

SBVC CURRICULUM COMMITTEE MINUTES

DATE 10-07-13	TIME 2PM-4PM	LOCATION HLS 231	MEMBERS Haragewen Kinde <input checked="" type="checkbox"/> Leticia Hector <input checked="" type="checkbox"/> Cindy Parish <input checked="" type="checkbox"/> Nicole Williams <input checked="" type="checkbox"/> Corrina Baber <input checked="" type="checkbox"/> Kathy Adams <input type="checkbox"/> Ed Millican <input type="checkbox"/> Glenn Drewes <input checked="" type="checkbox"/> J D Dulgeroff <input checked="" type="checkbox"/> Dennis Jackson <input checked="" type="checkbox"/> Lydia Barajas-Zapata <input checked="" type="checkbox"/> Virginia Evans-Perry <input type="checkbox"/> Janet Courts <input type="checkbox"/> Lorrie Burnham <input type="checkbox"/> John Banola <input checked="" type="checkbox"/> Achala Chatterjee <input checked="" type="checkbox"/> Odette McGinnis <input checked="" type="checkbox"/> Mark Williams <input checked="" type="checkbox"/> Vicente Alvarez <input checked="" type="checkbox"/> Patrick Buckley <input type="checkbox"/> Mary Copeland <input checked="" type="checkbox"/> John Stanskas <input checked="" type="checkbox"/> Student: Linda Subero <input type="checkbox"/> <input checked="" type="checkbox"/> Corrina Baber, due to schedule conflict, participates and provides proposal input online GUESTS Susan Bangasser <input checked="" type="checkbox"/> Judy Jorgenson <input checked="" type="checkbox"/> Don Wilson <input checked="" type="checkbox"/> Melinda Fogle-Oliver <input checked="" type="checkbox"/> Richard Jaramillo <input checked="" type="checkbox"/> Berchman Melancon <input checked="" type="checkbox"/>
-------------------------	------------------------	----------------------------	---

DISCUSSION TOPICS

- Committee review of membership and charge (BP/AP 2225) of the Curriculum Committee. Members provided their input; Leticia Hector will be making those modifications, and submitting the DRAFT via email to members for final input. (see attached)
- Leticia provided the "REVIEW CHECKLIST FOR ALL COURSE OUTLINES" for new members and as a refresher for recurring members. (see attached)
- AUTO 064/DIESEL 064 (formerly DIESEL 019) (Refer to the attached course outlines regarding changes to Units, Hours and Content) – Leticia provided a summary of the changes to the courses; after brief discussion, committee members voted **APPROVED** as indicated below.

CONTENT REVIEW

COURSE ID	RESULT	REQUISITE OR ADVISORY* RESULT	NOTES	EFFECTIVE DATE
CHEM 150	POSTPONED	P: CHEM 101 AND MATH 095		
CHEM 151	POSTPONED	P: CHEM 150 AND MATH 102		

NEW COURSE

COURSE ID	RESULT	REQUISITE OR ADVISORY* RESULT	NOTES	EFFECTIVE DATE
PE 202	APPROVED			FA14
PE/V 110AX3	APPROVED		HOLD FOR B & C COURSES PRIOR TO BOARD SUBMISISON	FA14
PE/V 111AX3	APPROVED		HOLD FOR B & C COURSES PRIOR TO BOARD SUBMISISON	FA14
PE/V 113AX3	APPROVED		HOLD FOR B & C COURSES PRIOR TO BOARD SUBMISISON	FA14
PE/V 114AX3	APPROVED		HOLD FOR B & C COURSES PRIOR TO BOARD SUBMISISON	FA14
PE/V 115AX3	APPROVED		HOLD FOR B & C COURSES PRIOR TO BOARD SUBMISISON	FA14
PE/V 116AX3	APPROVED		HOLD FOR B & C COURSES PRIOR TO BOARD SUBMISISON	FA14
PE/V 120AX3	APPROVED		HOLD FOR B & C COURSES PRIOR TO BOARD SUBMISISON	FA14
PE/V 121AX3	APPROVED		HOLD FOR B & C COURSES PRIOR TO BOARD SUBMISISON	FA14
PE/V 130AX3	APPROVED		HOLD FOR B & C COURSES PRIOR TO BOARD SUBMISISON	FA14
PE/V 131AX3	APPROVED		HOLD FOR B & C COURSES PRIOR TO BOARD SUBMISISON	FA14
PE/V 132AX3	APPROVED		HOLD FOR B & C COURSES PRIOR TO BOARD SUBMISISON	FA14
PE/V 133AX3	APPROVED		HOLD FOR B & C COURSES PRIOR TO BOARD SUBMISISON	FA14

