



CURRICULUM COMMITTEE

Minutes

October 16, 2023 | 2:30 PM | Room 2414 + Zoom for Guests

LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

LPC Planning Priorities

- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

Curriculum Committee Quorum: 6

Faculty/Voting:

Angela Amaya (BSSL) Z
Amanda Castelli (SS) P
Sue DeFuniak (PATH) P
Chris Dudzik (STEM) A
Akihiko Hirose (BSSL) A
Craig Kutil (Articulation Officer) P
Stuart McElderry (BSSL Div. Dean) P
Marty Nash (A&H) P
Elizabeth Wing Brooks (A&H) P
Michelle Zapata (SS) P

Non-Voting/Ex. Off. Members:

Erick Bell (CC Chair) P
Liz McWhorter (CC Support) A
Andrea Migliaccio (Classified AS) Z
Danielle Bañuelos (Classified AS) P
So-Jin Moon (Classified A&R) Z
Joel Gagnon (SS Div. Dean) P
Nan Ho (VP of Academic Svcs.) P

Guests:

James Giacomazzi P
Ashley McHale P
Kristy Woods P
Mike McQuiston Z
Paul Sapsford Z

[Zoom information at the end of the Agenda](#)

Call to Order at 2:34 p.m.

Erick Bell

Review and Approval of Agenda

Erick Bell

➤ Stuart McElderry/ Elizabeth Wing Brooks

Amendments:

- Remove MUS 6 from DE under First Readings
- Table Automotive Audio Systems Certificate under First Readings
- Table Communication and Writing in English Certificate under Second Readings
- Table Piano Technology, Certificate under Second Readings
- Table and Date Correction to KIN FWJ4 DE (Effective Date: Spring 2024) under Other Voting Items
- ✓ **Vote:** Agenda with revisions approved, 1 abstention

Review and Approval of Minutes, 10/2/2023

Erick Bell

➤ Craig Kutil/Stuart McElderry

- ✓ **Vote:** Minutes approved, 2 abstentions

Public Comment

Please limit comments to three minutes. In accordance with the Brown Act, the Committee cannot discuss or act on items that are not already on the agenda.

First Readings

Faculty

**All courses listed below can be taken only 1 time for credit unless otherwise noted.*

NEW CREDIT COURSES

KIN 37A Pre-Season Intercollegiate Men's Volleyball: 1 Unit (Lab). Letter. Repeatability: May be taken 4 times. Discipline: Coaching. (Effective Date: Fall 2024)

KIN 37B In Season Intercollegiate Men's Volleyball: 1 Unit (Lab). Letter. Recommended Course Preparation - KIN 37A with a minimum grade of C and/or ability to demonstrate the following skills: bump, set, spike, serve. Repeatability: May be taken 4 times. Discipline: Coaching. (Effective Date: Fall 2024)

KIN 37C Off Season Intercollegiate Men's Volleyball: 1 Unit (Lab). Letter. Prerequisites: Recommended Course Preparation - KIN 37B with a minimum grade of C. Repeatability: May be taken 4 times. Discipline: Coaching. (Effective Date: Fall 2024)

James Giacomazzi Presenting

CSLOs are in progress and being reviewed by SLO Committee.

Craig Kutil: For 37B, "In Season" in title? **James Giacomazzi:** We can remove from title. **Add:** "and/or ability to demonstrate the following skills: bump, set, spike, serve" to the Recommended Course Preparation.

Revise Units: 1-2 variable units for 37A and C, 1-3 variable units for KIN 37B.

This will come back on the next agenda under second reading with the suggested changes.

MODIFIED CREDIT COURSES

AJ 45 Policing America: 3 Units (Lecture). Letter or P/NP. Discipline: Administration of Justice. (Effective Date: Fall 2024)
Modifications: Units, Advisory Requisites, Course Content, Other: DE Course Interaction

Mike McQuiston Presenting

I removed the enrollment limitation for this course; originally this course was limited to only working police officers but I have opened it up for everyone and anyone to take this course. In addition, since opening this course up and removing the enrollment limitation, I changed the units of the course from 2 units to 3 units. Lastly, I reviewed the course content and rearranged topics and made things more general and flexible as opposed to being more specific and rigid for the 21st century policing certificate.
Side note: This course will remain in the certificate, but I am updating the certificate to make it more general and less occupation specific as well.

