



### LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

### LPC Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

### Members:

#### Faculty/Voting

Angela Amaya (Library)  
Kristy Woods (MSEPS)  
Elizabeth Owens (MSEPS)  
Craig Kutil, Chair (MSEPS)  
Jill Oliveira (Counseling)  
Michael Sato (A&H)  
Elizabeth Wing Brooks (A&H)  
Marsha Vernoga (BHAWK)  
Paula Schoenecker (SS)  
Colin Schatz (CATSS)  
Erick Bell (BHAWK)  
Lucas Hasten (CATSS)-Absent

#### Non-voting/Ex. Off. Members

John Armstrong-Absent  
Stuart McElderry  
Don Carlson  
Nan Ho-Absent  
Amir Law  
Andrea Migliaccio - Absent  
David Johnson  
Elizabeth David-Absent  
Madeline Wiest

Guests: Andrew Cumbo, Robin Rehagen, Jesus Bravo-Morales

### Approved Minutes

1. Call to Order at 2:33pm Craig Kutil, Chair
2. Review and Approval of Agenda Craig Kutil  
**MSC: Amaya/Oliveira /Approved**
3. Review and Approval of Minutes (March 5th, 2018) Craig Kutil  
**MSC: Owens/Woods/Approved**
4. Public Comments (This time is reserved for members of the public to address the Curriculum Committee. Please limit comments to three minutes. In accordance with the Brown Act, the Curriculum Committee cannot act on these items.)
5. First Reading of Curriculum Proposals/ Presentations:
  - Courses:
    - **GDDM 57 (Branding and Identity Design- 3 Units, 1.5 Units Lecture, 1.5 Units Lab)** Modified Course Proposal: NSC: O, 1X, CSU T. Discipline: Graphic Arts. SAM Code: C. TOP Code: 1030.00- Graphic Art and Design\*. Prerequisite: GDDM 56 with a minimum grade of C and GDDM 53 with a minimum grade of C or GDDM 54 with a minimum grade of C. (Start Date: Spring 2019)
      - *Presented by Craig Kutil-* Course modifications include advisory requisite (VCOM 57→GDDM 57), methods of evaluation, and typical texts. This course will move forward for voting.
    - **KIN 6 (Personal Trainer- 3.5 Units, 3 Units Lecture, .5 Units Lab)** Modified Course Proposal: NSC: O, 1X, CSU T. Discipline: Kinesiology. SAM Code: E. TOP Code: 0835.00- Physical Education. (Start Date: Spring 2019)
    - **KIN 38A (Preseason Intercollegiate Men's Soccer- 1-2 Units, 1-2 Units Lab)** Modified Course Proposal: NSC: GR, 4X, LPC AA/AS GE, CSU T. Discipline: Coaching. SAM Code: E. TOP Code: 0835.50- Intercollegiate Athletics. (Start Date: Spring 2019)
    - **KIN 38B (Intercollegiate Men's Soccer- 3 Units, 3 Units Lab)** Modified Course Proposal: NSC: GR, 4X, LPC AA/AS GE, CSU T. Discipline: **Kinesiology**. SAM Code: E. TOP Code: 0835.50- Intercollegiate Athletics. Strongly Recommended: KIN 38A with a minimum grade of C. (Start Date: Spring 2019)
      - *Presented by Andrew Cumbo-*KIN 6 updates include catalog description, TOP Code:-835.20- Fitness Trainer\*, SAM Code: C, Methods of Evaluation and Typical Texts. This course will be part of a future Personal Trainer Certificate. KIN 38A course updates include Course Content, Methods of Evaluation and Typical Texts. KIN 38B course updates include Methods of Instruction, Assignments, Methods of Evaluation and Typical Texts. It was clarified that discipline was coaching. These courses will move forward for voting.

