

### 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 (SLPC)  
Akihiko Hirose (SLPC)  
Barbara Zingg (STEM)  
Elizabeth Owens (STEM)  
Craig Kutil, Chair (STEM)  
Jill Oliveira (SS)  
Michael Sato (A&H)  
Elizabeth Wing Brooks (A&H)  
Marsha Vernoga (BHAWK)  
Lucas Hasten (SLPC)  
Erick Bell (BHAWK)  
Jessica Owyong (SS)

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

John Armstrong  
David Johnson  
Don Carlson  
Stuart McElderry  
Nan Ho  
Amir Law  
Andrea Migliaccio  
Tamica Ward  
Madeline Wiest

#### Guests:

Michal Schuldman, Daniel Marschak, Sebastian Wong, Wendy McClendon

### Approved Minutes

1. Call to Order 2:34pm Craig Kutil, Chair
2. Review and Approval of Agenda Craig Kutil  
**MSC: Amaya/Hirose/Approved**
3. Review and Approval of Minutes (April 30<sup>th</sup>, 2018) Craig Kutil  
**MSC: Wing Brooks/Amaya/Approved**
4. Review and Approval of Minutes (May 7<sup>th</sup>, 2018) Craig Kutil  
**MSC: Sato/Vernoga/Approved**
5. Review and Approval of Minutes (August 20<sup>th</sup>, 2018) Craig Kutil  
**MSC: Amaya/Vernoga/Approved**
6. 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.)
7. First Reading of Curriculum Proposals/ Presentations:
  - New Courses
    - **Tabled- AUTO P1 (Powertrains: Modifications for Performance- 4 Units, 3 Units Lecture, 1 Unit Lab) 1X, O, CSU T.** Prerequisite: AUTO INTR with a minimum grade of C. TOP Code: 0948.00- Automotive Technology\*. SAM Code: C. Discipline: Automotive Technology. (Start Date: Fall 2019)
    - **Tabled- CNT X7286 (Cloud Infrastructure: CompTIA Cloud + Certification- 3 Units, 1 Unit Lecture, 2 Units Lab) 1X, OP, DE, CSU T.** Strongly Recommended: CNT 8001 with a minimum grade of C. TOP Code: 0708.00 – Computer Infrastructure and Support\*. SAM Code: C. Discipline: Computer Service Technology. (Start Date: Fall 2019)
    - **MUS X22A (Scoring for Film and Multimedia 1- 3 Units, 3 Units Lecture) 1X, OP, CSU T, UC T.** Prerequisite: MUS 35 with a minimum grade of C (May be taken concurrently). TOP Code: 1005.00- Commercial Music \*. SAM Code: C. Discipline: Music. (Start Date: Fall 2019)
    - **MUS X22B (Scoring for Film and Multimedia 2- 3 Units, 3 Units Lecture) 1X, OP, CSU T, UC T.** Prerequisite: MUS X22A with a minimum grade of C, Strongly Recommended: MUS 36 with a minimum grade of C. TOP Code: 1005.00- Commercial Music \*. SAM Code: C. Discipline: Music. (Start Date: Fall 2019)
    - **MUS ZZ (Improvisation Lab- 1 Units, 1 Unit Lab) 3X, OP, CSU T, UC T, C-ID# MUS 185.** Strongly Recommended: MUS 6 with a minimum grade of C or MUS 8A with a minimum grade of C. TOP Code: 1004.00- Music. SAM Code: D. Discipline: Music. (Start Date: Fall 2019)

