CALL TO ORDER: 3:04pm

MEMBERS PRESENT: Robin Kurotori, Co-Chair; Jesse MacEwan, Co-Chair; Mark Bauermeister, Steve Bitzer, Larissa Favela, Debra Franklin, KG Greenstein, Richard Grotegut, Laurie Issel-Tarver, Jo Rainie Rodgers

MEMBERS ABSENT: Maria Ramirez

NON-VOTING MEMBERS: Kimberly Robbie, Leta Stagnaro, Chris Warden

OTHERS PRESENT: Rachel Sherman, Janel Tomblin-Brown

MINUTES TAKEN BY: Melissa Stewart, Curriculum and Schedule Assistant

APPROVAL OF MINUTES: (Action)
• May 5, 2014 minutes

May 5, 2014 Curriculum Committee meeting minutes deferred for approval until next month’s Curriculum Committee meeting.

CHAIR’S REPORT: (Informational/Action)
• Co-Chair of Curriculum Committee - Robin Kurotori (A)
Robin Kurotori and Jesse MacEwan are going to co-chair the Curriculum Committee for Fall 2014 semester. Jesse will be supporting Robin and helping her transition into the Curriculum Committee Chair position beginning Spring 2015.

Deb Franklin made the motion to approve Robin Kurotori as Co-chair of Curriculum Committee; seconded by KG Greenstein. Motion carried.

• Curriculum Committee Guidelines (A)
Robin reviewed the Curriculum Committee Guidelines found on the Curriculum Committee website at http://www.ohlone.edu/org/curriculumcomm/docs/curriculumcommguidelines.pdf. The guidelines include the purpose of the Curriculum Committee and what the committee does. A revision was the addition of Mike Bowman, Executive Dean; Academic Affairs, Research, and Planning to the non-voting member listing in the guidelines.

• Curriculum Reference Guide (I)
Robin shared that the Curriculum Reference Guide is like a Curriculum Handbook for Dummies.” The Curriculum Reference Guide is helpful for faculty who are working on revising courses and programs. The Curriculum Reference Guide is found on the Curriculum Committee website at http://www.ohlone.edu/org/curriculumcomm/docs/curriculumreferenceguide.pdf and is also available from the A–Z index on the Ohlone College home page.

• Develop 2014–2015 Curriculum Committee Goals (I)
Robin mentioned that the Curriculum Committee will need to take action on courses in departments that have not yet completed the 2013-2014 six year course review cycle. Robin will collaborate with faculty in departments that are scheduled for six year course review this year (2014-2015). Rachel Sherman commented that faculty in departments that are due for six year course review are unaware that their courses need to be reviewed. She asked what the process will be for notifying faculty that their courses need to be reviewed. Robin answered that the process is to inform the dean first and then the dean informs the faculty that their department is
due for six year course review. The faculty can let Robin Kurotori or Melissa Stewart know if they need help with their courses. Chris Warden commented that having the dean involved is important. Deans help facilitate the course review process, and connect faculty with who can help them. KG Greenstein shared that it might be helpful if Robin sends an email to the dean and faculty member in the department that is due for six year course review. Jesse MacEwan stated that it helps to have volunteers from the Curriculum Committee sit down with faculty to help them work on their courses. This way the course gets done correctly the first time. Robin and Jesse will identify the departments that are due for 2014-2015 six year course review and ask Curriculum Committee members to help faculty in those departments.

Additional 2014-2015 goals of the Curriculum Committee are to collaborate with deans, discipline faculty, the college researcher, and the Curriculum and Scheduling Office to develop a prerequisite implementation plan to allow for content review alone; support the GE Committee in continuing to access the General Education (Plan A) effectiveness in achieving stated outcomes; coordinate with the SLOAC faculty co-chair to ensure SLO master course list assessments are scheduled, in progress, and/or completed; assess course and approval process in CurricUNET; continue to assess, refine, and improve course and degree screening process; develop new course review cycle to incorporate new program review and course SLO assessment cycles to be implemented; work with academic deans, discipline faculty, and the Curriculum and Scheduling Office to ensure curriculum meets repeatability changes; continue to work to streamline the CurricUNET program; and continue to update curriculum.