BUSN 33 The Fundamentals of Personal and Family Financial Planning:

3 Units (Lecture). Letter or P/NP. Discipline: Business or Accounting. (Effective Date: Fall 2024)
Modifications: Course Title, AA/AS GE Request, Measurable Objectives, Course Content, Typical Texts

Erick Bell/Ashley McHale/Kristy Woods Presenting

Erick Bell: *The intent behind this course modification was to create an opportunity for our non-business major students. This course modifications includes a new GE request for local AA/AS degrees for the Math area.*

Kristy Woods: *The Math department is excited to collaborate with Business to be able to offer students elementary/intermediate algebra especially since the introduction of AB 1705 late last year. Regarding the GE request, we would like to see more math in the course content section, specifically in 11 Finance and 12 Exponential Growth and Linear Growth, as well as reflected in Measurable Objectives 14-19. Please add more math (*logarithms, exponentials, linear functions*) to the course so students have to solve more math problems.*

Erick Bell: *Those things are already occurring in the course, Kristy Woods:* *Then let's call them out.*

Craig Kutil: *Math will exist for another year then it'll be converted to *Math and Quantitative Reasoning*; the course should be created around the area, as opposed to created to fit into something.*

Michelle Zapata: *This course allows students another option to satisfy math proficiency and get an Associate's Degree; counseling supports it.*

This will come back on the next agenda under second reading with the suggested changes.

KIN ZUM1 Zumba Fitness Workout 1: 1 Unit (Lab). Letter. Discipline: Physical Education. (Effective Date: Fall 2024)
Modification: Distance Education

Sue DeFuniak Presenting

Added DE in non-emergency situation. No Discussion

PCN 50 Social Work and Human Services Seminar: 1 Unit (Lecture). Letter or P/NP. Corequisite: PCN 50L Fieldwork course should be taken alongside seminar to reinforce learning objectives. Prerequisites: PCN 5 with a minimum grade of C or PSYC 1 with a minimum grade of C or SOC 1 with a minimum grade of C. Discipline: Counseling. (Effective Date: Fall 2024)

Modifications: Advisory Skills, Measurable Objectives, Course Content, Methods of Instruction, Assignments, Methods of Evaluation, Typical Texts

Michelle Zapata/Joel Gagnon Presenting

Typical updates and textbook updates, also updated to make it more current, and made changes to equity section. No Discussion.

MODIFIED CREDIT PROGRAM

Commercial Music: Music Technology Fundamentals, Certificate of Achievement: 10-13 Units. TOP Code: 1005.00
 - Commercial Music*. CIP Code: 50.0913 - Music Technology. (Effective Date: Fall 2024)

Modifications: Total Units, Course Sequence

Faculty did not present, this will return on next agenda

Web & Interaction Design, Certificate of Achievement: 27 Units. TOP Code: 1030.00 - Graphic Art and Design*. CIP Code: 50.0409 - Graphic Design. (Effective Date: Fall 2024)
Modification: Course Sequence

Faculty did not present, this will return on next agenda

ADVISORY REQUISITES

KIN 37B In Season Intercollegiate Men's Volleyball (Effective Date: Fall 2024)

Recommended Course Preparation - KIN 37A with a minimum grade of C and/or ability to demonstrate the following skills: bump, set, spike, serve.

KIN 37C Off Season Intercollegiate Men's Volleyball (Effective Date: Fall 2024)

Recommended Course Preparation - KIN 37B with a minimum grade of C.

AJ 45 Policing America (Effective Date: Fall 2024)

Removed enrollment limitation

DISTANCE EDUCATION

AJ 45 (Policing America): Fully Online (FO). (Effective Date: Fall 2024)

KIN ZUM1 (Zumba Fitness Workout 1): Fully Online (FO), Online with Flexible In-Person Component (OFI), Partially Online (PO) (Effective Date: Fall 2024)

Second Readings

Faculty

**All courses listed below can be taken only 1 time for credit unless otherwise noted.*

MODIFIED CREDIT COURSES

PCN 50L Social Work and Human Services Fieldwork: 2 Units (Lab). Letter or P/NP. Corequisite: PCN 50

This course is to be completed alongside PCN 50- seminar portion of fieldwork placement. Prerequisites: PCN 5 with a minimum grade of C or PSYC 1 with a minimum grade of C or SOC 1 with a minimum grade of C. Discipline: Counseling. (Effective Date: Fall 2024)

Modifications: Catalog Description, Advisory Skills, Course Content, Methods of Instruction, Assignments, Methods of Evaluation, Typical Texts

Joel Gagnon Presenting

Craig Kutil: New board policy on work experience will be updated by next year, working with Mary Lauffer and we will present board changes, need to change WRKX hours to 108. There will be no more min or max hours.

