Cañada College
CURRICULUM COMMITTEE
Minutes
Friday, February 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, Elsa Torres, Klaressa Ortiz, Gonzalo Arrizon, Salumeh Eslamieh, Maria Lara

Members Absent: Noah Liu

Guests: Marianne Beck, Madeline Wiest, Juan Vera, Nada Nekrep

1) **Adoption of Agenda**

> **Motion** – to approve the agenda: M/S: Gloria Darafshi, Frank Nguyen Le
> **Discussion**— none
> **Abstentions** – none
> **Approval** – approved unanimously

Consent Agenda

2) **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. Given the end of the governor's declaration of emergency, we will resume meeting in person at our next meeting, March 24th.

3) **Approval of Minutes – December 9, 2022**

4) **Curriculum Items:**

> *Business, Design & Workforce*

> ▪ Weeks, Janice
> > ▪ **CBOT 415 - Beginning Computer Keyboarding** (1.50) (Modified Course Proposal)
> > Proposed Changes: Catalog Description Revision, Distance Education Revision, Textbooks Revision

- **CBOT 417 - Skill Building** (1.50) (Modified Course Proposal)
  Proposed Changes: Catalog Description Revision, Distance Education Revision, Textbooks Revision
- **CBOT 432 - Introduction to Computer Applications** (3.00) (Modified Course Proposal)
  Proposed Changes: Textbooks Revision
- **CBOT 435 - Spreadsheets** (3.00) (Modified Course Proposal)
  Proposed Changes: Textbooks Revision
- **CBOT 448 - Using Microsoft Windows** (1.50) (Modified Course Proposal)
  Proposed Changes: Textbooks Revision
- **CBOT 457 - Using PowerPoint in Business** (2.00) (Modified Course Proposal)
  Proposed Changes: Textbooks Revision
- **CBOT 470 - Advanced Spreadsheets** (1.50) (Modified Course Proposal)
  Proposed Changes: Textbooks Revision
- **CBOT 472 - Beginning Word Processing** (1.50) (Modified Course Proposal)
  Proposed Changes: Textbooks Revision
- **CBOT 474 - Intermediate Word Processing** (1.50) (Modified Course Proposal)
  Proposed Changes: Textbooks Revision
- **CBOT 475 - Using Outlook** (1.50) (Modified Course Proposal)
  Proposed Changes: Textbooks Revision
- **CBOT 476 - Adobe Acrobat** (1.50) (Modified Course Proposal)
  Proposed Changes: Textbooks Revision

Motion – to approve the consent agenda: Gloria Darafshi, Frank Nguyen Le
Discussion— none
Abstentions –none
Approval – approved unanimously

Substantive Agenda

1) **Curriculum Items:** *none*
2) **Information/Discussion/Reports/Approval Items**

   a. **Marianne Beck, Program Services Coordinator**
      i. **District Military Service Credit Policy Update**

      Marianne Beck presented on behalf of this item. Marianne shared that all three colleges have this policy, and in the current form, it is not truly aligned across the district and some of the practices followed are not in the policy. Therefore, the policy needed to be updated to address these items in addition to updating requirements within Title V. An aligned policy has been created across the district, which Marianne presented to the committee:

SMCCCD Military Service Credit Policy 2023-2024

Why is the policy changing?

CPL Title 5 (55050) Credit for Prior Learning Requirements

- Credit must be **awarded from the Joint Services Transcript (JST)** to verify military training and service.
- CPL must be **tied to a course or other requirement so faculty can assess prior learning** based on the course SLO's
- Credit *must first be applied* to program or general education requirements

Aligned at all three colleges:

- ensure **credit is awarded equitably** across the district
- **automatically awarded** in the TES process

Military Service Credit Policy ...*history*

The only credit awarded to veterans has been elective credit, local PE/GE requirements, and CSU GE Area E.

Award credit **based on the DD 214** (military discharge papers)

Credit is only awarded to veterans who are **honorably discharged and on active duty for one year or longer**

Awarded 6 units of elective credit and **exempted from the physical education requirement on the associate degree**

3 units may be used toward CSU GE-Breadth Area E, CSU's policy EO 1036 allows us to apply this credit for pass-long; in practice, it's happening but not in the policies on all three campuses.