- **MATH 30C (College Algebra for STEM Corequisite Support- 2 Units, 2 Units Lecture)** New Course Proposal: P/NP, 1X, **CSU T**. Discipline: Mathematics. SAM Code: E. TOP Code: 1701.00- Mathematics, General. Corequisite: MATH 30. Prerequisite: MATH 110 with a minimum grade of C or MATH 110B with a minimum grade of C. (Start Date: Fall 2019)
- **MATH 34C (Calculus for Business and Social Sciences Corequisite Support- 2 Units, 2 Units Lecture)** New Course Proposal: P/NP, 1X, **CSU T**. Discipline: Mathematics. SAM Code: E. TOP Code: 1701.00- Mathematics, General. Corequisite: MATH 34. Prerequisite: MATH 110 with a minimum grade of C or MATH 110B with a minimum grade of C. (Start Date: Fall 2019)
- **MATH 39C (Trigonometry Corequisite Support- 2 Units, 2 Units Lecture)** New Course Proposal: P/NP, 1X, **CSU T**. Discipline: Mathematics. SAM Code: E. TOP Code: 1701.00- Mathematics, General. Corequisite: MATH 39. Prerequisite: MATH 110 with a minimum grade of C or MATH 110B with a minimum grade of C. (Start Date: Fall 2019)
- **MATH 40C (Statistics and Probability Corequisite Support- 2 Units, 2 Units Lecture)** New Course Proposal: P/NP, 1X, **CSU T**. Discipline: Mathematics. SAM Code: E. TOP Code: 1701.00- Mathematics, General. Corequisite: MATH 40. Prerequisite: MATH 110 with a minimum grade of C or MATH 110B with a minimum grade of C. (Start Date: Fall 2019)
- **MATH 47C (Math for Liberal Arts Corequisite Support- 2 Units, 2 Units Lecture)** New Course Proposal: P/NP, 1X, **CSU T**. Discipline: Mathematics. SAM Code: E. TOP Code: 1701.00- Mathematics, General. Corequisite: MATH 47. Prerequisite: MATH 110 with a minimum grade of C or MATH 110B with a minimum grade of C. (Start Date: Fall 2019)
  - *Presented by Kristy Woods*- These are new support courses to prepare students for the rigor of STEM or transfer pathways by teaching learning skills necessary to succeed in college courses as well as review of key prerequisite concepts that are relevant. The courses are designed for a variety of students, such as students who desire formal, regular ongoing learning supports, students wish to accelerate, and students who are repeating the course. These courses were designed to meet regulations set forth in AB 705. It was decided to change the start date for the courses from Fall 2019 to Spring 2019 in order for the courses to be in place before the AB 705 deadlines. These courses will move forward for voting.
- **MUS 19 (Studies in Music Composition- 3 Units, 3 Units Lecture)** Modified Course Proposal: NSC: O, 4X, **DE**, LPC AA/AS GE, **CSU T**. Discipline: Music. SAM Code: E. TOP Code: 1004.00- Music. Strongly Recommended: MUS 8A with a minimum grade of B. (Start Date: Spring 2019)
- **MUS 37 (Music Industry Career Development- 3 Units, 3 Units Lecture)** Modified Course Proposal: NSC: O, 1X, LPC AA/AS GE, **CSU T**. **Discipline: Music Management**. SAM Code: C. TOP Code: 1005.00- Commercial Music\*. (Start Date: Spring 2019)
  - *Presented by Craig Kutil*- MUS 19 course updates include distance education, advisory requisites, methods of instruction, assignments, methods of evaluation, and typical texts. MUS 37 course updates include discipline change and typical texts. Craig will contact the Music Department to see if they would like to put forth the discipline changes separately effective Fall 2018. These courses will move forward for voting.
- **PHYS 1D (General Physics IV- 3 Units, 2 Units Lecture, 1 Unit Lab)** Modified Course Proposal: NSC: GR, 1X, **CSU T**. Discipline: Physics/ Astronomy. SAM Code: E. TOP Code: 1902.00- Physics, General. Prerequisite: PHYS 1B with a minimum grade of C and PHYS 1C with a minimum grade of C, MATH 5 with a minimum grade of C (May be taken concurrently). (Start Date: Spring 2019)
  - *Presented by Robin Rehagen*- Course updates include advisory requisites adding MATH 5 with a minimum grade of C (May be taken Concurrently). This is because both the course requires a lot of differential equations and other institutions were questioning the

transferability of this course as they required a high level math than the currently implied prerequisite of MATH 3. This course will move forward for voting.

- Course Deactivations: Effective Fall 2018- Presented by Craig Kutil: LaVaughn Hart submitted the courses for deactivation as they are no longer being offered. This will move forward for voting.
  - **CIS 59B (Web Dev: DHTML/ XHTML, CSS, JAVA)**
  - **CIS 9101 (Internet Business Fundamentals)**
  - **CIS 9102 (Network Technology Foundations)**
  - **CIS 9103 (Web Site Development Foundations)**
  - **CIS 9104 (Web Design Specialist)**
- Program Modifications: Effective Fall 2018- Presented by Craig Kutil: Program updates include units, program goals and objectives, catalog description, course sequence. These programs will be updated for the 2018-19 catalog and then the programs will be resubmitted as Certificates of Achievement for Fall 2019. These programs will move forward for voting.
  - **Project Management Career Certificate** (12-13 Units, TOP Code: 0702.00- Computer Information Systems\*, Program Goal: CTE)
  - **Web Development Career Certificate** (15 Units, TOP Code: 0702.00- Computer Information Systems\*, Program Goal: CTE)