SBVC CURRICULUM COMMITTEE MINUTES

MODIFY COURSE				
COURSE ID	RESULT	REQUISITE OR ADVISORY* RESULT	NOTES	EFFECTIVE DATE
ARCH 100	HOLD	DA: ENGL 015	DEPT TO PROVIDE DOCUMENTATION ON ARTICULATION	
ARCH 101	HOLD	DA: ARCH 100	DEPT TO PROVIDE DOCUMENTATION ON ARTICULATION	
AUTO 064	APPROVED ABSTAIN: N. WILLIAMS		CROSS-LIST DIESEL 064	FA14
AUTO 090	HOLD			
CHEM 150H	POSTPONED			
CHEM 151H	POSTPONED			
CHEM 205	POSTPONED	P: CHEM 151		
DIESEL 064	APPROVED ABSTAIN: N. WILLIAMS		FORMERLY DIESEL 019 CROSS-LIST AUTO 064	FA14
RTVF 220	HOLD		LETICIA HECTOR WORKING ON THIS PROPOSAL	
THART 139	APPROVED	DA: ENGL 015		FA14
THART 160X4	APPROVED	DA: ENGL 015		FA14
THART 165	APPROVED	DA: ENGL 015		FA14
THART 166	APPROVED			FA14

*The Curriculum Committee recommends that the pre-requisites and co-requisites approved be re-evaluated in the next 2-3 years by the appropriate departments/programs to ensure student success.

DELETE COURSE			
COURSE ID	RESULT	NOTES	EFFECTIVE DATE
ACAD 600AX4	APPROVED		FA14
ACAD 600BX4	APPROVED		FA14
ACAD 600CX4	APPROVED		FA14
ACAD 600DX4	APPROVED		FA14
ACAD 600EX4	APPROVED		FA14
ACAD 600FX4	APPROVED		FA14
ACAD 600GX4	APPROVED		FA14
ACAD 600HX4	APPROVED		FA14
BIOL 123	HOLD	DEPT TO SUBMIT PROPOSALS TO MODIFY PROGRAM CERT/DEGREE	
PE/V 100	APPROVED		FA14
PE/V 101	APPROVED		FA14
PE/V 102	APPROVED		FA14
PE/V 103	APPROVED		FA14

MODIFY CERTIFICATE			
CERTIFICATE	RESULT	NOTES	EFFECTIVE DATE
RTVF RADIO	HOLD	LETICIA HECTOR WORKING ON THIS PROPOSAL	

SBVC Committee Charge:

The Curriculum Committee is authorized by the Academic Senate to make recommendations about the curriculum of the college to the Board of Trustees, including **approval of new courses, deletion of existing courses, proposed changes in courses, periodic review of course outlines, approval of proposed programs, deletion of programs, review of degree and certificate requirements, approval of prerequisites and co-requisites, and assessment of curriculum as needed.** 2 faculty per division.

AP 2225 COLLEGIAL CONSULTATION COMMITTEES

CURRICULUM COMMITTEE CHARGE:

Under AB 1725 the Academic Senate has the responsibility to make recommendations with respect to academic and professional matters. Curriculum is considered an academic matter and, therefore, the Curriculum Committee is authorized by the Academic Senate to make recommendations about the curriculum of the college, including **approval of new courses, deletion of existing courses, proposed changes in courses, periodic review of course outlines, approval of proposed programs, deletion of programs, review of degree and certificate requirements, approval of prerequisites and co-requisites, and assessment of curriculum as needed.**

MEMBERSHIP:

Membership is comprised of the Vice President of Instruction (or designee) and one other manager, a Curriculum Chair or Co-Chairs appointed by the Academic Senate, the Articulation Officer, at least two faculty members from each division, two students, and an Instruction Office staff member appointed by the Vice President of Instruction (in collaboration with CSEA) to serve as a resource to the committee.

APPENDIX D: REVIEW CHECKLIST

[\(Return to CONTENT\)](#)

REVIEW CHECKLIST FOR ALL COURSE OUTLINES

Division Representatives should use this checklist to review a course from their division before it moves to the Technical Review Committee.

