Cañada College

CURRICULUM COMMITTEE
Minutes
Thursday, March 7, 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, David Monarres, Oscar Arreola Buendia, Priyanshi Chaudhary

Members Absent: none

Guests: Nada Nekrep, Sarita Santos, Candice Nance, Allison Hughes, Sarah Harmon, Anniqua Rana, David Eck

1) **Adoption of Agenda**

    Motion – to adopt the agenda: M/S: Martin Partlan, Kristina Brower
    Discussion— none
    Abstentions – none
    Approval – approved unanimously

Consent Agenda

2) **Approval of Minutes – February 1, 2024**

3) **Curriculum Items:**

    Business, Design & Workforce

    - **Brower, Kristina**
        - **ECE. 254 - Teaching in a Diverse Society (3.00)** (Modified Course Proposal)
          Proposed Changes: Lecture Content Revision, Objectives Revision, Textbooks Revision

        - **ECE. 313 - Health, Safety and Nutrition (3.00)** (Modified Course Proposal)
          Proposed Changes: Distance Education Revision, Objectives Revision, Textbooks Revision

        - **ECE. 333 - Observation and Assessment of Young Children (3.00)** (Modified Course Proposal)
          Proposed Changes: Catalog Description Revision, Objectives Revision, Student Learning Outcomes Revision, Textbooks Revision

        - **ECE. 366 - Practicum in Early Childhood Education (3.00)** (Modified Course Proposal)
          Proposed Changes: Content Review Revision, Objectives Revision

- **Santos, Sarita**
  - **ECE. 212 - Child, Family, and Community (3.00)** (Modified Course Proposal)
    Proposed Changes: Distance Education Revision, Textbooks Revision

  - **ECE. 213 - The School Age Child (3.00)** (Modified Course Proposal)
    Proposed Changes: Distance Education Addition, Mode of Delivery Revision, Textbooks Revision

  - **ECE. 223 - Infant and Toddler Development (3.00)** (Modified Course Proposal)
    Proposed Changes: Distance Education Revision, Textbooks Revision

  - **ECE. 225 - Care and Education for Infants and Toddlers (3.00)** (Modified Course Proposal)
    Proposed Changes: Distance Education Revision, Textbooks Revision

  - **ECE. 240 - Administration I: Business/Legal (3.00)** (Modified Course Proposal)
    Proposed Changes: Distance Education Revision , Textbooks Revision

  - **ECE. 241 - Administration II: Personnel and Leadership (3.00)** (Modified Course Proposal)
    Proposed Changes: Distance Education Revision, Textbooks Revision

  - **ECE. 242 - Adult Supervision and Mentoring (2.00)** (Modified Course Proposal)
    Proposed Changes: Distance Education Revision, Textbooks Revision

  - **ECE. 260 - Children with Special Needs (3.00)** (Modified Course Proposal)
    Proposed Changes: Distance Education Revision, Textbooks Revision

  - **ECE. 263 - Curriculum and Strategies for Children with Special Needs (3.00)** (Modified Course Proposal)
    Proposed Changes: Distance Education Revision, Textbooks Revision

  - **ECE. 362 - Partnering with Families (1.00)** (Modified Course Proposal)
    Proposed Changes: Distance Education Revision, Textbooks Revision

  - **EDUC 249 - Redefining Leadership: Individuals Effecting Change (3.00)** (Modified Course Proposal)
    Proposed Changes: Distance Education Revision, Textbooks Revision

  - **EDUC 265 - Positive Behavior Support in Inclusive Settings (3.00)** (Modified Course Proposal)
    Proposed Changes: Distance Education Revision, Textbooks Revision

  - **EDUC 300 - Applied Inclusive Strategies (1.00)** (Modified Course Proposal)
    Proposed Changes: Distance Education Revision, Textbooks Revision

Science & Technology

- **Partlan, Martin**
  - **PHYS 114 - Survey of Chemistry and Physics (4.00)** (Modified Course Proposal)
    Proposed Changes: Textbooks Revision

Motion – to approve the consent agenda, including minutes of February 1, 2024 meeting: M/S:
Martin Partlan, Adriana Lugo
Discussion— none
Abstentions – none
Approval – approved unanimously

Substantive Agenda

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1) **Information/Discussion/Reports/Approval Items**
   a. **Frank and Lisa:**
      i. **How to run the program impact report and revise programs**
      ii. **Division Reps: CC needs your help with this**

      Lisa explained that Frank would show the committee how to run the Program Impact Report.
      She shared that this is for division representatives, as once somebody revises/removes/makes
      changes to a course, the programs/degrees that are associated have to be revised as well.
      Since this is not something that people do often, the group would like to review this together.

