



Cañada College

CURRICULUM COMMITTEE

Minutes

Friday, September 9, 2022

9:30 a.m. – 11:30 a.m., Zoom

Members Present: Lisa Palmer, Martin Partlan, Maureen Wiley, Soraya Sohrabi, José F. Peña, , David Monarres, Ana Miladinova, Gloria Darafshi, Salumeh Eslamieh, Chialin Hsieh, Noah Liu, Ron Andrade

Members Absent: Maria Lara

Guests: Nada Nekrep, Madeline Wiest, Susan Mahoney, Althea Kippes

1) Adoption of Revised Agenda

Motion – to approve the revised agenda, including addition of item 3 on the consent agenda
M/S: Gloria Darafshi, Maureen Wiley.

Discussion— none

Abstentions – none

Approval – approved unanimously

2) Welcome and introductions

Consent Agenda

3) AB 361 – Renewal of Virtual Meeting Modality

- a. This acknowledges our use of AB 361, which extends our ability to meet virtually as a Brown Act meeting without having to post the address of our physical location.
- b. To contend that we should resume meeting in person, please request that this item be pulled from consent for discussion and debate.

4) Approval of Minutes – May 13, 2022

Substantive Agenda

5) Training:

a. Curriculum Committee Orientation

i. Purview, roles, process, resources

Lisa Palmer



Introduction to the Curriculum Committee

September 9, 2022

2

Layers of Guidance

California Education Code

- Statute, determined by legislation

Title 5 (California Code of Regulations)

- Interprets Ed Code into regulations, determined by the Board of Governors

Chancellor's Office Program and Course Approval Handbook (PCAH)

- Establishes specific guidelines for implementing Title 5
- Developed by the Chancellor's Office with CCC Curriculum Committee (5C)

Chancellor's Office Guidelines

- Further clarify implementation of Title 5 and emerging issues (e.g. AB 1705)

ASCCC papers and reference guides

- Best practices available online: <https://www.asccc.org/publications#>

Searching Title 5

Easy to browse or search CA Code of Regulations at <https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations>

Title 5: Education

Division 6: California Community Colleges

Chapter 6: Curriculum and Instruction

Subchapter 1: Programs, Courses, and Classes

For a list of sections related to curriculum see PCAH, 6th ed, pp. 20-22

Faculty Authority Over Curriculum

Authority over the curriculum is codified in [California Education Code \(§70902\)](#) and further refined in [Title 5 Regulations \(§53200\)](#).

Along with the authority comes the responsibility to work with other faculty, administrators, and staff.

Administration has “right of assignment” over courses and programs.

The “10 + 1”

Title 5 § 53200 (c)

1. **Curriculum, including establishing prerequisites & placing courses within disciplines**
 2. **Degree and certificate requirements**
 3. **Grading policies**
 4. **Educational program development**
 5. **Standards or policies regarding student preparation & success**
 6. College governance structures, as related to faculty roles
 7. Faculty roles and involvement in accreditation process
 8. Policies for faculty professional development activities
 9. Processes for program review
 10. Processes for institutional planning and budget development
- ✓ Other academic & professional matters as mutually agreed upon

Academic Senate By-laws

"The primary function of the Curriculum Committee shall be to coordinate and monitor Cañada's curricular offerings so that they shall uphold the California Education Code, be consistent among the divisions and colleges of the District, be understandable to our students and staff, articulate with high schools and four-year institutions, and support goals and objectives of the San Mateo County Community College District and Cañada College."

Academic Senate By-laws, Continued

"The Curriculum Committee shall make recommendations to the Governing Council about general instruction policies and standards and degree and certification requirements. The Curriculum Committee shall also deliberate over the initiation and modification of programs and courses."