Joel Gagnon: Should we add, "These are the number of hours that are required"?

Craig Kutil: Change "120-150" to 108 hours in both places; up in description and in the mix/max hours area.

ADVISORY REQUISITES

PCN 50L Social Work and Human Services Fieldwork (Effective Date: Fall 2024)

Corequisite: PCN 50 this course is to be completed alongside PCN 50- seminar portion of fieldwork placement. Prerequisites: PCN 5 with a minimum grade of C or PSYC 1 with a minimum grade of C or SOC 1 with a minimum grade of C.

AA/AS GE - EFFECTIVE FALL 2024

MUS 14 Jazz Workshop - Remove from AA/AS GE Area III. Humanities (Effective Date: Fall 2024)

KIN PIC1 Pickleball 1 - Proposed General Education: AA/AS - VA. Kinesiology (Effective Date: Fall 2024)

KIN PIC2 Pickleball 2 - Proposed General Education: AA/AS - VA. Kinesiology (Effective Date: Fall 2024)

KIN PIC3 Pickleball 3 - Proposed General Education: AA/AS - VA. Kinesiology (Effective Date: Fall 2024)

KIN PIC4 Pickleball 4 - Proposed General Education: AA/AS - VA. Kinesiology (Effective Date: Fall 2024)

CSU TRANSFER – EFFECTIVE FALL 2024

KIN PIC1 Pickleball 1 - Proposed Transfer: CSU Transfer (Effective Date: Fall 2024)

KIN PIC2 Pickleball 2 - Proposed Transfer: CSU Transfer (Effective Date: Fall 2024)

KIN PIC3 Pickleball 3 - Proposed Transfer: CSU Transfer (Effective Date: Fall 2024)

KIN PIC4 Pickleball 4 - Proposed Transfer: CSU Transfer (Effective Date: Fall 2024)

Voting Items

Faculty

**All courses listed below can be taken only 1 time for credit unless otherwise noted.*

NEW CREDIT COURSES

✓ Craig Kutil/Sue DeFuniak – Approved

MUS 145 (Piano Technology 1): 2 Units (1 Lecture, 1 Lab). Letter or P/NP. Prerequisites: N/A. Discipline: Commercial Music. (Effective Date: Fall 2024)

MUS 146 (Piano Technology 2): 2 Units (1 Lecture, 1 Lab). Letter or P/NP. Prerequisites: N/A. Discipline: Commercial Music. (Effective Date: Fall 2024)

MUS 147 (Piano Technology 3): 2 Units (1 Lecture, 1 Lab). Letter or P/NP. Prerequisites: N/A. Discipline: Commercial Music. (Effective Date: Fall 2024)

NTRN 10 (Perspectives in Cultural Nutrition): 3 Units (Lecture). Letter or P/NP. Prerequisites: N/A. Discipline: Nutritional Science/ Dietetics. (Effective Date: Fall 2025)

MODIFIED CREDIT COURSES

✓ Craig Kutil/Stuart McElderry – Approved

KIN FJW4 (Fitness Jog Walk 4): 1 Unit (Lab). Letter or P/NP. Prerequisites: Recommended Course Preparation KIN FJW3 with a minimum grade of C. Discipline: Physical Education (Effective Date: Fall 2024)

Modifications: Methods of Instruction, Typical Texts

MUS 6 (Basic Music Skills): 2 Units (Lecture). Letter or P/NP. Prerequisites: N/A. Discipline: Music. (Effective Date: Fall 2024)

Modifications: Typical Texts, Other Materials Required of Students.

MUS 15 (Jazz Ensemble): 1 Unit (Lab). Letter or P/NP. Repeatability: May be taken 4x (As stated in the C-ID descriptor, the course is repeatable for credit the maximum times allowable by regulation. Courses for which repetition is necessary to meet the major requirements of CSU or UC.). Prerequisites: N/A. Discipline: Music. (Effective Date: Fall 2024) *Modifications: Methods of Evaluation, Typical Texts, Other Materials Required of Students.*

PHIL 2 (Ethics): 3 Units (Lecture). Letter Grade. Prerequisites: Recommended Course Preparation - Eligibility for college-level composition as determined by college assessment or other appropriate method. Discipline: Philosophy. (Effective Date: Fall 2025)