- *Music Courses Presented by Daniel Marschak (Requisites corrected above)*- MUS X22A & X22B are the new cornerstone courses of the Commercial Music: Scoring for Film and Multimedia Certificate of Achievement. These two levels will include everything someone would need to know to score multimedia. These courses will move forward for voting. Currently to be part of an ensemble you need to audition, but if not accepted you can't get a degree. MUS ZZ will solve this problem as it does not require an audition and will be part of the new Jazz Studies Certificate of Achievement. Should be repeatable 4 times. There was some questions about the course content and so it will come back for a second reading.
- Course Modifications:
  - **ANTR 1L (Biological Anthropology Lab-** 1 Unit, 1 Unit Lab) NSC: 1X, OP, CSU T/GE: B3, UC T, IGETC: 5C, **C-ID# ANTR 115L.** Strongly Recommended: Eligibility for ENG 1A, Prerequisite: ANTR 1 with a minimum grade of C (May be taken concurrently). TOP Code: 2202.00- Anthropology. SAM Code: E. Discipline: Anthropology. (Start Date: Fall 2019)
  - **ANTR 3 (Cultural Anthropology-** 3 Units, 3 Units Lecture) NSC: 1X, OP, DE, AA/AS GE, CSU T/GE: D, UC T, IGETC: 4, C-ID# ANTR 120. Strongly Recommended: Eligibility for ENG 1A. TOP Code: 2202.00- Anthropology. SAM Code: E. Discipline: Anthropology. (Start Date: Fall 2019)
    - *Anthropology Courses Presented by Craig Kutil-* Present on behalf Lucas Hasten. Course updates include program titles, content, and textbooks. These courses will move forward for voting.
  - **Tabled- AUTO L3 (Light Duty Hybrid/ Electric Vehicles-** 4 Units, 2 Units Lecture, 2 Units Lab) SC: 1X, O, CSU T. Prerequisite: AUTO INTR with a minimum grade of C (May be taken concurrently). **TOP Code: 0948.40- Alternative Fuels and Advanced Transportation Technology \***. SAM Code: B. Discipline: Automotive Technology. (Start Date: Fall 2019)
  - **BIO 40 (Humans and the Environment-** 3 Units, 3 Units Lecture) NSC: 1X, OP, DE, AA/AS GE, CSU T/GE: B2, UC T, IGETC: 5B, **C-ID# ENVS 100.** Strongly Recommended: Eligibility for ENG 1A. TOP Code: 0302.00 – Environmental Studies. SAM Code: E. Discipline: Biological Sciences. (Start Date: Fall 2019)
    - *BIO 40 presented by Michal Shuldman-* This courses is being updated to meet C-ID, with the goal of hopefully being able to put together the Environmental Science AS-T. The strongly recommended advisory is new and required by C-ID. Course updates include: course description, advisory, measurable objectives, course content, methods of instruction, and textbooks. This course will move forward for voting.
  - **EMS 10 (Paramedic Theory 1-** 6 Units, 6 Units Lecture) SC: 1X, GR, CSU T, C-ID# EMS 100. Prerequisite: EMS 20 with a minimum grade of B, BIO 50 with a minimum grade of C, EMS 62 with a minimum grade of C. Corequisite: EMS 12. **TOP Code: 1251.00 – Paramedic\*.** **SAM Code: C.** Discipline: Emergency Medical Technologies. (Start Date: Fall 2019)
  - **EMS 11 (Paramedic Theory 2-** 6 Units, 6 Units Lecture) SC: 1X, GR, CSU T, C-ID# EMS 101. Prerequisite: EMS 10 with a minimum grade of C, EMS 12 with a minimum grade of C. Corequisite: EMS 13. **TOP Code: 1251.00 – Paramedic\*.** **SAM Code: C.** Discipline: Emergency Medical Technologies. (Start Date: Fall 2019)
  - **EMS 12 (Paramedic Laboratory 1-** 4 Units, 4 Units Lab) SC: 1X, P/NP, CSU T, C-ID# EMS 102. Prerequisite: EMS 20 with a minimum grade of B, BIO 50 with a minimum grade of C, EMS 62 with a minimum grade of C. Corequisite: EMS 10 (EMS 10 provides requisite knowledge for students to apply in EMS 12 laboratory). **TOP Code: 1251.00 – Paramedic\*.** **SAM Code: C.** Discipline: Emergency Medical Technologies. (Start Date: Fall 2019)
  - **EMS 13 (Paramedic Laboratory 2-** 4 Units, 4 Units Lab) SC: 1X, P/NP, CSU T, C-ID# EMS 103. Prerequisite: EMS 10 with a minimum grade of C, EMS 12 with a minimum grade of C. Corequisite:

