



# CURRICULUM COMMITTEE

## Approved Minutes

January 29, 2024 | 2:30 PM | Room 2414 + Zoom for Guests

### Zoom information at the end of the Agenda

#### 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 (Librarian; BSSL) - Z\*  
Amanda Castelli (SS) - P  
Sue DeFuniak (PATH) - P  
Debbie Fields (STEM) - P  
Akihiko Hirose (BSSL) - P  
Craig Kutil (Articulation Officer) - P (3:22 pm)  
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) - P  
Danielle Bañuelos (Classified AS) - P  
Joel Gagnon (SS Div. Dean) - P (3:22 pm)  
Nan Ho (VP of Academic Svcs.) - A  
Andrea Migliaccio (Classified AS) - Z\*  
So-Jin Moon (Classified A&R) - A  
Evren Yuncuoglu (LPCSG) - A

#### Guests:

Joanna Jen, Mary Lauffer, Theodore Lee (Z\*), Mike McQuiston (Z\*)

\*Z: Participated online (via Zoom)

#### Call to Order at 2:36 pm

Erick Bell

3:22 pm: J. Gagnon & C. Kutil joined the meeting (after Voting).

#### Review and Approval of Agenda

Erick Bell

#### MSC: Wing Brooks/DeFuniak/Approved

- MZ: AVI 110 new request Transfer CSU – are we talking about it today?
  - > Chair: Thank you. Yes, when we get to that part of the agenda.
- Chair: He wants the agenda to reflect that we are welcoming a new member. Also, the agenda order will be shifting – First Readings: FST; Voting; Mary Lauffer's presentation; First Readings: POLI & Programs; Course Families; and then Reports.

#### Review and Approval of Minutes (12/04/2023)

Erick Bell

#### MSC: McElderry/Wing Brooks/Approved

#### 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.

**Welcome to our new Committee member** - Debbie Fields (STEM Division).

#### First Readings:

#### Courses

Committee Members & Invited Faculty Presenters

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

#### New Credit Courses

**FST 68 Incident Management of the Fire Fighter Emergency:** 1 Unit (0.5 Lecture, 0.5 Lab). Letter or P/NP. Prerequisite: FST 23 with a minimum grade of C or Company Officer 2D: All-Risk Command Operations. Discipline: Fire Technology. (Effective Date: Spring 2025)

*Note: SLOs to be reviewed at the 02/12/2024 SLO Committee Meeting.*

#### Mike McQuiston presenting.

- This is a high-level overview of incident management terminology etc. Tabletop exercises and case studies in class.
- Course Content needs cleaning up: Item L no. 6 ("personnel") - \*Liz will fix\*

#### Committee Comments:

- EB: This is another FST course targeting working firefighters.
- EB: Summer 2025 would be okay?
  - > Per Mike, we need to double-check with Jeff (course author).
  - > EB: If there's a compelling reason to offer it in the spring, attend the Committee meeting next time and mention it in Public Comment.
- EB: He asked that they complete the skills analysis.
- EB: Equity ~ It would be helpful to give 2-3 examples of the rubric outline /how they outline expectations & criteria for success.
- EB: Measurable Objectives & Course Content: There are some acronyms that are not defined (he recommends that they are spelled out the first time).
  - > SM: He agrees that it should be spelled out the first time they're mentioned.
- EB: Let's move this to Voting for the 3/4 CC meeting (once SLOs are approved by SLO Committee etc.). *We can do a Second Reading at the 2/5 CC meeting.*
- EB: FST numbering may change to 100-series (from 60s).

**Modified Credit Courses**

**POLI 7 Introduction to American Government:** 4 Units (Lecture). Letter or P/NP. Prerequisite: N/A. Discipline: Political Science. (Effective Date: Fall 2025)

*Primary Modifications: Distance Education, Grading Methods, Advisory Requisites, Measurable Objectives, Course Content, Methods of Instruction, Assignments, Methods of Evaluation, Texts.*

**POLI 12 Introduction to California State and Local Government:** 3 Units (Lecture). Letter or P/NP. Prerequisite: N/A. Discipline: Political Science. (Effective Date: Fall 2025)

*Primary Modifications: Distance Education, Grading Methods, Advisory Requisites, Measurable Objectives, Course Content, Methods of Instruction, Assignments, Methods of Evaluation, Texts.*

**POLI 20 Comparative Government:** 3 Units (Lecture). Letter or P/NP. Prerequisite: N/A. Discipline: Political Science. (Effective Date: Fall 2025)

*Primary Modifications: Grading Methods, Course Content, Methods of Instruction, Assignments, Methods of Evaluation, Texts.*

**POLI 25 Introduction to Political Theory:** 3 Units (Lecture). Letter or P/NP. Prerequisite: N/A. Discipline: Political Science. (Effective Date: Fall 2025)