Types of Curricula

CREDIT

Courses

- Degree-applicable
- Non degree-applicable

Programs

- Associate Degrees (AA, AS)
- Associate Degrees for Transfer (AA-T, AS-T)
- Certificates of Achievement
 - 16 + units *must* be submitted to CO
 - 8-<16 units *may* be submitted to CO
- Locally Approved Certificates
 - <8 units; or 8 -16 units not CO approved

NONCREDIT

Courses

- Noncredit: Courses must fit in one of ten categories to be approved by CO/receive apportionment
- Vs. Not-for-credit/Community Services: fee-supported class; apportionment is not claimed; locally approved

Programs

- Cert. of Completion/Competency (CDCP)
- Adult High School Diploma
- Noncredit Apprenticeship Program
- Locally Approved Certificates (not CO approved)

Approval Process

1. Faculty develops and submits curricular proposals
2. Curriculum committee reviews and approves
 - Includes separate tech review, DE review, requisite review, etc.
3. Local governing board approves
4. Chancellor's office approves
 - Auto approval/chaptering for credit courses, local credit programs
 - Review/approval for noncredit, CTE/ADTs
5. Once given a control number, curriculum can be:
 - Published in catalog, schedule, etc.
 - Eligible for apportionment
 - Sent for external articulation and transfer agreements

What happens in committee review?

Technical review ensures complete data, compliance, and consistency including:

- Assignment of a discipline, minimum qualifications
- Non-duplication of existing curriculum
- Appropriateness to college mission
- Integration of elements of COR (content, objectives, assignments, etc.)
- Justification for advisories, requisites, GE petitions, DE modalities
- Standard, concise, and clear English usage; absence of jargon and acronyms

Full committee review double-checks the above and creates the opportunity for faculty to share their curricular initiatives

Important Considerations

- Community need
- College mission
- ACCJC accreditation standards
- Federal and state laws and regulations
- District policy and regulations
- UC, CSU, C-ID alignment
- CTE advisory board
- And

From the State Chancellor's Office
Update to the *Vision for Success*:

“Aim to eliminate cultural bias in
teaching and curriculum”

<https://www.cccco.edu/-/media/CCCCO-Website/Reports/vision-for-success-update-2021-a11y.pdf>

What Does That Mean for Us?

- Clear, standard English without jargon and acronyms
- Materials, assignments, and pedagogy that promote all students' inclusion, engagement, and success
- District collaboration to ensure equity (units required, applicability for degrees and transfer, grading standards (P/no-P vs. letter grades))

Curriculum Committee

Recommends Actions On:

- ✓ New course proposals and course modifications
- ✓ Course inactivations (banking and deletions)
- ✓ New program proposals and program modifications (AA/AS/AA-T/AS-T degrees and certificates)
- ✓ Program inactivations (banking and deletions)
- ✓ Other curricular matters including graduation requirements, general education patterns, and audit list changes
- ✓ Selected topics (680-689, 879 and 880) courses (information)
- ✓ Course articulation with four-year institutions (information)

Committee Members

- Chair, appointed by the academic senate governing council, with the option of reappointment, by the agreement of the curriculum committee and the academic senate governing council
- Two faculty members from each instructional division, and two faculty members from student services
- One transfer center program supervisor
- One degree audit program services coordinator
- One student representative appointed by the associated students of Cañada College
- Articulation officer
- Curriculum and instructional systems specialist
- Vice president of instruction

Quorum?

- More than half the voting members, including the chair, must be present
- After December 31, 2022, unless Governor Newsom extends the state of emergency or the legislature mandates differently:
 - The quorum must meet in person
 - Zooming members must post their addresses on the agenda and allow the public into their homes to participate

Tech Review Committee Members

- Curriculum and instructional systems specialist (technical review committee chair)
- Articulation officer
- Curriculum committee chair
- Vice president of instruction
- Coordinator of online instruction (for curriculum proposals that include a distance education supplement)
- Honors transfer program coordinator (for curriculum proposals that include an honors supplement)
- Library representative

LOCAL CURRRRICULUM RESOURCES

- ✓ Curriculum Committee Website
- ✓ CurricUNET
(<http://www.curricunet.com/smcccd/>)
- ✓ SharePoint