      Frank explained to the committee that when faculty are changing a course title, course
      number, the number of units in a course, deactivating or adding a course, a Course Impact
      Report must be run. This will show which programs will be impacted by these changes.

      Frank shared that clicking on the "CI" icon in CurricUNET will generate the Proposal Impact
      form, which will show the courses affected, cross listed courses affected, or
      active/approved/launched programs affected. In reviewing the list, faculty would make the
      changes to the impacted program areas, and if an impacted program is not in their discipline,
      they would reach out to faculty members in that area to complete the change.

      Frank walked the committee through an example course. Candice Nance showed an example
      of variables that may impact what is present on faculty members' screens. Lisa noted that this
      information is also present in the Curriculum Handbook for reference. Frank encouraged
      faculty to reach out with questions.

   b. **Curriculum and Instructional Systems Specialist:**
      i. **On CurricUNET, shall we change the word "bank" to "inactivate"? (like SKY)**

      Frank shared that as part of a district alignment, the term "banking" of a course is being
      shifted to "deactivating a course resulting in the course being inactive." Frank shared that the
      district is attempting to align with COQI and the Banner system. Reactivating a course is
      around an 18-month process. Kristina Brower asked how long a course can remain inactive.
      Frank clarified that there is no time limit. Candice Nance asked if all three colleges are aligning
      in this change. Lisa and Frank shared that they are all aligning and further that the drop-down
      menus on CurricUNET's course revision pages at each college will be aligned as well. Frank
      clarified that the term "deactivation" is only used for a valid course that was once active. If a
      course is deactivated, it can be brought back. If a course was submitted in error and was
      never active, the term "delete" is appropriate. Kristina Brower asked for information
      regarding the timeline of the district alignment. Frank clarified that agreeing on the phrasing

is the first step, and more information will be forthcoming about next steps.

ii. **2013-24 2- and 5- year review cycle updates**

2023-2024 CURRICULUM REVIEW MATRIX ••• BY SUBJECT
Updated: 03/07/204
All 695 courses to be submitted by the Office of Instruction on behalf of the

CTE / NON CTE	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	14	9
	MART	41		40	1
	PALT	9			9
CTE Total		**136**	**17**	**54**	**65**
NON-CTE	ECE.	1	1		0
	CHEM/PHYS	1			1
	CHEM	6			6
	DRAM	12			12
	EDUC	4		3	1
	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		7	2
	PHYS/CHEM	1		1	0
	PHYS	6	5		1
NON-CTE Total		**57**	**20**	**11**	**26**
Grand Total		**193**	**37**	**65**	**91**

There are only two faculty submission deadlines remaining for the year, and if courses are not updated, they will be inactivated which can negatively impact course offerings and student learning.

c. **Chair's Report:**

i. **Report on course inactivation exemption requests and follow up**

Lisa shared that she is pleased to have received significant feedback on this item. She shared that the campus is doing well. Most of the courses on the list Lisa shared have been requested to remain, to exempt them from being inactive. Positive conversations have arisen from this feedback. Frank shared that the Curriculum Committee will deactivate courses this round, but moving forward, this is a 10+1 faculty duty. By memo, the committee will share a list of courses being deactivated, and faculty will need to confirm the accuracy of the list for this cycle. Ana Miladinova asked who should be completing the form if courses are on the list, but not currently being taught by a specific faculty member. Lisa shared that it should be faculty within the division.

ii. **As per my Lisa's email, she is asking Curriculum Representatives to remind faculty to check the SLOs on syllabi and ensure they match the ones on CurricUNET (accreditation issue).**

Lisa Palmer reminded the committee of the above, asking faculty to reference her campus wide email regarding this topic for more detail. Frank encouraged faculty to enter CurricUNET to ensure the SLOs are up to date. Frank clarified that CurricUNET is where faculty should obtain their SLOs, not Nuventive.

