li> </ul>
	<p>2. Placement in the local general education pattern</p>
	<p>3. Recognizing that course articulation outside of the district is awarded to an individual college at the discretion of discipline faculty at a receiving institution and approval cannot be guaranteed, district colleges shall make the appropriate effort to obtain alignment in the following aspects of course articulation:</p> <ul style="list-style-type: none"> <li>a. C-ID numbers</li> <li>b. CSU and UC transferability</li> <li>c. transfer general education pattern area designations</li> <li>d. course-to-course articulation</li> </ul>
	<p>4. District colleges shall align Credit for Prior Learning (as defined by Title 5, 55050) administrative processes, assessment methods, CPL rubrics, and prior learning articulation.</p>

iii. [Spring Curriculum Regional Meeting](#) – March 2<sup>nd</sup> at 10:00 am (DeAnza College); Deadline to register: Friday, February 23, 2024 - 5:00pm

**b. Articulation Officer’s Report**

Gloria shared with the committee that she, along with the other Articulation Officers at the sister campuses, are currently reviewing a large list of SMCCCD active courses. The Articulation Officers are responsible for identifying discrepancies among the campus course offerings (for example, course numbers and course titles) in an attempt to highlight where issues with district alignment are present. Once complete, the list will be shared with faculty including recommendations of number and title changes.

Additionally, Gloria has begun to review AD-Ts. Due to changes with Cal-GETC and the transfer GE patten being fewer (34) units, all of the unit numbers on AD-Ts are going to change. Gloria and Frank will meet on Monday to further discuss and review this.

**c. Office of Instruction Report**

- **Vice President of Instruction (VPI)** -no additional information to report
- **Curriculum & Instructional Systems Specialist**
  - 2023-2024 2-year and 5-year cycle updates



**2023-2024 CURRICULUM REVIEW MATRIX ••• BY SUBJECT**

*Updated: 02/01/2024*

*\*All 695 courses to be submitted by the Office of Instruction on behalf of the Curriculum Committee.*

CTE / NON CT	Discipline	To Be Reviewed	Completed	In The Queue	UNSUBMITTED
☐ CTE	INTD	1			1
	MEDA	1			1
	COOP	1			1
	DANC	1			1
	FASH	37			37
	HMSV	4			4
	LEGL	15	14		1
	ECE.	26	3		23
	MART	41			41
	PALT	9			9
<b>CTE Total</b>		<b>136</b>	<b>17</b>		<b>119</b>



NON-CTE	ECE.	1	1	0
	CHEM/PHYS	1		1
	CHEM	6		6
	DRAM	12		12
	EDUC	4		4
	ENVS	2	2	0
	GEOG	4	4	0
	GEOL	3	3	0
	KINE	6	4	2
	LIBR	1		1
	METE	1	1	0
	PHIL	9		9
	PHYS/CHEM	1		1
PHYS	6	5	1	
<b>NON-CTE Total</b>		<b>57</b>	<b>20</b>	<b>37</b>
<b>Grand Total</b>		<b>193</b>	<b>37</b>	<b>156</b>

- Changing titles of existing skills certificates

Frank reviewed the following Board Policy with the committee:

**CHAPTER 6: Educational Program  
BOARD POLICY NO. 6.11 (BP 4100)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 6.11 Requirements for Degrees and Certificates  
**Revision Date:** 12/08; 4/15  
**Policy References:** Education Code Section 70902(b)(3); Title 5 Sections 55060 et seq.

1. The Board grants the degrees of Associate in Arts and Associate in Science, and Associate Degrees for Transfer to those students who have completed the subject requirement for graduation and who have maintained a minimum 2.0 grade point average in subjects attempted. Students must also complete the general education, residency, and competency requirements set forth in Title 5 regulations.
2. Students may be awarded a Certificate of Achievement or a Certificate of Specialization upon successful completion of courses of study or curriculum for which the District offers a certificate. The District has certificate programs that upgrade and develop career or technical proficiency.
3. The Colleges, in consultation with the Academic Senate, shall establish procedures to determine degree and certificate requirements and to assure that graduation requirements are published in the Colleges' catalogs and are included in other resources that are convenient and accessible for students.

Frank noted that in the above Board Policy, item 2, skills certificates are not mentioned. Last semester, in December, several skills certificates were approved. Therefore, the certificate type must be changed to certificate of specialization. The catalog also mentions offering skills certificates, so this language must be changed to match the board policy. Frank added that CSM and Skyline also have certificates of specialization. However, they are not eligible for financial aid because they are not submitted to COCI for approval. Frank encouraged the committee to advise faculty of new programs to be very thorough and intentional because there may be an impact to student financial aid, in addition to VA and international students.

The committee also discussed COOP designator needing to be changed to WORK.

In addition, Frank shared the spreadsheet of the list of courses that have not been offered in several years. He noted that the list has been amended by the VPI Office and now incorporates the information regarding course inactivation impacting campus programs. Lisa will be sending this list out to faculty in each field.

**d. Distance Education (DE) Coordinator**

Nada shared the [DE Addendum Handout](#) with the committee. She shared that this is the document that was put together at the beginning of last semester, and that it has been used ever since. It streamlines the process of reviewing addenda, and the campus will continue to use it. Minor updates are being made as Nada encounters challenges with each discipline. It is available to everyone.

3) **Division Reports** – none

4)

5) **Adjournment**

**Motion** – to adjourn the meeting: M/S: Maureen Wiley, Frank Nguyen Le

**Discussion**— none

**Abstentions** – none

**Approval** – approved unanimously

Meeting adjourned at 2:02pm