CurricUNET San Mateo County Community College District
Welcome, Guest

User Name

 Password


 College
 -Select Campus-

CurricUNET Home

Links
 Best Practices in Distance Education
 Bloom's Taxonomy
 CCC Curriculum
 Inventory - COCI
 CCC Taxonomy of Programs 6th Edition (Top Codes)
 Cañada Curriculum
 SharePoint
 Course Outline of Record: A Curriculum Ref Guide
 Data Element Dictionary
 Minimum Qualifications for Faculty/Admin 2018
 Program and Course Approval Handbook, 6th Edition
 Skyline SLOAC Framework
 Special Characters

Search
 Course
 Program
 Users

San Mateo County Community College District



CurricUNET

Recent News
 CurricUNET Release 2 is Currently in Implementation!
Flash

Detected

Faculty/Staff Resources

- ✓ Division representatives
 - ✓ Deadlines
 - ✓ Courses up for review
 - ✓ Technical assistance
- ✓ Articulation Officer (AO)
 - ✓ Articulation, IGETC, CSU GE, UC/CSU credit
- ✓ Technical review committee
 - ✓ Curriculum consultation
 - ✓ Curriculum flagged during technical review process

LOCAL CURRICULUM DOCUMENTS

- ✓ Proposal submission deadlines document
- ✓ Curriculum review matrix
- ✓ Curriculum handbook



CURRICULUM PROPOSAL SUBMISSION DEADLINES 2022 - 2023

Meetings are held from 9:30 - 11:30 a.m. via Zoom (Fall) and in 2-10 (Spring).

See note below regarding the time change for the 11/18 meeting.

Curriculum Committee Meeting Dates	DEADLINE #1	DEADLINE #2	DEADLINE #3	DEADLINE #4	DEADLINE #5	DEADLINE #6
	Faculty Submits to Dean (Dean's 1st review)*	Faculty Responds to Dean's comments & takes action on proposal	Dean's Second Review (takes action on proposal)	Technical Review Comm. Review (comments to faculty)	Faculty Addresses Tech. Review Comments (if applicable)	Item Placed on Meeting Agenda
	Thursday	Tuesday	Tuesday	Tuesday	Tuesday	Friday
Fri 8-26-22	Meeting moved to November					
Fri 9-09-22	Committee Training					
Fri 9-23-22	Thu 8-18-22	Tue 8-23-22	Tue 8-30-22	Tue 9-06-22	Tue 9-13-22	Fri 9-16-22
Fri 10-14-22	Thu 9-08-22	Tue 9-13-22	Tue 9-20-22	Tue 9-27-22	Tue 10-04-22	Fri 10-07-22
Fri 10-28-22	Thu 9-22-22	Tue 9-27-22	Tue 10-04-22	Tue 10-11-22	Tue 10-18-22	Fri 10-21-22
Fri 11-11-22	No meeting - Veterans Day Holiday					
	The 11/18 meeting will be held from 1:00-3:00 p.m. in order to allow faculty the ability to attend IPC.					
Deadline for IGETC/CSU GE →	Fri 11-18-22	Thu 10-13-22	Tue 10-18-22	Tue 10-25-22	Tue 11-01-22	Tue 11-08-22
	Fri 11-25-22	No meeting - Day after Thanksgiving Holiday				
Deadline for Fall 2023 Class Schedule** →	Fri 12-09-22	Thu 11-03-22	Tue 11-08-22	Tue 11-15-22	Tue 11-22-22	Tue 11-29-22
	Fri 1-27-23	Thu 12-22-22	Tue 12-27-22	Tue 1-03-23	Tue 1-10-23	Tue 1-17-23
	Fri 2-10-23	Thu 1-05-23	Tue 1-10-23	Tue 1-17-23	Tue 1-24-23	Tue 1-31-23
	Fri 2-24-23	Thu 1-19-23	Tue 1-24-23	Tue 1-31-23	Tue 2-07-23	Tue 2-14-23
	Fri 3-17-23	Joint meeting with the Instructional Planning Council - Program Review Presentations				
	Fri 3-24-23	Thu 2-16-23	Tue 2-21-23	Tue 2-28-23	Tue 3-07-23	Tue 3-14-23
	Fri 4-14-23	Thu 3-09-23	Tue 3-14-23	Tue 3-21-23	Tue 3-28-23	Tue 4-04-23
	Fri 4-28-23	Thu 3-23-23	Tue 3-28-23	Tue 4-04-23	Tue 4-11-23	Tue 4-18-23
Deadline for UC TCA Submissions & College Catalog →	Fri 5-12-23	Thu 4-06-23	Tue 4-11-23	Tue 4-18-23	Tue 4-25-23	Tue 5-02-23