6. Voting on Curriculum Proposals:

- Curriculum Committee Charge  
**Motion to APPROVE Committee Charge:**  
**MSC: Vernoga/Owens/Approved**
- Chabot-Las Positas Community College District Board Policy & Administrative Procedure  
**Motion to APPROVE Chabot-Las Positas Community College District Board Policy & Administrative Procedure:**  
**MSC: Woods/Vernoga/Approved**

*\*It was noted that this item has been passed by the Chabot Curriculum Committee, but has not been approved by the Chabot Academic Senate due to concerns on one faculty member. This faculty member would like to use a minimum unit of .25, as that is current the minimum unit of a range for Chabot's math learning center courses. They have not offered the courses as .25 in many years. The Curriculum Committee decided to move forward as they did not see .25 units as beneficial.*

- Courses:
  - **AJ 64 (Patrol Procedures- 3 Units, 3 Units Lecture)** Modified Course Proposal: NSC: GR, 1X, CSU T. Discipline: Administration of Justice. SAM Code: C. TOP Code: 2105.00- Administration of Justice\*. (Start Date: Spring 2019)
  - **ENGR 37 (Applied Statics and Materials- 3 Units, 2 Units Lecture, 1 Unit Lab)** Modified Shared Course Proposal: SC: O, 1X, CSU T. Discipline: Engineering. SAM Code: D. TOP Code: 0924.00- Engineering Technology, General (requires Trigonometry)\*. Prerequisite: Math 39 with a minimum grade of C. (Start Date: Spring 2019)
  - **GDDM 45A (Digital Painting I- 3 Units, 1.5 Units Lecture, 1.5 Units Lab)** Modified Course Proposal: NSC: O, 1X, CSU T. Discipline: Graphic Arts. SAM Code: C. TOP Code: 1030.00- Graphic Art and Design\*. Strongly Recommended: GDDM 53 with a minimum grade of C, ARTS 2A with a minimum grade of C. (Start Date: Spring 2019)
  - **PSYC 25 (Research Methods- 4 Units, 3 Units Lecture, 1 Unit Lab)** Modified Course Proposal: NSC: O, 1X, LPC GE AA/AS, CSU T. Discipline: Psychology. SAM Code: E. TOP Code: 2001.00- Psychology, General. Prerequisite: PSYC 1 with a minimum grade of C and MATH 40 with a minimum grade of C (May be taken concurrently). (Start Date: Spring 2019)

- **THEA 48C (Technical Theater in Production-Advanced- 3 Units, 1 Unit Lecture, 2 Units Lab)**  
Modified Course Proposal: SC: O, 1X, CSU T. Discipline: Stagecraft or Drama/ Theater Arts. SAM Code: E. TOP Code: 1007.00- Dramatic Arts. Prerequisite: THEA 48A with a minimum grade of C (May be taken concurrently), THEA 50L with a minimum grade of C or THEA 51 with a minimum grade of C or THEA 52 with a minimum grade of C. Strongly Recommended: MATH 107 with a minimum grade of C or MATH 107B with a minimum grade of C. (Start Date: Spring 2019)
- **THEA 48D (Technical Theater in Production-Management- 3 Units, 1 Unit Lecture, 2 Units Lab)**  
Modified Course Proposal: SC: O, 1X, CSU T. Discipline: Stagecraft or Drama/ Theater Arts. SAM Code: E. TOP Code: 1007.00- Dramatic Arts. Prerequisite: THEA 48A with a minimum grade of C (May be taken concurrently). (Start Date: Spring 2019)

**Motion to APPROVE Courses:**

**MSC: Amaya/Woods/Approved**

- Requisites:
  - **ENGR 37: Applied Statics and Materials-** Prerequisite: Math 39 with a minimum grade of C.
  - **GDDM 45A: Digital Painting I-** Strongly Recommended: GDDM 53 with a minimum grade of C, ARTS 2A with a minimum grade of C.
  - **PSYC 25: Research Methods-** Prerequisite: PSYC 1 with a minimum grade of C and MATH 40 with a minimum grade of C (May be taken concurrently).
  - **THEA 48C: Technical Theater in Production-Advanced-** Prerequisite: THEA 48A with a minimum grade of C (May be taken concurrently), THEA 50L with a minimum grade of C or THEA 51 with a minimum grade of C or THEA 52 with a minimum grade of C. Strongly Recommended: MATH 107 with a minimum grade of C or MATH 107B with a minimum grade of C.
  - **THEA 48D: Technical Theater in Production-Management-** Prerequisite: THEA 48A with a minimum grade of C (May be taken concurrently)