Modifications: Catalog Description, Advisory Requisites, Measurable Objectives, Course Content, Typical Texts

MATH 47 (Mathematics for Liberal Arts): 3 Units (Lecture). Letter Grade. Prerequisites: Intermediate Algebra or a higher level of mathematics. Discipline: Mathematics. (Effective Date: Fall 2024)

Modifications: Advisory Requisites, Measurable Objectives, Course Content, Assignments, Methods of Evaluation, Typical Texts, Other: Equity Based Curriculum

NEW CREDIT PROGRAMS

- ✓ Craig Kutil/Elizabeth Wing Brooks – Approved

Norcal Laborers Traffic Control Technician, Certificate of Achievement: 28.50 Units. TOP Code: 0952.00 - Construction Crafts Technology. CIP Code: 46.0000 - Construction Trades. (Effective Date: Fall 2024)

MODIFIED CREDIT PROGRAM

- ✓ Craig Kutil/Sue DeFuniak – Approved

Studio Arts, Associate in Arts for Transfer: 24-60 Units. TOP Code: 1002.00 - Art (Painting, Drawing, and Sculpture) CIP Code: 50.0701 - Art/Art Studies, General. (Effective Fall 2024)

Modification: Course Sequence

PROGRAM DEACTIVATION

- ✓ Craig Kutil/Elizabeth Wing Brooks – Approved

Print Design, Certificate of Achievement (16 to fewer than 60 semester units) (Effective Date: Fall 2024)

Rationale: We are deactivating some core courses required for this program and it no longer makes sense to have this certificate. There have not been any students who are enrolled in this program and our advisory committee agrees this program should be deactivated.

MODIFIED CREDIT PROGRAMS

- ✓ Craig Kutil/Stuart McElderry – Approved

Actors Conservatory, Certificate of Achievement: 53-54 Units. TOP Code: 1099.00 - Other Fine and Applied Arts. CIP Code: 50.9999 - Visual and Performing Arts, Other. (Effective Date: Fall 2024)

Modifications: Total Units, Course Sequence, CIP Code

Other Voting Items

Faculty

- ✓ Craig Kutil/Sue DeFuniak – Approved

NEW OR CHANGED DISCIPLINE PLACEMENTS

MUS 145 (Piano Technology 1): Discipline: Commercial Music. (Effective Date: Fall 2024)

MUS 146 (Piano Technology 2): Discipline: Commercial Music. (Effective Date: Fall 2024)

MUS 147 (Piano Technology 3): Discipline: Commercial Music. (Effective Date: Fall 2024)

NTRN 10 (Perspectives in Cultural Nutrition): Discipline: Nutritional Science/Dietetics (Effective Date: Fall 2025)

ADVISORY REQUISITES

KIN FJW4 Fitness Jog Walk 4 (Effective Date: Fall 2024)

Recommended Course Preparation: KIN FJW3 with a minimum grade of C MATH 47

MATH 47 Mathematics for Liberal Arts (Effective Date: Fall 2024)

Prerequisite: Intermediate Algebra or a higher level of mathematics.

MUS 146 Piano Technology 2 (Effective Date: Fall 2024)

Prerequisite: MUS 145 with a minimum grade of C

MUS 147 Piano Technology 3 (Effective Date: Fall 2024)

Prerequisite: MUS 146 with a minimum grade of C

PHIL 2 Ethics (Effective Date: Fall 2024)

Recommended Course Preparation: Eligibility for college-level composition as determined by college assessment or other appropriate method.

ADMINISTRATIVE PROGRAM REVISIONS**Computer Programming, Certificate of Achievement** (Effective Date: Fall 2024)

Primary Revision: Removing deactivated course CIS 18 from program.

Computer Programming for the Web, Certificate of Achievement (Effective Date: Fall 2024)

Primary Revision: Removing deactivated course CIS 18 from program.

Graphic Design Associate in Arts (Effective Date: Fall 2024)

Primary Revision: Removing deactivated courses GDDM 65 and GDDM 68 from program.

Graphic Design, Certificate of Achievement (Effective Date: Fall 2024)

Primary Revision: Removing deactivated courses GDDM 65 and GDDM 68 from program.

Print Design, Certificate of Achievement (Effective Date: Fall 2024)

Primary Revision: Removing deactivated courses GDDM 65 and GDDM 68 from program.

