

**OHLONE COMMUNITY COLLEGE DISTRICT
CURRICULUM COMMITTEE – ISSUES MINUTES**

October 6, 2008

3:00 – 5:00 p.m.

Fremont Campus - Room 1407

CALL MEETING TO ORDER: 3:03 p.m.

MEMBERS PRESENT: Rachel Sherman, Chris Warden, Diane Berkland, Yvonka Headley, Yvette Niccolls, VP Singh, Dave Topham, Heidi Barkow

MANAGEMENT PRESENT: Kimberly Robbie, Dr. Jim Wright, Walt Birkedahl, Michael Bowman

OTHER'S PRESENT: Brenda Ahnholz, Nancy Pauliukonis, Mandy Kwok-Yip, Kenn Waters, Pilar Lewis

APPROVAL OF MINUTES: (ACTION)

September 8, 2008 – Dave Topham made the motion to approve the September 8, 2008 minutes; seconded by VP Singh. Motion carried.

CHAIR'S REPORT: (INFORMATIONAL)

NONE

MINOR REVISIONS: (INFORMATIONAL)

NONE

MAJOR REVISIONS: (CONSENT-ACTION)

BIOT 111A Genomic and cDNA Library Construction and Analysis – James Baxter

Added prerequisite: BIOL-101A; Change grading option to GR

BIOT 111B PCR Primer Design and Optimization and Reverse Transcription PCR – James Baxter

Added prerequisites: BIOL-101A; or BIOL-111A; Change grading option to GR

BIOT 115A Mammalian Cell Culture Techniques – James Baxter

Title change from Animal Cell Culture Techniques to Mammalian Cell Culture Techniques; Prerequisite addition BIOL-101A; change references of Animal to Mammalian in catalog and schedule description

BIOT 117 Immunology – James Baxter

Added prerequisite: BIOL-101A; Change grading option to GR

BIOT 119 Clean Room Operations – James Baxter

Change grading option to GR; Add prerequisite of or BIOL-101A

BIOT 121 Biotechnology Careers – James Baxter

Remove Corequisites of BIOT-110A, BIOT-110B, BIOT-111, or BIOT-112; Remove Advisory of BIOL-101A; Add Advisory of :Eligible for ENGL-101A and MATH-151; Revision to counselor description; student learning outcomes; course outline; methods of evaluation/assessment; methods of instruction; textbook

BIOT 123 Writing SOPs – James Baxter

Change grading option to GR; Add prerequisite of or BIOL-101A

ENGL 114 World Mythology – John Baczuk

Change Advisory from ENGL-151B to ENGL-101A; **Catalog Description:**

This course is a study of significant myths and legends with emphasis on Greek/Roman, Nordic (Norse), and another Indo-European mythological system. Students also study other mythological systems of various cultures through independent research. Focus is on literature. **Class Schedule Description:** Study of significant myths and legends with emphasis on Greek/Roman, Nordic, and another Indo-European system. Revisions to: student learning outcomes; course assignments; methods of evaluation/assessment; methods of instruction; textbook

- ENGL 120B** **Survey of American Literature: 1865 to Present – Bruce Bennett**
Change grading to GR; **Catalog Description:** This course focuses on American literature from 1865 to the present: Transcendentalism, Modernism, Postmodernism. Students will read and discuss classic American short stories, poetry, drama, and novels and will become familiar with great American writers. Revision to course outline; course assignments; methods of evaluation/assessment; updated textbook
- HLTH 101** **Health Science – Robin Kurotori**
Title change from Health Science to Contemporary Health Issues; delete advisory of ENGL151B and ENGL-163 to ENGL-101A; revision to student learning outcomes; course outline; course assignments; methods of evaluation/assessment; methods of instruction; textbook
- HLTH 150** **Women's Health Issues – Robin Kurotori**
Revision to: **Catalog Description:** This course is a study of the contemporary issues affecting women's health at home and at work from biological, psychological, and sociological perspectives. Explore such topics as: mental health, sexuality, parenting, nutrition exercise, rape and battery, aging, occupational health, and cultural diversity and the affects on women in American culture. Revision to counselor description; student learning outcomes; course outline; course assignments; methods of evaluation/assessment; methods of instruction; textbook
- LS 101** **Steps to Successful Research – K.G. Greenstein**
Catalog Description: This course introduces students to the research process.-Students choose a topic, design a research strategy, find and evaluate print and non-print sources relating to their topic and create an annotated bibliography as a final project. Students need access to a computer and basic computer literacy skills working in a Windows environment. Revision to counselor information; student learning outcomes; course outline; course assignments; methods of evaluation/assessment; methods of instruction; textbook

Yvette Niccolls made the motion to approve all the courses under Major Revision – Consent; seconded by Dave Topham. Motion carried.