* Prior to submitting your course proposals to the dean's queue, please consult with Gloria Darafshi regarding articulation (UC transferability and/or CSU GE/IGETC applicability). This is not necessary if your course is not UC transferable and/or does not apply to any CSU GE/IGETC areas.

** After the fall schedule deadline, changes to *corequisites/prerequisites, course descriptions, grading method, materials fee charges, titles, units/hours, and recommended preparation* WILL NOT be allowed on courses to be offered in fall. Any exceptions to this policy must be approved by the Technical Review Committee.

CURRICULUM REVIEW MATRIX ... 2022-2027

THE 5-YEAR **NON-CTE** REVIEW CYCLE of **COURSES, DEGREES, and CERTIFICATES** AT CAÑADA COLLEGE



NON-CTE

5 Year Non-CTE Cycle	2022 -2023	2023 -2024	2024 -2025	2025 -2026	2026 -2027				
	CURRICULUM TO BE REVIEWED DURING THE ACADEMIC YEARS SHOWN ABOVE:								
	Course/Program Updates by department (# of)	Approvals take effect:	Course/Program Updates by department (# of)	Approvals take effect:	Course/Program Updates by department (# of)	Approvals take effect:	Course/Program Updates by department (# of)	Approvals take effect:	
	ANY 695* 34	Fall 2023	CHEM 7	Fall 2024	AQUA 6	Fall 2025	ANTH 5	Fall 2026	ASTR 2
	*Changes apply to all 695 active courses		DRAM 12		CIS 242 1		ART 26		BIOL 9
	FITN 34		ECE. 191 1		COMM 6		CRER 5		DRAM 151 1
	HIST 11		EDUC 4		DANC 46		ETHN 7		ENGL 9
	MUS. 23		ENVS 2		ECON 3		HUM. 1		ENGR 9
	SPAN 13		GEOG 4		ESL 13		IDST 1		HSCI 2
			GEOL 3		PSYC 205 1		INDV 10		LCTR 12
			KINE 6		SOCI 5		MATH 21		LING 1
			LIBR 1		TEAM 25		SOSC 1		LIT. 13
			METE 1						OCEN 2
		PHIL 9							
		PHYS 7							
		PLSC 6							
		PSYC 6							
		VAR5 10							
	Courses reviewed: 115	Courses reviewed: 79	Courses reviewed: 106	Courses reviewed: 77	Courses reviewed: 60				

The numbers of courses and awards (degrees and certificates) associated with disciplines are subject to change each year due to curricular changes. Initial Review Cycle approved by the Cañada College Curriculum Committee 09/12/2014

