



Cañada College

CURRICULUM COMMITTEE

Minutes

Friday, March 24, 2023

9:30-11:30am, Zoom

Members Present: Lisa Palmer, Martin Partlan, Maureen Wiley, Frank Nguyen Le, David Monarres, Gloria Darafshi, Chialin Hsieh, Ron Andrade, Klaressa Ortiz, Ana Miladinova, Oscar Arreola Buendia

Members Absent: Gonzalo Arrizon, Salumeh Eslamieh, Maria Lara, Elsa Torres, Gavin Savay

Guests: Marianne Beck, Leonor Cabrera, Madeline Wiest, David Meckler, Monica Malamud, Sarah Cortez Nada Nekrep, Kai Gorman

1) Adoption of Agenda

Motion – to approve the agenda, with modifications of moving ACTG 121, SPAN 150 and SPAN 152 to the substantive agenda: M/S: Chialin Hsieh, Frank Nguyen Le

Discussion— Ron Andrade noted that with ACTG 121, English recommended prep was removed but eligibility for elementary algebra remained. He asked if there was a plan to correct this language regarding recommended prep/courses we do not offer. Leonor Cabrera stated that this language helps working students or high school students, for example, understand whether they are qualified to take this course. Lisa and Ron discussed rephrasing the recommended prep to refer to concepts as opposed to a particular course. Gloria suggested using the phrasing “knowledge of...” as opposed to “eligibility.” Ron Andrade noted that it will be important to craft the language surrounding Math and English recommended prep and content knowledge. Maureen Wiley added that this will be something to bring up at the District Curriculum Committee to ensure alignment with the other college campuses. Leonor clarified that the numbering system is the same as the other two colleges. She noted that she would appreciate the course being approved as is as the wording separates that Accounting is part of Math, and by changing the language, a barrier exists for students who may not understand how much Math they need. Frank added that this language makes sense as to why it remains on the course outline of record. He felt that by including it, faculty who will be teaching the course/counselors know that there will be some level of math involvement. Frank added that by removing the specific course number, there is improvement. Lisa added that moving away from being course specific and toward content will be a discussion that will need to occur to ensure clarity and understanding. Monica Malamud added that ACTG 121 should be removed from the consent agenda due to the discussion occurring, and be moved to the substantive agenda to further discuss. She also noted that SPAN 150 and SPAN 152 should be moved to the substantive agenda from the consent agenda as there are changes to the modifications. Frank noted that agendas are sent to the campus community on Tuesday mornings of the week of Curriculum Committee, and if folks would like to pull a course from the consent agenda to be discussed on the substantive agenda, to please let him know prior to the meeting so that the revised agenda can be confirmed and sent to the campus community.

Abstentions – none

Approval – approved unanimously

Consent Agenda

2) Approval of Minutes – February 24, 2023

3) Curriculum Items:

Business, Design & Workforce

i. Cabrera, Leonor

1. **ACTG 131 - Managerial Accounting (4.00)** (Modified Course Proposal)
Proposed Changes: Textbooks Revision
2. **ACTG 180 - Payroll Accounting (1.50)** (Modified Course Proposal)
Proposed Changes: Catalog Description Revision, Textbooks Revision
3. **ACTG 200 - QuickBooks (3.00)** (Modified Course Proposal)
Proposed Changes: Textbooks Revision