*Primary Modifications: Advisory Requisites, Measurable Objectives, Course Content, Methods of Instruction, Assignments, Distance Ed.*

**POLI 29 Independent Study, Political Science:** 0.5-2 Units (Lab). Letter or P/NP. Prerequisite: N/A. Discipline: Political Science. (Effective Date: Fall 2025)

*Primary Modifications: Methods of Evaluation.*

**POLI 30 International Relations:** 3 Units (Lecture). Letter or P/NP. Prerequisite: N/A. Discipline: Political Science. (Effective Date: Fall 2025)

*Primary Modifications: Advisory Requisites, Measurable Objectives, Course Content, Methods of Instruction, Methods of Evaluation, Texts.*

**Joanna Jen presenting.**

- 25: Political philosophy class. Transferability discussion – students can get *HUMN* requirement out of the way.
  - > Craig submits it and they review it next spring (Fall 2025) → **\*\*Liz, please add this to the next agenda.\*\***
- POLI 7: Reasons for 4-unit count ~ (1) Guided Pathways efficiency to degree isn't the best; (2) there's no State mandate; (3) there's lots of course content to cover with everything going on in the US & the world; and (4) an important principal skill (argumentative writing) is not taught consistently, so I need to make time for that too.

**Committee Comments:**

- EB: These are pretty standard updates.
- EB: For POLI 25 Catalog Description, add "California."
- SM: 25 Evaluation: At least 1 paper per semester w/ a specific # of pp. -very prescriptive. Is this what you want?
  - > Joanna: "At least 6-10 pages" should be the bare minimum, yes.
- EB: 7 is offered at 3 units everywhere else. Why is it 4 at LPC? > See above presenter notes.
- EWB: What's the enrollment been like for 7? > Joanna: It really varies.
- CK: For POLI 7, change to "apply" (vs. demonstrate...). *Craig changed it in CNET.*
- Academic Senate asked faculty to speak to this.
- MN: If you and your Division think this is the appropriate unit-count, that's up to them at the end of the day.
- MZ: For her students, the workload is a lot for them /they tend to shy away from this if they're not a POLI major
- JG: For American Institutions requirement --HIST 7, HIST 8, POLI 7 → Students tend to choose 3-unit options.
- EWB: There's a place for some higher-unit courses. She's had to defend her Global Cinema course similarly.
- CK: With common course numbering, this may need to change (They're pushing for common course outlines).

**Advisory Requisites**

**FST 68 Incident Management of the Fire Fighter Emergency:** Prerequisite: FST 23 with a minimum grade of C or Company Officer 2D: All-Risk Command Operations. Discipline: Fire Technology. (Effective Date: Spring 2025)

**POLI 7 Introduction to American Government:** All advisory requisites removed. (Effective Date: Fall 2025)

**POLI 12 Introduction to California State and Local Government:** All advisory requisites removed. (Effective Date: Fall 2025)

**POLI 25 Introduction to Political Theory:** All advisory requisites removed. (Effective Date: Fall 2025)

**POLI 30 International Relations:** All advisory requisites removed. (Effective Date: Fall 2025)

## Discipline Placement

**FST 68 Incident Management of the Fire Fighter Emergency:** Discipline: Fire Technology. (Effective Date: Spring 2025)

- Chair: Change FST 68 effective date to Summer 2025.

## Distance Education

**POLI 7 Introduction to American Government:** Fully Online (FO). (Effective Date: Fall 2025)

**POLI 12 Introduction to California State and Local Government:** Fully Online (FO).

(Effective Date: Fall 2025)

**POLI 25 Introduction to Political Theory:** Online with Flexible In-Person Component (OFI); Fully Online (FO) & Partially Online (PO) – for the latter 2, removed “emergency only.” (Effective Date: Fall 2025)

## *Programs*

Committee Members & Invited Faculty Presenters

### Modified Credit Program Proposals

**Art History AA.T:** 60 Units. TOP Code: 1001.00 – Fine Arts, General. CIP Code: 50.0101 – Visual and Performing Arts, General. (Effective Date: Fall 2025)

*Primary Modifications: Course Sequence.*

*Craig Kutil presenting.*

- A few courses have been removed etc.

(GDDM 50 deactivated, ARTS course removed because it has never been offered. Also throwing the non-Western stuff into required COR.)

*Committee Comments:*

- N/A

## **Voting Items**

Committee Members

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

### Modified Credit Course Proposals

**[Tabled] MUS 14 Jazz Workshop:** 1 Unit (Lab). Letter or P/NP. Prerequisites: N/A. Repeatability: May be taken 4x.

Discipline: Music. (Effective Date: Spring 2025)

*Primary Modifications: Methods of Instruction, Methods of Evaluation, Texts, Other Materials.*

**MSC: Wing Brooks/DeFuniak/Opposed**

(EB’s notes: Removed from Area E approval /voted on that part, but not on the Modifications.