CURRICULUM REVIEW MATRIX ... 2022-2027

THE 2-YEAR **CTE** REVIEW CYCLE of **COURSES, DEGREES, and CERTIFICATES** AT CAÑADA COLLEGE



CTE

2 Year CTE Cycle	2022 -2023	2023 -2024	2024 -2025	2025 -2026	2026 -2027				
	CURRICULUM TO BE REVIEWED DURING THE ACADEMIC YEARS SHOWN ABOVE:								
	Course/Program Updates by department (# of)	Approvals take effect:	Course/Program Updates by department (# of)	Approvals take effect:	Course/Program Updates by department (# of)	Approvals take effect:			
	ACTG 5	Fall 2023	ECE. 26	Fall 2024	ACTG 5	Fall 2025	ECE. 26	Fall 2026	ACTG 5
	ARCH 1		FASH 36		ARCH 1		FASH 36		ARCH 1
	BIOL 310 1		HMSV 3		BIOL 310 1		HMSV 3		BIOL 310 1
	BUS. 10		LEGL 14		BUS. 10		LEGL 14		BUS. 10
	CBOT 11		MART 41		CBOT 11		MART 41		CBOT 11
	CIS 13		PALT 9		CIS 13		PALT 9		CIS 13
	FSE. 13		670, 672 - See below		FSE. 13		670, 672 - See below		FSE. 13
	INTD 20		COOP 670 1		INTD 20		COOP 670 1		INTD 20
	MEDA 16				MEDA 16				MEDA 16
	MGMT 1		672 Courses		MGMT 1		672 Courses		MGMT 1
	RADT 20	DANC, FASH, 2	RADT 20	DANC, FASH, 2	RADT 20				
		HMSV, INTD, 2		HMSV, INTD, 2					
		LEGL, MEDA, 2		LEGL, MEDA, 2					
	Courses reviewed: 111	Courses reviewed: 136	Courses reviewed: 111	Courses reviewed: 136	Courses reviewed: 111				

The numbers of courses and awards (degrees and certificates) associated with disciplines are subject to change each year due to curricular changes. Initial Review Cycle approved by the Cañada College Curriculum Committee 09/12/2014

Other Useful Resources

External Resources:

ACCJC standards
 ASSIST
 COCI (public view)
 Cooperative Work Experience Education Handbook
 CSU GE and IGETC Guiding Notes
 Dual Enrollment Guide (RP Group)
 Financial Aid eligibility
 Listservs (Yahoo! and ASCCC)
 Noncredit at Glance
 Regional Consortia
 Title 5 on Westlaw
 UC Transfer guidelines

ASCCC Resources:

Equivalence to Minimum Qualifications
 The Course Outline of Record: A Curriculum Reference Guide Revisited

CCCCO Resources:

Baccalaureate Degree Pilot Program
 Min Quals handbook
 Monthly CIO Bulletin from CCCCCO
 Noncredit Instruction
 Prerequisites/Corequisites Guidelines
 Program and Course Approval Handbook (PCAH)
 Repetition Guidelines
 TOP Manual

ii. Articulation

Gloria Darafshi

ARTICULATION OVERVIEW



- Fall 2022
- Gloria Darafshi, MSW
- Transfer Counselor/Articulation Officer

WHAT IS ARTICULATION?

- A written and published agreement that identifies “**sending**” campus courses that are comparable to, or acceptable in lieu of, specific course requirements at a “**receiving**” campus.

Type of Articulation:

- **Transfer Credit**
- Fulfilling **General Education** requirement
- **Course-to-Course** and **Major Preparation Agreements**.

Examples

Cañada Courses with UC Transfer
Cañada Courses approved for CSU General Education
[UCLA Articulation Agreement by Major](#)

TIMELINES AND PROCESS

Course transfer approval (CA public higher education)

- CSU's allow CCC's to determine if a course transfers
- UC decides course transferability – course submissions in June; approvals effective Fall semester

Course approval for IGETC (UC Gen. Ed.) and/or CSUGE

- December submission of courses for GE approval (via Assist)
 - Approvals effective the following Fall term
- Courses must be UC transfer-approved to submit for IGETC



TIMELINES AND PROCESS

Course-to-Course and Major Preparation Articulation

- Step One:** Cañada Articulation Officer, Counselors, Instructors identify potential articulation (i.e. UCSD MGT 5 with ACTG 131- approved SP21)
- Step Two:** Articulation Officer submits request to University Articulation Officer
- Step Three:** University Articulation Officer routes to Instructional Faculty
- Step Four:** Cañada Articulation Officer notified of decision; approvals entered into Assist.org

To: University of California, San Diego 2021-2022 General Catalog, Quarter	From: Canada College 2021-2022 General Catalog, Semester
Rady School of Management	
MGT 4 - Financial Accounting (4.00) Same-As: ECON 4	← ACTG 121 - Financial Accounting (4.00)
MGT 5 - Managerial Accounting (4.00)	← ACTG 131 - Managerial Accounting (4.00)

CHANGES TO GE TRANSFER PATTERNS

AB 928: Student Transfer Achievement Reform Act of 2021
Requires the Intersegmental Comm. of Academic Senates (ICAS) to establish one lower division general education pathway of 34 units for both CSU and UC.