Humanities & Social Sciences

ii. Malamud, Monica

1. **SPAN 110 - Elementary Spanish (5.00)** (Modified Course Proposal)
Proposed Changes: Catalog Description Revision, Content Review Revision. Other: Resources Needed, Representative Assignments Revision, Representative Instructional Methods Revision
2. **SPAN 111 - Elementary Spanish I (3.00)** (Modified Course Proposal)
Proposed Changes: Catalog Description Revision, Content Review Revision. Other: Comparable transfer courses, Resources Needed, Representative Assignments Revision, Representative Instructional Methods Revision
3. **SPAN 112 - Elementary Spanish II (3.00)** (Modified Course Proposal)
Proposed Changes: Catalog Description Revision, Method of Evaluation Revision, Objectives Revision. Other: Resources Needed, Representative Instructional Methods Revision, Transferability Revision
4. **SPAN 120 - Advanced Elementary Spanish (5.00)** (Modified Course Proposal)
Proposed Changes: Catalog Description Revision, Method of Evaluation Revision. Other: Resources Needed, Prerequisite Revision, Representative Instructional Methods Revision
5. **SPAN 121 - Advanced Elementary Spanish I (3.00)** (Modified Course Proposal)
Proposed Changes: Catalog Description Revision, Lecture Content Revision, Objectives Revision. Other: Equivalent Courses, Representative Instructional Methods Revision
6. **SPAN 122 - Advanced Elementary Spanish II (3.00)** (Modified Course Proposal)
Proposed Changes: Catalog Description Revision, Lecture Content Revision, Objectives Revision. Other: Resources Needed, Representative Instructional Methods Revision

7. **SPAN 145 - Spanish Conversation through Film (3.00)** (Modified Course Proposal)
Proposed Changes: Content Review Revision, Distance Education Revision, Lecture Content Revision. Other: Resources Needed, Degree/Certificate Applicability, Student Learning Outcomes Revision

iii. **Meckler, David**

1. **MUS. 100 - Fundamentals of Music (3.00)** (Modified Course Proposal)
Proposed Changes: Textbooks Revision
2. **MUS. 202 - Music Appreciation (3.00)** (Modified Course Proposal)
Proposed Changes: Textbooks Revision
3. **MUS. 240 - Music of the Americas (3.00)** (Modified Course Proposal) Proposed Changes: Textbooks Revision

Science & Technology

iv. **De la Cruz, Damon**

1. **FSE. 200 - Introduction to Funeral Service (2.00)** (Modified Course Proposal)
Proposed Changes: Textbooks Revision

Motion – to approve the consent agenda: M/S: Chialin Hsieh, Frank Nguyen Le

Discussion— none

Abstentions –none

Approval – approved unanimously

Substantive Agenda

1) **Curriculum Items:**

Business, Design & Workforce

i. **Cabrera, Leonor**

1. **ACTG 121 - Financial Accounting (4.00)** (Modified Course Proposal)
Proposed Changes: Textbooks Revision

Motion – to approve the modifications to ACTG 121: M/S: Klaressa Ortiz, Ron Andrade

Discussion— no further discussion (discussed earlier in meeting, see above)

Abstentions –none

Approval – approved unanimously

Humanities & Social Sciences

ii. **Malamud, Monica**

1. **SPAN 150 - Spanish for Heritage Speakers I (4.00)** (Modified Course Proposal)
Proposed Changes: Catalog Description Revision, Objectives Revision. Other:
Resources needed Student Learning Outcomes Revision, Textbooks Revision

Motion – to approve the modifications to SPAN 150: M/S: Maureen Wiley, Frank Nguyen Le

Discussion— Lisa noted that the course number modification piece has been stricken from today’s meeting as this change has not been made yet. The associated program modifications that will occur once the course number is changed will be discussed at a future meeting. Frank added that the upcoming course number changes are part of the district alignment.

Abstentions –none

Approval – approved unanimously

2. **SPAN 152 - Spanish for Heritage Speakers II (4.00)** (Modified Course Proposal)
Proposed Changes: Catalog Description Revision, Content Review Revision,
Objectives Revision, Textbooks Revision. Other: Resources Needed, Student Learning
Outcomes Revision

Motion – to approve the modifications to SPAN 152: M/S: Ana Miladinova, Maureen Wiley

Discussion— none

Abstentions –none

Approval – approved unanimously

iii. **Meckler, David**

1. **MUS. 250 - World Music (3.00)** (Modified Course Proposal)
Proposed Changes: Distance Education Addition, Textbooks Revision

Motion – to approve the modifications to MUS 250: M/S: Frank Nguyen Le, Gloria Darafshi

Discussion— David Meckler shared that this course is on the substantive agenda because of the addition of the DE addendum. David added that he is excited that this course will be experimental in being offered as a late start hybrid course. Gloria asked how late this course will be offered into the semester, David said this is still in discussion.