Discussion ensued about repeatability of CNET courses. Richard Grotegut shared that the issues of repeatability bothered him. Leta responded that the Chancellor’s office has not given us an option to repeat the course. Jesse MacEwan mentioned that the Chancellor’s office relies on the local faculty and has hopes that the Chancellor’s office will listen to the faculty that repeatability has become an issue. Richard has colleagues that have created new courses that are the same courses. The Chancellor’s office will eventually notice that the courses are the same. Steve Bitzer stated that other colleges seem like they are serving their students by creating similar courses. Jesse responded that Curriculum Committee members need to research what these other colleges are doing and if it supports education code then Ohlone can do it. Leta responded that it is her responsibility to take a conservative route to ensure that a course meets Title 5 and education code repeatability requirements.

- Orientation (I)
Robin and Jesse will include Orientation as part of the Chair’s Report at the October 2014 Curriculum Committee meeting.

**ARTICULATION UPDATES:**

- **C-ID and ADT’s – Kimberly Robbie**
Kimberly shared that C-ID is common course identification numbering system for community colleges in California. Last year the Chancellor’s Office gave all community colleges a June 1, 2014 deadline to have courses on ADT’s approved for C-ID. The Chancellor’s Office has now extended the deadline to June 30, 2015. Effective June 30, 2015 the Chancellor’s Office will inactivate every ADT that has courses on the degree that have not been approved for C-ID. If a course is now approved for C-ID it is all well. If a course has received a C-ID status of denied or conditional or has not been reviewed, as of June 30, 2015 the Chancellor’s Office will inactivate the ADT by July 1, 2015. Dozens of courses are waiting to be reviewed for C-ID. Ohlone will do everything we can do to get courses approved for C-ID by this deadline. Several courses on the agenda for today’s meeting have been revised per C-ID’s request.

Debra Franklin asked where she can find out if a course has been approved for C-ID. Kimberly answered if a course is approved for C-ID the approval can be found in WebAdvisor, the catalog, and the C-ID website. Melissa is working on putting in the C-ID number on the course outline in CurricUNET. There are approximately two dozen courses that are still in the queue waiting to be reviewed for C-ID. Steve Bitzer asked how faculty are notified if a course needs to be revised for C-ID. Kimberly responded that she notifies the deans who notify the faculty.

**SELECTED TOPICS:** (Consent/Action)
None
CONSORTIUM COURSES: (Consent/Action)
None

MINOR REVISIONS: (Consent/Information)
ANTH-102 Cultural Anthropology – Jo Rainie Rodgers
Revise student learning outcomes; course content; textbooks.

BRDC-145 Digital Reporting I – Gary Kauf
Change title from Internet Television. Change catalog description: Students will use powerful Internet
search tools to find the newest stories and videos on the Internet and prepare them for a live webcast
streamed to colleges around the country, YouTube, multiple Internet sites, and post to Twitter. Change
class schedule description: Use powerful internet search tools to find the newest stories and videos on
the Internet and prepare them for a live webcast streamed to YouTube, colleges, and Twitter. Revise
counselor information; student learning outcomes; course content; course assignments.

ENGL-151A Fundamentals of Composition – Rakesh Swamy - PULLED
Revise student learning outcomes; course content; methods of instruction; textbooks.

MATH-159 Introduction to Statistics – Steve Bitzer
Change catalog description: This course will cover the use of probability techniques, hypothesis testing,
and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability
and sampling distributions; statistical inference; correlation and linear regression; analysis of variance,
chi-square and t-tests; and application of technology for statistical analysis including the interpretation of
the relevance of the statistical findings. Applications using data from disciplines including business, social
sciences, psychology, life science, health science, and education. Revise student learning outcomes;
course content; methods of evaluation.

MATH-167 Calculus for Business and Social Science – Bob Bradshaw
Revise course content.

TD-150 Technical Theatre – Matthew O’Donnell
Revise textbooks.

Consent of Minor Revisions with the exception that ENGL-151A is PULLED and returned to the
originator.