Discussion Items**AA/AS GE Area III Humanities** (Erick Bell)

- ARTS 23 2-D Design - Remove from AA/AS GE Area III. Humanities
- GDDM 70 Photoshop and Lightroom for Photographers - Remove from AA/AS GE Area III. Humanities
- PHTO 70 Photoshop and Lightroom for Photographers - Remove from AA/AS GE Area III. Humanities
- MUS 20A Elementary Guitar - Remove from AA/AS GE Area III. Humanities
- MUS 21A Beginning Piano - Remove from AA/AS GE Area III. Humanities
- MUS 23A Elementary Voice - Remove from AA/AS GE Area III. Humanities
- MUS 37 Music Business - Remove from AA/AS GE Area III. Humanities
- MUS 38 Applied Lessons - Remove from AA/AS GE Area III. Humanities
- MUS 44 Concert Choir - Remove from AA/AS GE Area III. Humanities
- MUS 45 Chamber Choir - Remove from AA/AS GE Area III. Humanities
- MUS 46 Vocal Jazz Ensemble - Remove from AA/AS GE Area III. Humanities

Erick Bell: We reviewed the other courses in this area, and found that a few courses are marked “Area III” and had “Already Approved” on the proposal and then came through the committee and we voted to approve and they should not have been able to satisfy the area. We have identified these as an error. How do we want to correct it?

I can think of two options: a) We can bring these back as an Administrative Revision effective Fall 2024 or b) We can send them back to the faculty and have them submit them as Modified Credit Course proposals effective Fall 2024. Thoughts?

Elizabeth Wing Brooks: Some students are already using these courses to satisfy Area III. Humanities. What are they going to do?

Craig Kutil: A third option is we could bring them back under first reading as an AA/AS General Education change effective Fall 2024.

These will come back on the next agenda as New/Modified AA/AS GE under first reading.

Pass/No Pass Unit Limitations for Associate Degrees (Craig Kutil)

- Proposed new language: “A maximum of 75% of units required for the program may be P/NP” to match the language in AP 4235 Credit for Prior Learning.
- We recommend removing, “A maximum of 12 semester units of P may be attempted and applied toward the Associate in Arts Degree” from BP 4232 Pass/No Pass, and allow each college campus to set their own limitations.
- For the local language in our catalog: also remove the word, “attempted” and leave it as “...may be applied...”.
- “Courses in which a “P” (pass) grade is earned will apply toward the 60 semester units required for graduation, but will not affect the student's grade point average.” Change “but” to “and”.
- Associate __ Arts: “of” is used for local degrees, and “in” is used for transfer degrees.
- UCs will accept up to 14 units of P/NP, do we want to change this? Committee agrees we should increase it to 14.
- A&R supports this change (Effective Fall 2024)

This will come back to the committee with suggested changes for voting next meeting.

Review Sunset Policy and Procedure (Nan Ho)

- The policy we found was undated, and says, “a list of CORs that are six years old or more (out-of-compliance), courses that have not been scheduled to be offered in the last three years, and courses that have not been offered in the last six years will be published as an informational item on the first fall semester Curriculum Committee meeting agenda...”. We are not currently in compliance with this policy.
- We could revise the language in the policy to give the faculty more opportunity to have discussions with their Academic Dean about the courses on the list.
- For example, there are quite a few “29” courses, Independent Study, on the list. Although we haven’t offered them, they could be used to satisfy a student need. Do we really want to sunset these?
- This policy also mentions, “Title 5 §55003 requires course outlines of record (CORs) be revised every six years” which is not entirely accurate. If there are no prerequisites for the course, then they don’t have to be reviewed every 6 years. However, our policy is that they are reviewed every 6 years, which is consistent with best practices and accreditation.

We will revise the policy and bring to our next meeting along with the list of the courses due to be sunsetted.

Review CurriQunet / META Timeline (Nan Ho)

- We shared the current project timeline with the curriculum committee and discussed the dates that might be unrealistic to meet. We will ask our representative to change these dates in our next meeting and provide an update.

Reports

- **Vice President’s Report** Nan Ho
- **Chair’s Report** Erick Bell
- **Articulation Officer’s Report** Craig Kutil
 - AB 1749 Student Transfer Achievement Reform Act: University of California, was not signed into law.
 - Another new bill which pertains to a new procedure for the AD-T → UC process is coming through.
 - Friendly Reminder: November 8th – 14th Articulation will not be around to review proposals, so please get them in before then.

Good of the Order

Adjournment at 4:34 p.m.

Next Meeting: Monday, October 30, 2023