*Once courses are going through the revision process, the ones that are on the GE Plan A list should also go through GE review to reevaluate whether the course or courses fit the GE Plan A area student learning outcomes. Discussion ensued. Faculty should give a rationale for how their course meets the GE SLOs. A help box should be installed on CurricUNET for GE. Some courses have this and some don't have their GE area done. GE will put it on their agenda for the upcoming meeting on October 13th. Six year course review is a major revision process and courses that are on GE should seek review for GE reaffirmation. Further discussion followed.

NEW COURSES: (ACTION)

DEAF 189C Intensive College Preparation- Academic Reading III – Nancy Pauliukonis

Nancy came to give rationale as to why DEAF 189C is to be added to curriculum. This course is replacing another course. This is a 3 semester – deactivated the 172 course. 189C is just before going mainstream courses. Renumbering/reorganization. Didn't make sense before and now it does. Chris asked about repeatability. We put 3 times in because three semesters sometimes is not enough and they can come back to strengthen their skills. DSPS students cannot set a limit of repeatability. Diane asked which courses they would mainstream into – Nancy said ENGL-163 – Discussion followed. **Diane Berkland made the motion to approve DEAF-189C; seconded by Chris Warden. Motion carried.**

ADDITIONAL APPROVALS: (INFORMATIONAL)

- **General Education:** Reaffirmed placement of ENGL-117 & 118 on GE Plan A – Area: Humanities

ISSUES: (ACTION/INFORMATIONAL)

- Service Learning Focus Group – Dr. Jim Wright
Gave credit to Heidi Barkow for bringing this to Dr. Wright's attention a couple of years ago. Lots of community colleges and universities have a service learning program and SJSU has a center

for SL. Last year we had some discussion at the curriculum committee meeting. Sept. 24 we had a focus group brown bag. We had 12 people attend and 5 others who were unable to attend, but showed interest. There are two general approaches – embedded assignments into existing courses; there is quite a bit of it going on here at Ohlone. Heather McCarty & Matt Freeman – Civic and Community Engagement Center. Heather is extremely excited about this. She is more on the side of embedding it in courses. There is also interest in developing credit bearing Service learning courses. There are two major courses; one is 185 general & 195 which is discipline explicit. Unit values go from 1-4 units. Ratio between hours worked and credit. In Work Experience there is paid and unpaid experience. We could fit service learning in there, but Work Experience fits more within the work place. Service learning would be more focused on working in the community. Handbooks from the Work Experience Program could easily be adaptable to the Service Learning area. Joanne Schultz – Business Services and Eddie West from the International Program have shown interest. Eddie thought this would be great for the International student who cannot work in the United States, but could get experience in a service learning program; David Topham from CS is working with non-profits, Yvette Niccolls & Brenda Ahnholz attended and expressed interest. For now service learning can be housed with Dr. Wright until we further the program. Heather expressed an interest of doing a flex activity during the spring. She would like to brainstorm with faculty to see how this could be used in their courses. Another faculty member who expressed interest is Ralph DeUnamuno and Tina Mosleh. We are hoping out of this will come a new prefix of SERV or SVL to create new courses; we have been doing articulation research to see about transferability. This will probably be highly transferable. We can handle this like the WEX for faculty load. Marge Segraves is the Work Experience coordinator for WEX. Service learning is more of civic engagement. Working in the community, such as the K-12 system or other non or not for profit services. Work Experience is more vocational. Chris Warden believes there is a place for both. Hopefully these will be coming through this year. Rachel asked if there would be more ongoing meetings this year. Heather McCarty followed up to Dr. Wright's email. This needs to be a faculty driven project. Waiting to see if it will move forward on its own. Dr. Wright will help if needed for building this program, but really encourages faculty to be the driving force. Brenda Ahnholz believes it might have a place on GE Plan A.