Committee members will focus on the following items on the checklist:

C=Curriculum Committee

T=Technical Review Committee

GENERAL NOTES:

- T ☐ Check for correct spelling and proper grammar every section of the outline.
- T ☐ Check for correct formatting in all sections.
- T ☐ Is the proposed start date appropriate? (See the RT icon in CurricUNET.) (Check current Curriculum Calendar for deadlines)
- T ☐ For new courses and programs, are the SLOs in the Attached Files in CurricUNET? (See the AF icon in CurricUNET.)
- C ☐ Is the proposal rationale complete and satisfactory according to the type of proposal? (See the RT icon in CurricUNET.)
- T ☐ If the course is proposed for Distributed Education (DE) make sure that Division Representative for DE (Jack Jackson) has reviewed and o.k'd it. Verify that the DE report is completed and satisfactory. (Check the DE icon and the comments area in CurricUNET.)

I. CATALOG DESCRIPTION:

- C ☐ Both Catalog and Schedule descriptions should be very similar in content.
- C ☐ The catalog description should be a brief overview from 2 to 5 complete sentences of the topics covered in the course content (see section IV of the outline).
- C ☐ The schedule description should be no more than 2 complete sentences and is a short version of the catalog description.
- C ☐ Have course prerequisites, co-requisite and advisory's satisfied the appropriate level of scrutiny? (See the RA icon in CurricUNET.) For guidance for appropriate levels of scrutiny, see the Curriculum Handbook).

III. COURSE OBJECTIVES FOR STUDENTS:

- C ☐ Check that the level of rigor in the course is college-level and appropriate for the course number.
- T ☐ There should be between 3 to 10 objectives.
- C ☐ Objectives should be broad and introductory in scope, not too advanced, narrow, or specific.
- C ☐ Most objectives should use verbs that demonstrate critical thinking. (See taxonomy)
- C ☐ Is the course content reflected in the objectives?
- T ☐ If the course has a lab, are these objectives also present?
- T ☐ Each objective should be a single sentence with no period at the end.

IV. COURSE CONTENT:

- C ☐ Check that the level of rigor in the course is college-level and appropriate for the course number.
- C ☐ Course content should be complete (a list of all topics taught in the course) and detailed enough to provide a possible adjunct with the content expected by the department.
- C ☐ The course content should be reflected in both the course objectives and the course descriptions.
- T ☐ If the course is an Honors class, are the honors content in bold print?
- T ☐ If there is a laboratory component it must be listed separately from the lecture content with separate headings.
- C ☐ Arrange the list by topic with sub-headings; half a page is not enough.

- T ☐ Capitals should only be present at the beginning of each entry and with names and proper nouns.
- T ☐ Acronyms should be spelled out the first time they are used.
- C ☐ When adding subheadings to the outline there should be a minimum of two. For example
 - A. Science and politics
 - 1. Views of science today
 - 2. A case study in nuclear energy
 - 3. Big science
 - 4. Women in science
 - 5. People of color in science

V. METHODS OF INSTRUCTION:

- C ☐ Do the methods look complete?
- C ☐ Are the methods of instruction appropriate for the content of the course?
- T ☐ Lecture and Laboratory should be listed as methods of instruction whenever these classifications are present in the course hours in Section I.
- T ☐ Have the methods of instruction been entered in the checklist?

VI. TYPICAL OUT-OF-CLASS ASSIGNMENTS:

- C ☐ Check that the level of rigor in the course is college-level and appropriate for the course number.
- C ☐ Make sure that every out-of-class assignment is out of class (lab is not considered out of class).

A. Reading assignments

- C ☐ Reading topic must be stated but not to a specific text or chapter.
- C ☐ Expected outcome by the student must be stated (for example, "...be prepared to discuss in class").

B. Writing assignments

- C ☐ Expectation of the writing assignment should be stated. For example, type of college-level writing (essay, research paper, etc) and length of assignment.

C. Critical thinking assignments

- C ☐ Make sure that the assignment demonstrates critical thinking.

VII. METHODS OF EVALUATION

- C ☐ Do the methods look complete and is the checklist used?
- C ☐ Are the methods of evaluation appropriate for the course?

VIII. TYPICAL TEXT(S):

- T ☐ Do the citations follow proper format?
- T ☐ Are the texts (must have at least 3 texts) up-to-date and within 5 years? Exceptions would be "classics" or "fundamentals" within a particular discipline.