ICAS approved the following changes to create a single GE pathway:

- UC will accept the addition of Oral Communication
- The number of courses in Arts/Humanities will decrease from three to two
- UC will remove its Language Other than English proficiency requirement
- CSU will remove its Lifelong Learning and Self-Development requirement

Note: UC Academic Senate approved a new **Area 7 Ethnic Studies** requirement (effective Fall 2023); all Cañada ETHN courses are pre-approved for this new area.

[IGETC, highlighted changes](#)

[CSUGE, highlighted changes](#)



C-ID COURSE IDENTIFICATION NUMBERING SYSTEM TMC TRANSFER MODEL CURRICULUM

C-ID

- ❑ An independent number assigned to CCC courses that commonly transfer to universities.
- ❑ Used to identify comparable courses within CCC's
- ❑ Example: Campuses with course C-ID# PSY 180:
 - Cañada PSYC 200
 - Foothill PSYC 40
 - CCSF PSYC 21
- ❑ CSU accepts all courses approved for C-ID on AD-T's

TMC

- ❑ Identifies the course content for ADT's
- ❑ TMC development is a CCC & CSU faculty-led, state-wide effort
- ❑ Once finalized, TMC's are available for CCC to develop their local ADT's
- ❑ Currently there are 40 TMC's in the most common transfer majors



Congratulations! You made it through an
Articulation presentation!

Contact me for Articulation Questions!
darafshi@smccd.edu



1. Honors Transfer Program Intro
2. What are Honors Classes... and Honors Contracts?
3. Honors Addendums

Susan Mahoney– HTP Coordinator
mahoneys@smccd.edu

Gloria Darafshi – HTP Counselor
darafshi@smccd.edu



The Honors Transfer Program

- Honors Courses and Honors Contracts
- Honors Transcript Notation
- Specialized Advising to Leverage Honors for Transfer
- Opportunities to Present and Publish

- Priority Transfer Opportunities (UCLA, UC-Irvine, and more!)
- Enhanced Scholarship Opportunities
- Special Recognition at Graduation and on Transcript



What are Honors Classes?

Honors Classes:

- involve more advanced topics and research beyond standard course assignments
- include more critical thinking, extended analysis, and creative synthesis
- are for **motivated** and **curious** students
- are **NOT** “AP”
- are **NOT** always more work, but rather *different* work

Dig deeper into something that interests you!

YOU GET:

- personal benefit of doing higher-caliber work! 😊
- “Honors” notation on your transcript ... forever!
- opportunity to develop a close relationship with your professor... → great letters of rec
- opportunity to present at research conferences
- opportunity to join/complete the HTP



Honors Course Schedule

Type “Honors” into the Web Schedule

Counselors....

Please guide 1st semester students to Honors ENGL 100 !
This is a great way to get started in Honors at Cañada!

Also encourage:

- motivated returning students to take Honors Classes.
- students with 3.3 GPA to apply to HTP!

FALL 2021

HONORS PROGRAM

INTERESTED IN TAKING AN
HONORS COURSE THIS FALL?