- EMS 11 (EMS 11 provides didactic knowledge needed to succeed in skills labs of EMS 13). **TOP Code: 1251.00 – Paramedic\***. **SAM Code: C**. Discipline: Emergency Medical Technologies. (Start Date: Fall 2019)
- **EMS 20 (Emergency Medical Technician-** 7 Units ~~6.5~~, 5 Units Lecture, 2 ~~1.5~~ Units Lab) SC: 1X, GR, CSU T. Prerequisite: EMS 30 with a minimum grade of B. TOP Code: 1250.00 – Emergency Medical Services\*. SAM Code: B. Discipline: Emergency Medical Technologies. (Start Date: Fall 2019)
  - **EMS 30 (Emergency Medical Responder-** 3 Units, 2 Units Lecture, 1 Unit Lab) NSC: 1X, GR, CSU T. Strongly Recommended: EMS 70B with a minimum grade of C. TOP Code: 1250.00 – Emergency Medical Services\*. SAM Code: C. Discipline: Emergency Medical Technologies. (Start Date: Fall 2019)
  - **EMS 70A (Community CPR & First Aid-** .5 Units, .5 Units Lecture) NSC: 1X, P/NP, CSU T. TOP Code: 1250.00 – Emergency Medical Services\*. SAM Code: D. Discipline: Emergency Medical Technologies. (Start Date: Fall 2019)
  - **EMS 70B (CPR for Health Care Providers-** .5 Units, .5 Units Lecture) NSC: 1X, P/NP, CSU T. TOP Code: 1250.00 – Emergency Medical Services\*. SAM Code: D. Discipline: Emergency Medical Technologies. (Start Date: Fall 2019)
    - *Emergency Medical Services courses presented by Wendy McClendon & Sebastian Wong (SAM Code for EMS 11 & 13 updated to C)-* For EMS 10, 11, 12, & 13 the TOP Code was updated to 1251.00 Paramedic\* and the SAM Code was changed to C- Clearly Occupational. EMS 20 has been updated in response to new state mandates, including adding four new required skills. EMS 30 was also updated in response to new state mandates, removing the CPR content. EMS 70A & 70B were updated to be repeatable only one time. If a student needs to repeat the course for their job, they will need to fill out a form in A&R and provide evidence. These courses will move forward for voting.
  - **PHYS 10 (Descriptive Physics-** 3 Units, 3 Units Lecture) NSC: 1X, GR, DE, AA/AS GE, CSU T/GE: B1, UC T, IGETC: 5A. **Prerequisite: MATH 55 with a minimum grade of C.** ~~Prerequisite: MATH 107 or MATH 107B with a minimum grade of C.~~ TOP Code: 1902.00 – Physics, General. SAM Code: E. Discipline: Physics/Astronomy. (Start Date: Fall 2019)
  - **PHYS 10L (Descriptive Physics Lab-** 1 Unit, 1 Units Lab) NSC: 1X, GR, AA/AS GE, CSU T/GE: B3, UC T, IGETC: 5C. **Prerequisite: MATH 55 with a minimum grade of C.** Corequisite: PHYS 10 (may also be taken after successful completion of PHYS 10) ~~Prerequisite: MATH 107 or MATH 107B with a minimum grade of C.~~ TOP Code: 1902.00 – Physics, General. SAM Code: E. Discipline: Physics/Astronomy. (Start Date: Fall 2019)
    - *Physics Courses presented by Craig Kutil-* Presented on behalf of Eric Harpell. This course was updated a year ago, but denied UC Transfer and IGETC as intermediate algebra is required as a prerequisite. There is a one year grace period. This update will correct this issue. These courses will move forward for voting.
  - **TABLED-PSYC 4 (Brain, Mind, and Behavior-** 3 Units, 3 Units Lecture) NSC: 1X, OP, DE, AA/AS GE, CSU T/GE: B2, D, UC T, IGETC: 4, 5B, C-ID# PSY 150. Prerequisite: PSYC 1 with a minimum grade of C. TOP Code: 2001.00- Psychology, General. SAM Code: E. Discipline: Psychology. (Start Date: Fall 2019)
  - **PSYC 25 (Research Methods-** 4 Units, 3 Units Lecture, 1 Unit Lab) NSC: 1X, OP, DE, AA/AS GE, CSU T/GE: D, UC T, IGETC: 4. Prerequisite: PSYC 1 with a minimum grade of C and MATH 40 with a minimum grade of C (may be taken concurrently) ~~or MATH 44 with a minimum grade of C.~~ TOP Code: 2001.00- Psychology, General. SAM Code: E. Discipline: Psychology. (Start Date: Fall 2019)
    - *PSYC 25 presented by Craig Kutil-* Presented on behalf of John Ruys. The MATH 44 prerequisite removed as the course has not active since 2014. This course will move forward for voting.