Awarding **3 units of credit toward the local *Self Development* general education requirement** is not built into any of the three policies.

Pulling It All Together

De-links the DD 214 from awarding of credit, instead it requires students to submit their Joint Services Transcript (JST) to evaluate prior learning.

Identifies requirements and limitations to awarding credit
- CPL units are not counted in the 12-unit residency requirement
- CPL formally identified on the student's academic record

- Clearly defines how credit will be awarded to students who have completed Basic Training.

...qualifying students are:

- Exempted from the Associate Degree Physical Education Requirement;
- Awarded credit for the Associate Degree General Education Area E (Lifelong Learning & Self-Development) at Skyline College and Canada College; and Area E5D (Career Exploration & Self Development) at College of San Mateo;
- and will receive at the Associate Degree level, six units of elective credit; or
- Awarded credit for CSU GE Area E (Lifelong Understanding & Self-Development) General Education Breadth requirement.

Local Degrees
PE waived (0 units)

Local GE Area E *(E5D CSM)*(3 units)

and Elective Credit (6 units)

Total - 9 Units

AD-T's
CSU GE Area E (3 units)

Gloria asked if students can use the 6 elective units for UC transfer. Marianne shared that she believed they could not.

Marianne shared the policy with the committee:

SMCCCD Military Service Credit Policy - 2023-2024 Catalog (CAN, CSM, SKY)

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 credit for the Associate Degree General Education Area E (Lifelong Learning & Self-Development) at Skyline College and Canada College; and Area E5D (Career Exploration & Self Development) at College of San Mateo;
- and will receive Associate Degree level six units of elective credit; or
- Awarded credit for California State University Area E (Lifelong Understanding & Self-Development) General Education Breadth requirement.

Note:

- In the first semester of attendance, eligible students must submit a Joint Services Transcript (JST), or other official documentation verifying Basic Training (BP 6.18). All students with a Joint Services Transcript must request an official copy from the Joint Services Transcript website be sent to the Office of Admissions and Records on their home (parent) campus (Canada, CSM, Skyline). Students can view their success plan and check for updates, by logging into mySMCCCD Student Portal and selecting "Student Success Link".
- Students intending to transfer to a four-year college or university should consult with their college counselor to determine how basic military training (boot camp) may be applied toward transfer admission credit.
- Credit earned for prior learning will be clearly identified in the student's academic record, and these units will not be counted in determining the 12-unit residency requirement for the associate degree. (Title 5: 55050)
- Veterans who completed coursework at a U.S. Armed Forces institution that is regionally accredited to offer associate, bachelor's, master's, or doctoral degrees, will be evaluated in the same manner as other regionally accredited colleges and/or universities. To learn how to qualify for an evaluation please consult the Transcript Evaluation Process requirements.

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).

Juan Vera asked if these changes apply to students who are in the reserves. Marianne shared that if students have a Joint Services transcript with basic training included, active and veteran students can benefit.

b. Chair's Report

To: Cañada Curriculum Committee

From: Lisa Palmer, Chair

Re: Report

Date: February 24, 2023

1. Much thanks to the many faculty members and deans who reviewed the courses on the potential inactivation list to determine which courses to bank/inactivate. Of the courses identified by the district and José as not having been offered recently, faculty and deans agreed that 48 could be inactivated. At our meeting on Monday 3/27, the district curriculum committee will be discussing next steps. Please check this list for accuracy and let me know ASAP of any discrepancies.