<p>ART 102 – Late Medieval, Renaissance and Baroque Art History Online (3 units) CSU: C1, UC (ISETC: 3A) CRN: 97169; Erickson</p> <p>ART 103 – History of Art from the Baroque Period to Post-Impressionism Online (3 units) (5/25- 12/16) Transfer: CSU: C1, UC (ISETC: 3A) CRN: 95267; Erickson</p> <p>ASTR 100 – Introduction to Astronomy MW 9:45-11:00 via Zoom (3 units) Transfer: CSU: S1, UC (ISETC: 5A) CRN: 95608; Eberto</p> <p>BISL 250 – Human Anatomy M 6:00-9:25 & W 6:30-9:25pm via Zoom (4 units) Transfer: CSU: S2, S3, UC, (ISETC: S8, S9) CRN: 95682; Chinn</p> <p>BUS 100 – Introduction to Business W 6:00-8:30 via Zoom and online by arrangement (3 units) Transfer: CSU: S3, UC CRN: 95708; Shankar</p> <p>BUS 100 – Introduction to Business M 9:25-11:50 via Zoom and online by arrangement (3 units) Transfer: CSU: S3, UC CRN: 95597; Shankar</p> <p>BUS 100 – Introduction to Business Online (3 units) Transfer: CSU: S3, UC CRN: 95705; Kippes</p>	<p>BUS 103 – Introduction to Business Information Systems T 9:45-11:45 via Zoom and online by arrangement (3 units) Transfer: CSU: UC CRN: 95787; Shankar</p> <p>CIER 110 – Honors Colloquium: Transfer Essentials & Planning Online (1 unit) (8/30- 10/22) Transfer: CSU: UC CRN: 95387; Schmitt</p> <p>COMM 110 – Public Speaking MW 9:10-9:25 via Zoom and online by arrangement (3 units) Transfer: CSU: A1, UC (ISETC: 1C) CRN: 95286; Pheez</p> <p>EDOM 230 – Economic History of the United States Th 12:45-2:00 via Zoom and online by arrangement (3 units) Transfer: CSU: DSL, D US-1, UC (ISETC: 4) CRN: 95292; Ricehill</p> <p>EDUC 201 – Child Development Online (3 units) Transfer: CSU: DSL, UC (ISETC: 4) CRN: 90687; Hall</p> <p>EDUC 249 – Redefining Leadership: Individuals Effecting Change M 5:30-6:00 (9/13, 9/27, 10/18, 11/1, 11/15, 12/06) via Zoom and online by arrangement (3 units) Transfer: CSU: UC CRN: 96726; Vasyj</p> <p>ENGL 100 – Reading & Composition M 11:10-12:25 via Zoom and online by arrangement (3 units) Transfer: CSU: A2, UC (ISETC: 1A)</p>	<p>ENGL 110 – Composition, Literature & Critical Thinking Th 11:10-12:25 via Zoom and online by arrangement (3 units) Transfer: CSU: A3, C2, UC (ISETC: 1B) CRN: 90039; Palmer</p> <p>ENVS 115 – Environmental Science MW 9:45-11:00 via Zoom (3 units) Transfer: CSU: S1, S2, UC (ISETC: 5A, 5B) CRN: 96733; Mahoney</p> <p>IDST 100 – Honors Research Seminar M 2:10-4:00 (9/31, 9/14, 9/28, 10/12, 10/26, 11/5, 11/23, 12/7) via Zoom (1 unit) Transfer: CSU CRN: 97293; Mahoney</p> <p>LIBR 100 – Introduction to Information Research Online (1 unit) (9/7- 12/10) Transfer: CSU, UC CRN: 96725; Tedone-Goldstone</p> <p>MATH 200 – Elementary Probability and Statistics Th 8:10-10:00 via Zoom (4 units) Transfer: CSU: S4, UC (ISETC: 2) CRN: 81373; Klankovsky</p> <p>MATH 270 – Linear Algebra Online (3 units) Transfer: CSU: S4, UC (ISETC: 2) CRN: 97291</p> <p>MATH 275 – Ordinary Differential Equations Online (3 units) Transfer: CSU: S4, UC (ISETC: 2) CRN: 97292</p>
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Honors Classes and Honors Contracts

Honors Classes

- Open to ALL students.
- Designated in the class schedule and web schedule.