*We should make this Fall 2025 instead – let’s bring it back for voting on 02/05/24.)*

### CSU Transfer

**AJ 85 Introduction to Forensics.** *New Request: Transfers to CSU.* (Effective Date: Fall 2024)

**[Removed] AVI 110 Summer Camp Drone Coding and Piloting.** *New Request: Transfers to CSU.* (Effective Date: Summer 2024)

**CIS 12 R Programming.** *New Request: Transfers to CSU.* (Effective Date: Fall 2024)

**ETHS 20 Introduction to Asian and Pacific Islander American Studies.** *New Request: Transfers to CSU, CSUGE.* (Effective Date: Fall 2024)

**KIN 37A Pre-Season Intercollegiate Men's Volleyball.** *New Request: Transfers to CSU, CSUGE.* (Effective Date: Fall 2024)

**KIN 37B Intercollegiate Men's Volleyball.** *New Request: Transfers to CSU, CSUGE.* (Effective Date: Fall 2024)

**KIN 37C Off Season Intercollegiate Men's Volleyball.** *New Request: Transfers to CSU, CSUGE.* (Effective Date: Fall 2024)

**KIN 44A Pre-Season Intercollegiate Women's Badminton.** *New Request: Transfers to CSU, CSUGE.* (Effective Date: Fall 2024)

**KIN 44B Intercollegiate Women's Badminton.** *New Request: Transfers to CSU, CSUGE.* (Effective Date: Fall 2024)

- KIN 44C Off Season Intercollegiate Women's Badminton.** *New Request: Transfers to CSU, CSUGE.* (Effective Date: Fall 2024)
- KIN GBW3 Guts and Butts Workout 3.** *New Request: Transfers to CSU, CSUGE.* (Effective Date: Fall 2024)
- KIN GBW4 Guts and Butts Workout 4.** *New Request: Transfers to CSU, CSUGE.* (Effective Date: Fall 2024)
- MIND 15 Introduction to Mindfulness.** *New Request: Transfers to CSU, CSUGE.* (Effective Date: Fall 2024)
- WLDT 61 Welding Ferrous Metals.** *New Request: Transfers to CSU.* (Effective Date: Fall 2024)
- WLDT 62 Welding Nonferrous Metals.** *New Request: Transfers to CSU.* (Effective Date: Fall 2024)
- WLDT 67C Intermediate Welding Skills Laboratory.** *New Request: Transfers to CSU.* (Effective Date: Fall 2024)
- WLDT 67D Advanced Welding Skills Laboratory.** *New Request: Transfers to CSU.* (Effective Date: Fall 2024)
- WLDT 67L Welding Skills Laboratory.** *New Request: Transfers to CSU.* (Effective Date: Fall 2024)
- WLDT 69AL Beginning Pipe Welding Skills Laboratory.** *New Request: Transfers to CSU.* (Effective Date: Fall 2024)
- WLDT 69BL Advanced Pipe Welding Skills Laboratory.** *New Request: Transfers to CSU.* (Effective Date: Fall 2024)
- WLDT 75 Measurements and Calculations.** *New Request: Transfers to CSU.* (Effective Date: Fall 2024)

**MSC: Zapata/Castelli/Approved – Removing AVI 110 from this list**

*(MZ: AVI 110 – looked back at Nov. '23 CC notes RE: NAVI [mirrored], which had been discussed as non-transferable. Also, generally -- anything in 100 series should not be transferable [she's wondering the same for FST].)*

**MSC: Wing Brooks/Zapata/Approved – As amended (removing AVI 110)**

## Other Voting

### Administrative Course Changes

- FST 60 Fire Apparatus Driver/Operator 1A** (Effective Date: Summer 2024)  
*Note renumbering for FST 100-series items under Discipline Placement & Advisory Reqs (FST 100 in 12/04/2023 Minutes).*
- FST 61 Pumping Apparatus Operations 1B** (Effective Date: Summer 2024)  
*Note renumbering for FST 100-series items under Discipline Placement & Advisory Reqs (FST 101 in 12/04/2023 Minutes).*
- FST 62 Wildland Fire Apparatus Operations** (Effective Date: Summer 2024)  
*Note renumbering for FST 100-series items under Discipline Placement & Advisory Reqs (FST 102 in 12/04/2023 Minutes).*
- FST 63 Fire and Emergency Services Instructor 2** (Effective Date: Summer 2024)  
*Note renumbering for FST 100-series items under Discipline Placement (FST 103 in 12/04/2023 Minutes).*
- FST 64 Fire Fighter Rescue and Rapid Intervention Crew (RIC) Operations** (Effective Date: Summer 2024)  
*Note renumbering for FST 100-series items under Discipline Placement (FST 104 in 12/04/2023 Minutes).*
- FST 66 ICS 300: Intermediate Incident Command System for Expanding Incidents** (Effective Date: Summer 2024)  
*Note renumbering for FST 100-series items under Discipline Placement (FST 105 in 12/04/2023 Minutes).*