COURSES TO INACTIVATE	COURSES TO KEEP
ART 118	ACQU 135.1
ART 128	ART 105
ART 206	ART 113
ART 229	ART 116
ART 231	BUS 695
ART 232	CBOT 695
ART 301	COMM 695
ART 304	DANC 115.1
ART 306	DANC 115.2
ASTR 695	DANC 115.3
CHEM 114	DANC 115.4
CIS 294	DANC 117.1
CIS 297	DANC 117.2
CIS 298	DANC 117.3
CRER 695	DANC 117.4
DANC 391	DANC 151.1
DANC 672	DANC 151.2
DANC 695	DANC 151.3
DRAM 101	DANC 151.4
DRAM 150	ECE 213
DRAM 160	ECE 255
DRAM 201	ECE 273
DRAM 233	ECE 280
DRAM 300.4	ECE 364
DRAM 305	ECON 230
ECE 244	EDUC 695
ECE 247	ENGL 164
ECE 369	ENVS 695

TO INACTIVATE, cont.	TO KEEP, cont.
ENGR 111	ETHN 103
FITN 112	ETHN 265
FITN 128.2	ETHN 288
FITN 304.3	FASH 695
FITN 304.4	FSE 210
HSCI 116	FSE 212
INDV 121.1	FSE 215
INDV 121.2	FSE 220
MATH 818	FSE 225
MUS 401	FSE 230
MUS 402	FSE 235
MUS 403	FSE 250
MUS 404	FSE 260
MUS 470.1	FSE 265
MUS 695	FSE 270
PHIL 300	FSE 280
PHIL 695	GEOG 101
PHYS 114	GEOG 150
SOCI 695	GEOG 695
VARS 140	GEOL 121
	GEOL 695
TOTAL: 48	HIST 246
	HMSV 121
	HMSV 122
	HMSV 695
	INDV 160.1
	INDV 160.2
	INDV 160.3
	INDV 160.4
	INDV 251.1
	INDV 251.2
	INDV 251.3
	INDV 251.4
	INTD 350
	LEGL 695
	LIT 200
	LIT 205
	LIT 231
	LIT 232
	LIT 266
	LIT 371

	TO KEEP, cont.
	LIT 372
	LIT 373
	LIT 375
	LIT 695
	MART 363
	MART 374
	MART 392
	MART 394
	MATH 145
	MUS 215
	MUS 250
	MUS 260
	MUS 271
	MUS 275
	PALT 403
	PALT 404
	PALT 405
	PALT 406
	PALT 407
	PALT 408
	PALT 409
	PHIL 160
	PHIL 175
	PSYC 695
	SOSC 650
	TEAM 171.1
	TEAM 171.2
	TEAM 171.3
	TEAM 171.4
	TEAM 183
	VARS 160
	VARS 300
	VARS 350
	VARS 400
	TOTAL: 103

2. Also at district curriculum, we have been discussing possible revisions to Board Policy 6.26 to increase alignment among our three colleges.

3. I would like to continue as curriculum committee chair. If you would like to run for curriculum chair, too, please let Dave Eck know, as he is taking nominations (including self-nominations) to be voted on at the March 9th Academic Senate meeting.

4. I will be at a conference during the next Academic Senate meeting, March 9, from 1-3 pm on campus. Would someone please volunteer to be my substitute? I will provide you with my report to share at the end of the meeting.

5. Please note that we have no meeting on March 10th. However, we cancelled that meeting so that curriculum committee members would come the IPC program review presentation meeting on March 17th from 8:30 to 12:20 a.m. Wear your St. Patrick's/Cañada green.

Lisa shared a suggestion that moving forward, the chair term be split, allowing the new chair to shadow the current chair for the second year of the term in order to learn the technical/detailed components of the job. Maureen Wiley volunteered to represent Lisa at the March 9 Academic Senate meeting. It was clarified that the meeting time for the IPC Prgram Review Presentation meeting is 9:30-11:30am.