Both Honors Classes and Honors Contracts are designated as “Honors” on student transcript.

Honors Contracts

- Any student can propose an honors contract for any transferable course.
- Work with your professor to develop an honors project.
- <https://canadacollege.edu/honorsprogram/contract.php>



Honors Addendums

- All courses offered as Honors Courses need an Honors Addendum.
- Courses do NOT need an addendum for students to do Honors Contracts.

Honors information is in TWO places on the Course Outline

- “Honors Content” in Course Content:
 - automatic language ... should NOT be changed
- “Honors Addendum”
 - 13 criteria that faculty need to address regarding how the course will be delivered for Honors
 - All 13 criteria need to be addressed
 - Faculty can reach out to me with questions





Honors Content – Don't Change

Honors Content:

1. This course may be offered at an honors level. While the class content remains the same and students can expect to achieve the same student learning outcomes, the students experience in an honors section may be significantly different in the following ways:
 - A. Topics covered with greater breadth and depth than non-honors, lower division course work;
 - B. Research expectations are beyond non-honors course assignments;
 - C. Extensive reliance on primary source documents and more advance research methodology is required;
 - D. Greater critical thinking and extended analysis than in non-honors course work; and,
 - E. Creative projects and/or documentation beyond non-honors course requirementsThe specific details about how honors-level work is implemented in this course are included in the Honors Course Addendum.



Honors Addendum – 13 Criteria

Faculty should explain how course does each.

1. Expectation for greater degree of student participation and involvement.
2. Student work evaluated with higher standards of performance expectation.
3. More independent reading. Describe how independent reading is determined and assessed.
4. More opportunities for writing.
5. Course approach requires more critical thinking.
6. Students expected to use primary sources to a greater extent.
7. Greater depth and/or breadth of subject matter presented.
8. More opportunities for research and/or publication.
9. Explain expected citations.
10. More opportunities to pursue topics/projects of individual interest.
11. Course is interdisciplinary in design.
12. Greater flexibility in format and teaching methodologies.
13. Selected field trips, guest speakers, and opportunities to attend related cultural and social events are offered.





Thank you!



iv. Distance education addenda

Nada Nekrep

Nada shared the most recent draft of the DE Faculty Handbook. She mentioned that this draft will be published in the near future. She shared that first, the faculty need to be sure that the department is ok with moving the course online. The instructor needs to make a list of advantages clearly describing how and why the students will benefit from having the course online. Usually, these are courses with established CORs and when it has been established that the course will be offered online, the DE addendum is set up. The DE addendum is generated via CurricUNET. This highlights the differences between in person and remote versions of the course. The most important requirements are that the remote course has the same lecture and lab content, that it is evaluated by the same SLOs and that the DE addendum is course specific, as opposed to instructor specific. After the addendum is generated, it is reviewed and approved by the faculty coordinator of online instruction, and then submitted to the Curriculum Committee.

Nada projected her screen and shared relevant aspects of CurricUNET with the committee, walking them through areas of the site that they may find useful in generating and completing DE addenda.

6) Curriculum Items – none

7) Information

- a. **Chair's Report-** no report
- b. **Office of Instruction Report**
 - **Vice President of Instruction (VPI)-** no report
 - **Curriculum & Instructional Systems Specialist**
 - 2022-2023 2-year and 5-year cycle updates

Jose outlined and walked the committee through various resources that they may find useful as members on the committee. Jose also walked the committee through the Curriculum Proposal Submission Deadlines calendar. Jose shared and explained the Curriculum Review Matrix by Course and the Curriculum Review Matrix by Subject documents.

c. Division Reports

- i. Soraya shared with the committee that Transfer Day will be in person on October 18 from 11am-1:30pm in the Grove. Soraya asked the committee to encourage their students to attend as currently, 40 universities will participate.

8) Adjournment

Motion – to adjourn the meeting M/S: Soraya, Sohrabi, Gloria Darafshi

Discussion— none

Abstentions – none

Approval – approved unanimously

Meeting adjourned at 11:07am.