Abstentions –none

Approval – approved unanimously

2) **Information/Discussion/Reports/Approval Items**

a. **Chair’s Report**

i. **Vote on district military credit policy**

Marianne Beck spoke to the committee on behalf of this item. She reminded the committee that this had been reviewed at previous meetings, and summarized that the purpose of this is to award for student veterans who have basic military training and who have a military service transcript called the Joint Services Transcript to be awarded the following: to be exempt from the associate degree Physical Education requirement, awarded 3 units of the associate degree (General Education, Area E or CSU GE Area E), and 6 units of associate degree applicable elective credit. Transfer evaluation services will be completing this work moving forward.

SMCCCD Military Service Credit Policy - 2023-2024 Catalog

San Mateo County Community College District will award credit for completion of basic military training. Other official documentation verifying Basic Training may be considered in awarding Military Service Credit. Qualifying students are:

- Exempted from the Associate Degree Physical Education Requirement;
- Awarded 3 units of credit for the Associate Degree General Education Area E (Lifelong Learning & Self-Development) at Skyline College and Canada College; and Area ESD (Career Exploration & Self Development) at College of San Mateo; or
- Awarded 3 units of credit for California State University Area E (Lifelong Understanding & Self-Development) General Education Breadth requirement.
- and will receive six units of Associate Degree applicable elective credit.

Motion – to approve the updated military credit policy: M/S: Ron Andrade/Maureen Wiley

Discussion— none

Abstentions –none

Approval – approved unanimously

Cañada Associate Degree Physical Education Requirement

Current Catalog Language

4. Physical Education: Two activity courses in Physical Education are required. However this requirement may be waived or modified for students in one of the following categories:

1. Graduates with an Associate Degree or higher from a regionally accredited Colleges or University in the United States, or
2. Veterans with one or more years of service, or
3. Persons excused for medical reasons

2023-2024 Associate Degree Catalog Language

Two activity courses in Physical Education are required. However, this requirement may be waived for students in the following categories:

(B) Veterans who have completed Basic Training and submitted their Joint Services Transcript (JST).

Motion – to approve the above change to Associate Degree, Physical Education requirement:

M/S: Gloria Darafshi, Klaressa Ortiz

Discussion— none

Abstentions –none

Approval – approved unanimously

Lisa updated the committee on the policy for meeting in person for the remainder of the semester. She stated that in speaking with David Eck, the committee must follow the Brown Act, which follows that political bodies have to meet in person. Lisa clarified that before the Brown Act was passed, politicians would have lobbyists informing them how to vote, and meeting in person would ensure this would not occur. The State Supreme Court decided in two separate instances that Curriculum Committees are subject to the Brown Act. Lisa posed to the committee reviewing the schedule to decide how frequently the group should meet, which may require changing the bylaws. Lisa suggested having meetings on days when Division Meetings are occurring, and folks are already on campus. Frank and Lisa added that the committee can call an emergency face to face meeting if need be, but not a virtual meeting.

However, in the event of a state of emergency, the agenda should reflect the option that the committee agrees to meet virtually due to unforeseen events such as storms or fires.

Gloria asked why the meetings are historically on Friday. The group discussed that while many folks are remote or partially remote post-pandemic, it may be worth discussing picking a day that works better for committee members' schedules. Lisa noted that she could send a survey to assess members' schedules for meeting.