### Corrections

**FST 62 Wildland Fire Apparatus Operations:** 0.5 Units. Pass / No Pass. Enrollment Limitation: Students must possess a valid California driver's license with a Class C Firefighter endorsement. Discipline: Fire Technology. (Effective Date: Summer 2024) *Note: It should be 0.5 units (approved at 0.25-0.5 units on 12/04/2023).*

**Welding Technology A.S. - Associate of Science Degree:** 61 Units. TOP Code: 0956.50 - Welding Technology\*. CIP Code: 48.0508 - Welding Technology/Welder. (Effective Date: Fall 2024)

*Correction: Unit count.*

**MSC: Wing Brooks/DeFuniak/Approved**

## Discussion Items

- **Work Experience Education Regulations Revisions**

Mary Lauffer

- This is regulated by the State.
- She worked on Title V revisions.
  - o See highlights in Mary's PowerPoint presentation (01/29/24 all-campus CC invite).
- For working students in all majors -- they can earn LPC units for their jobs.
- Some courses are online and required by a number of programs (e.g., ENGR Tech).
- *Next Step: She will notify all of the program coordinators who were affected by these changes.*



- Per CIWEA (CA Internship & Work Experience Association) – There are no limits.
- Courses impacted: WRKX 94 & 95. > CK: Apprenticeship work-experience (94) courses too
- Key change: Fewer work hours per unit.
- *She will need to update her courses to reflect these changes.*
  - o *And apprenticeships authors should modify theirs too.*
- Note: These are late start classes.

*Committee Comments:*

- CK: Is there something in writing with CCCCCO? > *Mary says yes, and she'll email it to him.*
- JG: In what scenario would it be worth it for a student to enroll in 14 units in a semester?
  - o *Mary: There are certain programs/jobs that it makes sense for – she can email those.*
- CK: What's the impact on financial aid?
  - o *Mary: You can't get financial aid to cover this beyond 2 enrollment periods.*
- EB; Also, we can now do work experience as noncredit.
- MN: How about offering this as Fast Track in the future?
- All: This is worth sharing widely -- at FLEX Day, Town Meeting, and/or a Tour of Division Meetings.

• **Course Families**

Erick Bell, Joel Gagnon

- The C.F. doc/list in CNET (public site, left-navigation item) was old until recently.
  - o It's worth it for Divisions to look through it and confirm its accuracy.
  - o There was a course block recently because of an incorrect family (Basketball)
  - o We could be more proactive to see if other inconsistencies exist.

*Committee Comments:*

- CK: We can define these how we want to.
- Note: Families are also in CurricUNET proposal pages.
- EB: Discuss this with Dean Kramer?

**Reports**

• **Vice President's Report - N/A**

Nan Ho

• **Chair's Report**

Erick Bell

- There is a call for faculty to fill the role of CC Chair; Erick will be done at the end of SP '24.  
And a reminder that this role is work, but it is compensated.

• **Articulation Officer's Report**

Craig Kutil

- o The State updated COCI to make it longer to update courses.
- o Common course numbering drafts should start this semester.
- o The Ethnic Studies group needs to meet soon.

**Good of the Order**

**Adjournment** by Erick Bell at 4:35 pm – *Wing Brooks/Kutil/Approved*

**Next Meeting:** Monday, February 5, 2024

**Zoom Information:**

Meeting ID: 936 6521 1263 / Password: 185960 / Call-In #: 6699006833  
<https://cccconfer.zoom.us/j/93665211263?pwd=eXpiVENvSG5aT2tMWkdjRlBiTG1tdz09>

**NOTE FOR COMMITTEE MEMBERS ON NEW BROWN ACT REQUIREMENTS TO ATTEND VIA ZOOM:**

To attend by zoom, committee members must send a request showing "just cause." Just cause is defined as follows:

"(2) "Just cause" means any of the following:

- A. A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely. "Child," "parent," "grandparent," "grandchild," & "sibling" have the same meaning as they do in Section 12945.2.
- B. A contagious illness that prevents a member from attending in person.
- C. A need related to a physical or mental disability as defined in Sections 12926 and 12926.1 not otherwise accommodated by subdivision (g).
- D. Travel while on official business of the legislative body or another state or local agency

Please contact Erick Bell for requests.