- **SPAN 21 (Spanish for Spanish Speakers I – 5 Units, 5 Units Lecture)** NSC: 1X, GR, AA/AS GE, CSU T/GE: **C2**, UC T, IGETC: **3B, 6**, C-ID# SPAN 220. Prerequisite: Spanish heritage speaker proficiency or the equivalent intermediate level as assessed. TOP Code: 1105.00- Spanish. SAM Code: E. Discipline: Foreign Languages: Spanish. (Start Date: Fall 2019)
    - *SPAN 21 presented by Hortencia Nevarez-* This course was denied CSU GE and IGETC as the course description did not include enough cultural content. This has been corrected and will move forward for voting.
  - Course Deactivations: Spring 2019- Presented by Craig Kutil- These courses are no longer being offered. The FREN 29 deactivation was initiated by Savanna McGrew. The Learning Skills course deactivations were initiated by Elizabeth David and Jason Jones. There was concern by the committee that now the campus will not have learning skills courses. These deactivations will move forward for voting.
    - FREN 29: Independent Study, French
    - LRNS 117: Learning Skills- Reading
    - LRNS 118: Learning Skills- Writing Strategies
    - LRNS 119A: Learning Skills Basic Mathematics
    - LRNS 119B: Learning Skills Pre-Algebra Concepts
    - LRNS 119C: Success in Algebra
  - Discipline Placement: Presented by Michal Shuldman- Wanted to remove “Health” and instead add “or Health Services Director/ Health Services Coordinator/ College Nurse”. This will come back for second reading.
    - BIO 55 add “or Emergency Medical Technologies or Health or Licensed Vocational Nursing”
  - Corrections: Presented by Craig Kutil- This program went to the BACCC with the title of “Fitness Trainer” rather than “Fitness Trainer/ Instructor”. Rather than ask for re-approval from the BACCC, it was decided to change the title. This program has already been approved by the Chancellor’s Office. This correction will move forward for voting.
    - Title: Fitness Trainer Certificate of Achievement
8. Voting on Curriculum Proposals:
- Corrections:
    - Fitness Trainer/ Instructor Certificate of Achievement Course Sequence

**Motion to APPROVE Corrections**  
**MSC: Amaya/Vernoga/Approved**
9. Discussion Items
- **Separate Approval Process for DE** **Scott Vigallon/Christina Lee**  
Currently the DE process is that a faculty proposes to make a course DE, the Scott Vigallon reviews the course in CNET, and then the curriculum is approved. Per Title 5 there are new regulations about increased student interaction and how a faculty member can demonstrate effective student interaction. Scott Vigallon and Christina Lee would like to update CNET to reflect these Title 5 updates. Craig Kutil stated that they should send over the updates to CNET for review. Currently we do not have the same quality control for DE courses that has been long in place at other colleges. Scott Vigallon and Christina Lee explained that they would like to have DE courses reviewed before they are offered. They are working with the FA with to review the contract and its implications for requiring DE training. They would like the support of the Curriculum Committee to review course shells in Canvas before the course starts in order to offer advice or training. They will be making this same presentation around campus.
  - **Noncredit Course Descriptor** **Craig Kutil**  
Craig Kutil discussed the noncredit course descriptor possibilities with HR and the administration and they would like to have a separate descriptor for noncredit, as well as keeping the course number in the

200's. The suggestion has been to use "NC" as the first two letters every noncredit course descriptor. Craig asked the committee members to bring this to their division meetings and report back.

- **AP Chart**

**Craig Kutil**

Craig Kutil reminded the committee members to discuss the AP chart at their division meetings, specifically if we want to give units for the AP Seminar Exam. Computer Science reviewed the AP chart and decided that CS 31 was more appropriate than CS 1 for the Computer Science AP Exam. Craig will meet with Hortencia Nevarez and Catherine Suarez to see if any of the Spanish courses align with the Spanish AP Exams. The IB Chart will be updated to include CLEP (Chabot already includes the on their IB chart).