Gloria raised some questions regarding the list of courses Lisa included in her report. Gloria mentioned that she saw a number of classes that are part of degrees, or Associate Degrees for Transfer. Gloria noted that there is not a lot of discretion regarding course substitutions, and some degrees will therefore not be able to continue being offered. Gloria noted that the group will need to look through the courses and see which degrees studenrs will not be able to complete because these courses are not being offered, and that this will need to come back to the Curriculum Committee as this has a significant impact, and some students may already be on these pathways that are being impacted. Lisa agreed and noted that the flip side to this situation is that the campus is not offering these courses, therefore, students are not succeeding in achieving their degrees. Gloria suggested considering that in areas where an associate doegree for transfer is being eliminated, as those are defined by the state in terms of what courses have to be included, the campus revise the local degree to align with classes that can be offered. Lisa asked Gloria to supply her a list of the courses impacted. Lisa suggested they be removed from the inactivation list until a plan is established. Gloria shared that she would like to see Lisa continue as Curriculum Chair because it takes significant time to understand district alignment issues, and Lisa has already done significant work in working through these issues and educating herself on so many of these areas. Lisa shared that more information will be discussed at the upcoming District Curriculum Committee meeting. Chialin added that the courses are on the list because in the past 5 years, the enrollment has not been present for the courses to continue. So either, the campus does not offer the course, or the course has been offered, but has been cancelled due to low enrollment. Chialin shared that the committee will be sensitive to the various concerns that are being raised. Lisa noted that perhaps subcommittees need to be formed to look more closely at the courses being impacted. Gloria suggested that she look through the list and provide information regarding which degrees will be impacted as a starting point. Chialin noted that feedback received from working through these challenges can also potentially be incorporated into the PIV process down the line. Chialin shared with the committee a report outlining the current status of research the VPI Office is completing to better understand course offerings and program completability. Chialin shared that this report will be helpful to combine with both Lisa's information obtained from District Curriculum Committee and with Gloria's feedback in order to make an informed decision regarding the next steps.

c. **Articulation Officer's Report**

Hidden Prerequisites

Vice Chancellor Karrie Mitchell, is leading a District initiative to identify all "hidden prerequisites" in our Certificates and Degrees. Hidden prerequisites are courses that students will need to move through and complete a Certificate or Degree, but these courses are not listed as part of the Certificate/Degree. Some examples are below. At this time, VC Mitchell is meeting with Instructional Deans and Counselor leads to identify all hidden prerequisites and a plan for moving forward.

Examples (there are more!)

Certificate/Degree	Hidden Prerequisite
• AS Funeral Service Education	BIOL 240, BIOL 250, CHEM 410, BUS. 201
• AS Medical Assisting	CBOT 415 or demonstrated proficiency
• AA & AA-T Kinesiology	BIOL 110 or 130, CHEM 192/410/210
• AS or Cert. in Engineering	MATH 225 or MATH 130/222
• AS-T Computer Science	MATH 130/222 or MATH 225; completion or current enrollment in MATH 252

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

?-2023 CURRICULUM REVIEW MATRIX • • • BY SUBJ

Updated: 11/15/2022

*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	ACTG	5	1		4
	ARCH	1	1	1	0
	BIOL	1			1
	BUS.	10	10		0
	CBOT	11		10	1
	CIS	13			13
	FSE.	13			13
	INTD	20	20	20	0
	MEDA	16	15	14	1
	MGMT	1	1		0
	RADT	20	20	16	0
CTE Total		111	68	61	33
NON-CTE	ANY*	34			34
	FITN	34		2	32
	HIST	11	9	1	1
	MUS.	23			23
	SPAN	13			13
NON-CTE Total		115	9	3	103
Grand Total		226	77	64	136

e. Distance Education (DE) Coordinator

Nada noted that she and Lisa have discussed creating a handout regarding DE addenda for faculty as a reference. Nada projected a draft of a current handout on which she is working. She noted that this is still a work in progress. Nada walked the committee through the working draft of her handout. Lisa thanked Nada, noting that this is exactly what faculty have been seeking/needing.

3) **Division reports**
   a. Maria Lara shared that the campus did extend the spring 2023 degree certificate petition deadline from March 3 to April 7. If students submit their petitions by April 7, their names will appear on the commencement program. Names will still be accepted after April 7 on a case by case basis, but names submitted after this date will not be included on the program.
   b. Frank Nguyen Le shared that if the campus does decide to move forward with inactivating some or all of the courses on the list in Lisa's report, faculty will not have to go into the system and deactivate each individual course, instead Frank will be responsible for doing so.

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

Meeting adjourned at 11:00 am.