iii. **BP 6.04—course maximums/minimums and curriculum committees**

Lisa Palmer reviewed the current draft of the procedure for establishing course enrollment maximums, and sought feedback from the committee. She shared that currently, the procedure states "Decisions on class sizes shall be made by each college's Curriculum Committee as part of the local COR review process." She shared that she can foresee this being an issue in that the preferences of faculty and administrators may differ. Maria Lara shared that the Curriculum Committee discussed this at length years ago, and faculty felt strongly this should not be a decision made by the deans, which is why this procedure may be listing Curriculum Committee. David Eck shared that he likes the idea of course maximums being part of the curriculum process, but the attachment to class cancellation is what concerns him. Frank shared that feedback is being accepted currently by the district. David clarified that this is ultimately under the Chancellor's purview. David reviewed the proposed chart on the BP. He shared that last year, District Academic Senate and AFT did work on a similar proposal, but their proposal was not connected to course cancellation. Frank highlighted that the policy also includes language for an appeal process, where feedback is encouraged. Gloria Darafshi asked why this would need to come through Curriculum Committee if the proposal also has numbers listed within the proposal chart. The committee discussed a possible issue being different teachers using different modalities and different teaching methods while teaching the same course and where they would fall on the proposed chart as being up to interpretation. David highlighted that previously, course maximums were at the discretion of a Dean or VP, so part of the logic of putting this through Curriculum Committee is to place this under academic purview. Lisa shared that comments can be made on the document available on the Academic Senate website, or they can be sent directly to Lisa.

d. Articulation Officer's Report

  i. Previously the committee voted to modify the AA degree requirement to "12 units in the district"

  - **Should the committee apply the same to certificates?**
  - **Should the committee update our residency requirement as well? The committee can vote to do so to align with CSM and SKY as soon as they do the same (F 24 or F 25). Title 5 changes F 25.**

  Gloria Darafshi shared the current certificate offerings on the college website. She asked the committee for their feedback, highlighting that all three colleges need to be in alignment.

Motion – that Cañada College change its requirement with regard to its certificates so that 50% of the units completed in the certificate can be completed at one or more of the colleges within the SMCCD, effective fall of 2024 if Skyline and CSM are also implementing at this time, otherwise effective fall of 2025: M/S: Gloria Darafshi, Kristina Brower
Discussion— Leonor Cabrera asked if a student completes 50% at one campus and 50% at another, can they select which college from which they would receive a certificate. Maria Lara clarified that they cannot receive a certificate from both institutions, instead, the location where the student completes the paperwork would issue the certificate in this case.
Abstentions – none
Approval – approved unanimously

  Gloria shared that Title V changes take effect fall of 2025. The college has always had a residency requirement, which has nothing to do with the number of units in a major. The residency requirement requires 12 units of completion at our campus if students are petitioning for a degree or certificate here. Title V will change this to say 12 units in the district which essentially means even if no units are completed on the campus, students can petition with that campus. All three colleges have to be on the same page and Gloria shared that it is likely too soon for a vote, but this is being brought to the committee to raise awareness. Maria Lara highlighted that helping students and following Title V is most important when assessing if the move toward alignment is appropriate for our campus, as opposed to aligning with the other campuses for the sake of alignment.

  ii. ADT updates

  Gloria shared that she is in the process of working with faculty on revising associate degrees for transfer if they are not properly in alignment. They will be resubmitted to CalGETC as well. If Gloria reaches out to faculty members, please respond promptly.

e. Office of Instruction Report
  - **Vice President of Instruction (VPI)-** none

f. DE Report: Nada Nekrep and Allison Hughes

  i. DE modality terminology

Allison Hughes and Nada Nekrep presented on behalf of this item. They shared the following presentation and information with the committee: [Course Modalities](#)

Leonor asked a question regarding students signing up for a multi-modal course offering who may have intended to enroll in a particular modality. Allison shared that it would be best to ask the student to switch sections and enroll in the modality they wish to attend. Leonor shared that load is then impacted as there may be a significant imbalance in enrollment based on modality type. The committee engaged in a discussion regarding the legal and access issues associated with multi-modal course enrollment for students, if students are enrolled in one modality and attending another. Anniqua Rana shared that counselors will also be involved to ensure students understand the modality to which they are committing when signing up for courses. Sarah Harmon shared that multi-modal courses are cross listed which means they share a max cap number. She highlighted that faculty need to have discussions with their deans when planning course offerings. Nada highlighted that if students wish to change the overall modality of their course in a multi-modal course offering, they can, but the overall number of students in that cross-listed course does not change.

2) **Division Reports-** none

3) **Adjournment**

   Motion – to adjourn the meeting: M/S: Frank Nguyen Le, Gloria Darafshi
   Discussion— none
   Abstentions – none
   Approval – approved unanimously

   Meeting adjourned at 2:32pm.