



Curriculum Committee

August 24, 2015 | 2:30 p.m. | Room 804

Meeting Minutes

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.

Curriculum Committee

Members Present (voting):

Angela Amaya (Library)
Moh Daoud (STEMPS)
Candace Klaschus (ALSS)
Craig Kutil, Chair (STEMPS)
Marina Lira (Articulation Officer)
Jill Oliveira (Counseling)
Lisa Weaver (BSBA)

Members Present (non-voting):

Roanna Bennie
Lisa Everett
Andrea Migliaccio
Don Miller
Dyan Miller
Barbara Morrissey
Carolyn Scott

Members Absent:

Lisa Everett
Diana Rodriguez

Meeting Guests:

Gabriela Discua
Colin Schatz

1. Call to Order: Craig Kutil, Chair, called the meeting to order at 2:34 p.m.
2. Review and Approval of Agenda – MSC: Klaschus/Amaya (1 abstention)
3. Review and Approval of Minutes (May 11, 2015) – MSC: Klaschus/Amaya (1 abstention)
4. Public Comment: None
5. Review/Vote
DE vote only: MSC: Amaya/Daoud to approve courses below for Distance Education

- CIS 66/CNT 52 (cross-listed classes)
- CNT 55
- CNT 56
- CNT 57
- CS 47
- SOC 11

Individual DE vote: MSC: Amaya/Klaschus (1 abstention)
CNT 51 (reaffirming DE)

6. Committee Charge

Mr. Kutil discussed a portion of the committee charge (the quick definition) found on the Grapevine. He stated that “course placement and discipline” has probably been done incorrectly in the past. He proposes to revise it to “assigning course identifiers” (i.e. CNT, MATH). Identifiers don’t assign the discipline. The Academic Senate and this committee are responsible for “maintaining and updating the discipline lists.” There’s a State discipline list that Human Resources uses. We are not allowed to have disciplines that the State does not recognize. This committee will begin maintaining a list and hopefully can add it to the CurricUNET process. Mr. Kutil will present this issue to the Academic Senate at its meeting on Wednesday. He will send out a draft discipline list once the process is approved. He will also ask the Academic Senate to the approve changes to the charge.

7. Curriculum Calendar

In December the second Monday when we meet is the 14th. But it’s also the first day of finals week. So we have to think about this. Additionally Ms. Lira added that the second Friday in December is usually her deadline to submit GE status. This falls on December 11th this year. Ms. Lira will confirm and

report back to the committee. Due to these overlaps, Mr. Kutil stated that the committee might have to meet on December 7. If not then, we might have to give a deadline for all items to be submitted in time for the November 23rd meeting.

8. Committee Roles and Responsibilities

Mr. Kutil reviewed the draft roles and responsibilities stating it was to ensure that the committee is clear on everyone's role. He reviewed each role as listed on the draft. Comments and corrections were welcomed and discussed.

9. Tech Review

Mr. Kutil requested the Tech Review Committee to ask their divisions to use the public view of CurriUNET to see if their courses are under the correct status. Also look to see if anything is missing or wrong and if so, send an email to LaVaughn Hart, Craig Kutil, and Carolyn Scott. This public view of CurriUNET has not yet been linked to the web page for course outlines. Those outlines are outdated so please don't use.

Mr. Kutil discussed each items in CNET that the Tech Review Committee should review in the approval process. Committee members asked questions and confirmed steps.

Mr. Kutil confirmed those who are on the Tech Review committee as follows: STEMPS: Moh Dauod, Colin Schatz– chair; Student Services: Marina Lira, Gabriela Discua, Jill Oliviera (will confirm); ALSS: Candy Klaschus, Jim Ott– chair; BSBA: Marsha Vernoga, Lisa Weaver – chair.

10. Tech Review Members and Chairs for Divisions (see above)

11. Vice President's Report

Ms. Bennie had no report.

12. Chair's Report

Mr. Kutil stated that there are many (curriculum) items still in the cue from faculty members no longer here. He will get the specific info to the right people to finish off/update those courses.

He stated he received an email that some new CID descriptors will be introduced this year; music is one area. They are also doing a 5-year review in the areas of communication, sociology, and psychology. Per Ms. Lira you can go to the CID web site and sign up for things that are specific to your discipline.

13. Articulation Officer's Report

Ms. Lira stated that 10 pathways have now been introduced. The UCs are trying to uniform majors as best as possible. The website lists the expected minimum coursework. It's not the full set of requirements; just the ones that they have identified as uniform at this point. In trying to find a way to utilize ADTs for the UC system, this is as close as they are getting. Eleven more majors should be completed by the end of the year. What this means is that we might see additional factors requested as to what should be in the course content.

14. Good of the Order

15. Adjournment – 4:22 p.m.

16. Next Regular Meeting (September 14, 2015)