DEACTIVATIONS: (Consent/Action)
None

SUBCOMMITTEE APPROVALS/REPORTS: (Action/Information)
Distance Education Subcommittee:
CAOT-160 Social Media and Digital Citizenry

Motion to approve Distance Education Subcommittee course made by Jo Raine Rodgers; seconded
by Laurie Issel-Tarver. Motion carried.

General Education Subcommittee:
Janel Tomblin-Brown shared that there are five courses that need GE Plan A approval at next Monday’s GE
meeting. Three courses need GE reaffirmation approval and two courses need deactivation approval. Janel
mentioned that currently there are two voting members on the GE committee. These two voting members
are unavailable for the next GE meeting. The GE Committee will need a quorum in order to have the
meeting. If there is not a quorum the meeting will need to be postponed. Until a sufficient GE Committee is
formed Janel will sit with KG Greenstein in order to review and approve the courses at the GE Committee
step. Janel will be present and explain rationales for each GE course at the Curriculum Committee meetings
in order for the Curriculum Committee to approve the GE courses.
Jesse MacEwan asked the Curriculum Committee members their thoughts on creating Distance Education and General Education courses as information items on the Curriculum Committee agenda. Rachel responded that she thought when the process was created she assumed it would be informational. Deb Franklin asked if the Curriculum Committee has ever denied a subcommittee approval. Jesse answered that the Curriculum Committee has not denied courses and that the Curriculum Committee has always just rubber stamped the approval of the courses. Jesse stated that there needs to be a separate vote for Distance Education and General Education courses by the Curriculum Committee. Distance Education and General Education are separate deadlines, and it comes down to the faculty getting courses approved before the deadlines. November and April are the deadlines for DE and GE approvals. These deadlines are no different from what they have always been. The Curriculum Committee has agreed that sub committees should remain in effect and the Curriculum Committee will continue to have GE and DE courses as action items for approval at Curriculum Committee meetings.

**New Approvals:** None

**Disapproved for New Approvals:** None

**Reaffirmation of GE Approvals:** None

**Disapproved for Reaffirmation:** None

**Deleted from GE Plan A:** None

**SLOAC – Rachel Sherman**
- 2014-2015 SLOAC goals
  Rachel explained the 2014-2015 SLOAC goals are found on the Curriculum Committee website at [http://www.ohlone.edu/org/curriculumcomm/packets/20142015/20140908/SLOACGoals2014-15.pdf](http://www.ohlone.edu/org/curriculumcomm/packets/20142015/20140908/SLOACGoals2014-15.pdf). The goal is to reach 100% completion of course assessment by Spring 2015. As of August 2014, completed course assessments were at 67%. SLOAC plans to work with full-time faculty and deans to help coordinate assessments of courses taught by adjuncts. The list of courses includes remaining courses that need to be assessed. Leta Stagnaro commented that this year SLOAC is expected to finish the cycle for SLO Assessment. SLOAC will be focusing on Program Review Module. Mike and Leta will schedule meetings with the deans and faculty to work directly with them to make sure that every program does PIOs in the new module. PIOs are now due before the semester ends. Spring Course SLO Assessments are due to the deans on September 30, 2014. Rachel shared that SLOAC meetings might become mobile in order to meet with faculty one-on-one or to attend department meetings.

**COURSE REACTIVATION (Consent/Action)**
None

**REQUISITES: (Action)**
Prerequisites
None

**MAJOR COURSE REVISIONS (Consent/Action)**
**MM-113 Mobile Application Development – Isabel Reichert**
Remove prerequisite: MM-105.

Motion to approve Requisite made by Richard Grotegut; seconded by Jo Rainie Rodgers. Motion carried.