Lisa updated the committee on the Course Inactivation Policy which was discussed over the past few months. She noted that our campus did a great job completing the task. Lisa and Frank reviewed the list and considered that inactivating certain classes will make certain programs/degrees/certificates impossible to complete. Discussions with programs or departments would therefore be useful in this process. With this feedback, the District Curriculum asked for more time for this inactivation process to take place so these conversations and discussions with programs/departments could take place. The new timeline is going to be 2 years long and Curriculum Specialists are going to produce lists of courses that have not been offered in the last five years come the fall semester. Discussions with faculty and deans will take place in the spring about courses that could be inactivated. The district will have until the following fall to have conversations and then to submit the course banking or inactivation request.

Lisa also updated the committee on the fact that the Curriculum Chair voting scheduled on the original agenda for today's meeting will not take place. David Eck will send an email seeking nominations for Curriculum Chair, which will be collected and voted upon at the next meeting in April.

b. Articulation Officer's Report

Articulation Report: March 24, 2023

Effective Fall 2023, Title V will be modified to include a course in Ethnic Studies as follows:

Title 5 language:

“(3) Satisfactory completion of a transfer-level course (minimum of three semester units or four quarter units) in ethnic studies. This requirement may be satisfied by obtaining a satisfactory grade in a course in ethnic studies taught in or on behalf of other departments and disciplines.”

This change requires updating our Associate and Bachelor's Pathways to include Ethnic Studies for Fall 2023 to align with the Title 5. updated policy.


Title 5 (55063) Associate Degree Requirements:

1. Minimum of 60 units of lower division degree applicable coursework
2. Completion of Freshman Composition (ENGL 100 or ENGL 105 equivalent at Cañada College)
3. Completion of Intermediate Algebra or higher-level math course (MATH 120 or higher equivalent at Cañada College)
4. Completion of a transfer-level course in Ethnic Studies
5. Completion of at least 12 units in residence at Cañada College
6. Completion of at least 12 units or 50% of the major, whichever is less, completed in residence at Cañada College
7. Completion of 18 units of general education:
 - a. 3 semester units course in Natural Sciences
 - b. 3 semester units course in Social and Behavioral Sciences
 - c. 3 semester units course in Humanities

- d. 6 semester units in Language and Rationality
- e. one additional 3 unit course in the aforementioned areas

c. Office of Instruction Report

- Vice President of Instruction (VPI)- none
- Curriculum & Instructional Systems Specialist
 - 2022-2023 2-year and 5-year cycle updates



2-2023 CURRICULUM REVIEW MATRIX ••• BY SUBJECT
 Updated: 02/24/2022
 *All 695 courses to be submitted by the Office of Instruction on behalf of the

CTE / NON CTE	Discipline	To Be Reviewed	Complete	In The Queue	UNSUBMITTED
= CTE	ACTG	5	1	4	0
	ARCH	1	1		0
	BIOL	1			1
	BUS.	10	10		0
	CBOT	11	11		0
	CIS	13			13
	FSE.	13		13	0
	INTD	20	20		0
	MEDA	16	15		1
	MGMT	1	1		0
	RADT	20	20		0
CTE Total		111	79	17	15
= NON-CTE	ANY*	34			34
	FITN	34		2	32
	HIST	11	9	1	1
	MUS.	23		4	19
	SPAN	13		9	4
NON-CTE Total		115	9	16	90
Grand Total		226	88	33	105

The committee discussed running a course report as opposed to a discipline report so that the committee can see the exact courses listed. This way, the committee can remind faculty to complete their courses.

Frank also added that the campus is in the process of working on the Fall 2023 class schedule, with the intended publish date of April 7, one month before registration.

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

Nada added that she is working on courses in the pipeline currently. Lisa asked the committee to thank Nada for the work she has done to provide guidance and clarity to faculty.

3) **Division reports-** none

4) **Adjournment**

Motion – to adjourn the meeting M/S: Frank Nguyen Le, Gloria Darafshi

Discussion— none

Abstentions – none

Approval – approved unanimously

Meeting adjourned at 10:34 am.