- Department Reviewer role in CurricUNET – tabled from September 8, 2008 meeting – **Chris Warden made the motion to approve the change to an optional 48-72 hours for department review; seconded by Heidi Barkow – student representative. Motion carried.**
- AA Degrees and management by Division Deans vs. Counseling Dept. Discussion about putting the General AA degrees under the various divisions. Prior, the counseling department housed the general AA degrees. How would we proceed? Makes more sense to have discipline faculty to review/revise these degrees. The initial point person would be the Division Dean. A proposal should be sent to faculty senate to weigh in on who should revise/house these 5 general degrees. Discussion ensued. Rachel said she would send a memo to faculty senate. Chris Warden – should the 5 general degrees be in CurricUNET? Agreement that these should be in CurricUNET. These 5 generals should come through the committee as a request not as a revision. A faculty member should submit a memo to give rationale as to why a course(s) be added to general degree.
- Creation of new COMM Department (see Memo – PG. 3) – Brenda Ahnholz. Late last spring Brenda, Walt & Bill Parks met to come up with the Comm department. We would like to offer Comm. To help with transfer. Separate but connected Speech Dept.; Visual Comm will be taught by MM, Journalism, etc. Two new courses are being written now and hopefully being brought to curriculum committee department. Two courses will be cross-referenced. Is there a vision of seeing this department growing. (Diane) – Mass comm. Cert will include speech, MM, BRDC, Journalism. The two Communication courses are theory based. Walt believes that these will be more transferable. These courses would be required. We will be setting it up in CurricUNET and Datatel. This is setting up for another Course & Program review. Continued discussion. **Yvonka Headley motion to approved the new COMM Dept.; seconded by Diane Berkland. Motion carried.**
- Cross-reference of MM-110 with BRDC-110 – **Pilar Lewis gave a rationale. Focuses on the web and Gary Kauf thought this would make sense. MM is the primary course. For certificates, Gary will have to do the revisions to BRDC certs & degrees; Pilar would have**

**to do revisions to certs and degrees for MM – Dave Topham; Second/ Yvette Niccolls.
Motion carried.**

- Deactivation of Performance Attendance Lab Co-requisites and merging them with their parent courses.

Courses bolded are to be deactivated and lab hours to be added to non-bold courses.

ART-100L	ART-100	TD-100L	TD-100
ART-101L	ART-101	TD-110L	TD-110
ART-103L	ART-103A, B	TD-115L	TD-115A
IS-100L	IS-100	TD-141AL	TD-141A
MUS-100L	MUS-100	TD-141BL	TD-141B
MUS-101L	MUS-101	TD-142AL	TD-142A
MUS-102L	MUS-102	TD-142BL	TD-142B
MUS-103L	MUS-103	TD-142CL	TD-142C
MUS-104L	MUS-104	TD-143AL	TD-143A
MUS-110L	MUS-110A, B, C, D	TD-143BL	TD-143B
MUS-160L	MUS-160A, B, C, D, E, F	TD-144AL	TD-144A
MUS-162L	MUS-162A, B, C, D, E, F	TD-144BL	TD-144B
MUS-166L	MUS-166A, B, C, D		

We weren't capturing the WSCH – students required to sign up for the L courses. Kimberly & Mike proposed that the Performance Attendance courses be combined with the parent courses. Faculty had to create a separate roster and turn it into A&R. This is in line with the state's attendance requirement. Faculty agree to this and are happy that this is happening. In curricUNET we will add the 6 lab hours per semester – add .33 to lab hours. In the catalog description and schedule description, that students are required to attend performance attendances at the Smith Center. Somewhere in the course outline will be mentioned the performance attendance lab. Grade before was reflected in the parent course. We will need to remove the requisite course. The revisions will be made through the Curriculum office. Dennis Keller has been driving it for the past 2.5 years to streamline and make it simpler. Counselors support this. The students were frustrated because students couldn't register for a co-requisite course when they could register for the parent course. Ideas can come from outside faculty, but it has to be faculty driven once the idea is presented. **Yvonka Headley made the motion to approve the deactivation of the above listed courses; seconded by VP Singh. Motion carried.**

MEMO

Date: 9/24/2008
To: Curriculum Committee, Curriculum Office, and Dr. Jim Wright
From: Walt Birkedahl, Dean Humanities, Fine Arts, Business and Communication
RE: Creation of a COMM Department

Please consider creating a COMM Dept. so the Communication faculty can write two new courses: Introduction to Communication Theory (3) and Visual Communication (3). These two courses are lower division transfer requirements for students wanting to major in Mass Communication at the CSUs and UCs. The creation of these two new courses are the first step in completing a new AA degree in Mass Communication with a transfer focus that the faculty are working on this semester. Also using the COMM title will help in getting these classes articulated with the CSUs and UCs.

Thank you for your consideration.

Meeting adjourned. 5:15 p.m.