**NEW COURSES: (Action)**
None

**DEGREES/CERTIFICATES: (Action)**
Deactivated Degrees and Certificates: None

Revised Degrees and Certificates: None
New Degrees and Certificates: None

ISSUES: (Action/Information)

- Course revisions to the CCCCO (I) – Melissa Stewart
  
  Melissa explained that prior to January 2014 stand-alone course were getting automatic approval from the CCCCO, and now all courses are getting scrutinized. The CCCCO requests that every revised course needs to have a sentence explaining what changed and why. The course justification needs to be brief and simple. Faculty need to enter the course justification in the Course Justification box on the Cover page in CurricUNET. An example of the course justification is: The title changed to better reflect the SLOs. Another example of a course justification is found on the Major Revision Checklist on the Curriculum Committee website found http://www.ohlone.edu/org/curriculumcomm/docs/quickcourserevisionchecklist.pdf. The Major Revision Checklist can also be found on the home page of CurricUNET at http://www.curricunet.com/Ohlone/.

- Program revisions to the CCCCO (I) – Kimberly Robbie
  
  Kimberly presented that the CCCCO now requires when faculty revise a program they need to provide a template of the sequence of when courses will be offered. Faculty will also need to provide in CurricUNET a sentence of what changed and why, just like with course revisions. The revised program needs to have a sequence of courses; this sequence needs to show the CCCCO that there is a methodical approach to students completing the program. A blank template is posted as a Word document on the Curriculum Committee website at http://www.ohlone.edu/org/curriculumcomm/docs/tableformakingnonsubstantialchangestoprogram.docx. In addition to making program revisions in CurricUNET, the faculty need to download this template, complete it, and send the completed template to the dean. Instructions for completing the template are available on the Curriculum Committee website at http://www.ohlone.edu/org/curriculumcomm/docs/requirementsformakingnonsubstantialchangestoaprogram.pdf. Faculty will fill out the green part and Kimberly will fill out the yellow part. The chart is detailed instructions regarding program revisions are available in the Program and Course Approval Handbook (http://extranet.cccco.edu/Portals/1/AA/ProgramCourseApproval/Handbook_5thEd_BOGapprov ed.pdf), pages 156-157.

- Repeatability of DEAF, LSP, and Adaptive PE courses (I) – Kimberly Robbie
  
  Kimberly explained the repeatability memo on the Curriculum Committee website found at http://www.ohlone.edu/org/curriculumcomm/packets/20142015/20140908/MemoaboutDEAFLS PAdaptivePErepeatability.pdf. Per Title 5 there are three types of courses that are repeatable: intercollegiate athletics; intercollegiate academic or vocational competition; and courses required by CSU or UC for a bachelor’s degree and must be taken at the lower division level. Any other courses are not repeatable. Nancy Pauliukonis brought DEAF-167 and DEAF-168 to the May 2014 Curriculum Committee meeting, and at that time Ohlone had determined these courses could be repeatable. The CCCCO determined per Title 5 that no Deaf courses could be repeatable. This repeatability restriction also extends to all LSP and Adaptive PE courses. Effective Spring 2015 no DEAF, LSP, or Adaptive PE courses can be repeatable. There is a difference between the course being repeatable and the student taking the course another time. Per Title 5, §56029 students with disabilities meeting the circumstances set forth will be allowed to enroll multiple times in the special class. If a disabled student needs to take a class multiple times based on their disability the student will need to receive clearance through DSPS. DSPS closely follows Title 5 to make sure that if a student takes a course again that it is based on their individual education plan.

- Update on progress with Associate Degrees for Transfer (ADT’s) (I) – Kimberly Robbie
  
  Kimberly shared the “rainbow chart” that is found at http://www.ohlone.edu/org/curriculumcomm/docs/aatastprogresstracker.pdf. Ohlone committed to 21 ADT’s by Fall 2014, and we now have 21 ADT’s approved. 16 ADT’s were approved in one year. We have reached 100% of our commitment to the CCCCO. We are only one of eight CCC’s that has received approval for 21 or more ADT’s. The CCCCO ADT Status Chart is available at http://extranet.cccco.edu/Portals/1/AA/Credit/TCM%20All%20Campus%20Updates/2014/ADT_Status_%20Report_8_27_14_System.pdf.
ANNOUNCEMENTS:
- Screening: Monday, September 22, 2014; 3:00pm-5:00pm
- Next Issues Meeting: October 6, 2014, 3:00pm-5:00pm, Fremont campus 7104 and Newark campus NC1317

ADJOURN: 5:07pm