- **CNET Old Course Proposal Termination**

**Craig Kutil**

It was discussed that there are proposals in CNET that have not been worked on in five years. This makes it difficult to see what proposals are actually active in the workflow and stops anyone else from making a copy of the course. The committee decided if a proposal has not worked on in a year, an email would be sent to the course author and if no action is taken within 60 days a copy of the COR would be sent to the author and the proposal will be deleted from CNET.

- **Effective dates GE/IGETC/UC Transfer**

**Craig Kutil**

At Flex Day Craig Kutil will give a talk on the curriculum process and timelines. IGETC, CSU GE, and UC are evaluated in June & July, thus the catalog is always a year behind. Any new approvals are put into the fall catalog addendum.

- **Residency Unit Certificate of Achievement**

**Craig Kutil**

Last semester Craig met with Joel Gagnon and Jared Howard to discuss lowering our required 80% of courses be completed at our district to the 50% (the standards at most colleges). With the new funding model, we will get all of the points for a student completing a certificate if granted here. This will be for Certificates of Achievement and Career Certificates and most likely Noncredit Certificates.

- **Accreditation Standards**

**Craig Kutil**

The Accreditation Steering Committee assigned the accreditation standards in Appendix A to the Curriculum Committee. We will need to provide evidence to the accreditation steering committee of how we are meeting the standards. The committee reviewed the standards and were concerned that II.A.12 & 11.A.16 may not necessarily be the Curriculum Committee purview. Craig Kutil will discuss with John Ruys and report to back to the committee.

## 10. Reports

- **Vice President's Report**-No Report

**David Johnson**

- **Chair's Report**

**Craig Kutil**

Craig Kutil stated that the 2019-20 catalog process has started. The challenges of creating the Environmental Science AS-T and the Social Work and Human Services AA-T were discussed.

- **Articulation Officer's Report**

**Craig Kutil**

Craig Kutil stated that he will attend new Articulation Officer training for the next two days, as well as three upcoming articulation regional meetings. He will report back to the committee any new information.

11. Good of the Order: None

12. Adjournment 4:30pm

13. Next Regular Meeting (October 1st, 2018)

## **Appendix A**

### **2014 ACCJC Standards**

**I.C.4.** The institution describes its certificates and degrees in terms of their purpose, content, course requirements, and expected learning outcomes.

**II.A.2.** Faculty, including full time, part time, and adjunct faculty, ensure that the content and methods of instruction meet generally accepted academic and professional standards and expectations. Faculty and others responsible act to continuously improve instructional courses, programs and directly related services through systematic evaluation to assure currency, improve teaching and learning strategies, and promote student success.

**II.A.4.** If the institution offers pre-collegiate level curriculum, it distinguishes that curriculum from college level curriculum and directly supports students in learning the knowledge and skills necessary to advance to and succeed in college level curriculum.

**II.A.5.** The institution's degrees and programs follow practices common to American higher education, including appropriate length, breadth, depth, rigor, course sequencing, time to completion, and synthesis of learning. The institution ensures that minimum degree requirements are 60 semester credits or equivalent at the associate level, and 120 credits or equivalent at the baccalaureate level. (ER 12)

**II.A.12.** The institution requires of all of its degree programs a component of general education based on a carefully considered philosophy for both associate and baccalaureate degrees that is clearly stated in its catalog. The institution, relying on faculty expertise, determines the appropriateness of each course for inclusion in the general education curriculum, based upon student learning outcomes and competencies appropriate to the degree level. The learning outcomes include a student's preparation for and acceptance of responsible participation in civil society, skills for lifelong learning and application of learning, and a broad comprehension of the development of knowledge, practice, and interpretive approaches in the arts and humanities, the sciences, mathematics, and social sciences. (ER 12)

**II.A.13.** All degree programs include focused study in at least one area of inquiry or in an established interdisciplinary core. The identification of specialized courses in an area of inquiry or interdisciplinary core is based upon student learning outcomes and competencies, and include mastery, at the appropriate degree level, of key theories and practices within the field of study.

**II.A.16.** The institution regularly evaluates and improves the quality and currency of all instructional programs offered in the name of the institution, including collegiate, pre-collegiate, career-technical, and continuing and community education courses and programs, regardless of delivery mode or location. The institution systematically strives to improve programs and courses to enhance learning outcomes and achievement for students.

**IV.A.4.** Faculty and academic administrators, through policy and procedures, and through well-defined structures, have responsibility for recommendations about curriculum and student learning programs and services.