**Motion to APPROVE Requisites:**

**MSC: Woods/Owens/Approved**

- Program Modifications:
  - **Environmental Studies AA** (36-38 Units in a Major/ 60 Units Total, TOP Code: 0302.00- Environmental Studies, Program Goal: Local- Transfer Preparation)  
**Motion to APPROVE Program Modifications:**  
**MSC: Woods/Amaya/Approved**
- Program Title Corrections:
  - **University Transfer- IGETC (Intersegmental General Education Transfer Curriculum) → Corrected Title: IGETC (Intersegmental General Education Curriculum)**
  - **University Transfer- CSU General Education Breadth → Corrected Title: CSU General Education Breadth**  
**Motion to APPROVE Program Title Corrections:**  
**MSC: Woods/Oliveira/Approved**
- Course Deactivations (Effective Fall 2018):
  - **PCN 6: Introduction to Case Management for Human Services**
  - **PCN 8: Theories and Concepts of Group Process**  
**Motion to APPROVE Courses Deactivations:**  
**MSC: Bell/Woods/Approved**
- Program Deactivations (Effective Fall 2018):
  - **Health and Human Services Certificate of Achievement**  
**Motion to APPROVE Program Deactivations:**

MSC: Wing-Brooks/Woods/Approved

## 7. Discussion Items

• **Disciplines List**

Craig Kutil

Craig Kutil explained that course discipline placements are approved locally, not by the Chancellor's Office (even though we do have our disciplines on our course outlines). The Academic Senate does approve discipline placement as a consent item, even though that is not technically required. The idea is that we will send out the disciplines list to all faculty every spring to request if any changes need to be made for the following fall. Faculty then will send an email with any changes to the disciplines list and they will be brought the Curriculum Committee for review. The Curriculum Committee agreed that this was a good idea. An email will be sent out to the faculty and any discipline changes will be brought to the committee for first reading at the April 16<sup>th</sup> meeting.

• **AD-T: IGETC for UC**

Craig Kutil

Craig Kutil stated that he has reached out to several people at the Chancellor's Office regarding this issue, but has not received any response. We have recently had several AD-T narratives returned for revision by the Chancellor's for not stating that AD-T's are specifically intended for CSU Transfer. This combined with the Chancellor's Office unwillingness to put an official statement in writing, would indicate that this is not an acceptable practice. The Curriculum Committee agreed and this will be brought forward next meeting for voting.

## 8. Reports

• **Vice President's Report**

David Johnson

David Johnson announced that while we are in the process of hiring a full time Articulation Officer, Craig Kutil will serve as the interim Articulation Officer.

• **Chair's Report**

Craig Kutil

Craig Kutil reported the Jennie Graham will be taking on one of his math courses, while he serves as the interim Articulation Officer (he will remain a nonvoting member of the committee unless there is a tie). The Athletic Trainer/ Sport Medicine Certificate of Achievement was approved by the Chancellor's Office, despite having been voted down by the BACCC. This was due to only DVC voting against the program, which they believed my take away enrollment from their own similar program. According to the new regulations, the CIO can override the local consortiums recommendation. Faculty have been notified what course updates need to be done this semester. While the Chancellor's Office has been approving our programs, there are still over ten programs still pending at the state effective Fall 2018. He will attend the Curriculum Institute this summer.

9. **Good of the Order:**

- Erick Bell posed several questions to the committee. **Q:** How do we update programs that currently do not have a program description? **A:** This is the case for many programs due to gaps/ inaccuracies in our curriculum records. The programs will need to go through the curriculum process in CurricUNET. **Q:** How to start a new financial literacy course and make it mandatory for all students? **A:** There is already a financial literacy course PCN 40, you may want to talk to them about cross listing. Making the course mandatory would require changing the GE pathway and having both the Chabot and Las Positas College's academic senates agree and board approval. **Q:** How to change a courses discipline? **A:** Send an email to Craig Kutil and the discipline change will be brought the Curriculum Committee for next semester approval.

## 10. Adjournment at 3:49pm

11. Next Regular Meeting (April 2nd, 2018)