

SBVC CURRICULUM COMMITTEE MINUTES

DATE 10-21-13	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 (<i>EXCUSED</i>) <input type="checkbox"/> Ed Millican <input type="checkbox"/> Glenn Drewes <input checked="" type="checkbox"/> J D Dulgeroff <input type="checkbox"/> Dennis Jackson <input checked="" type="checkbox"/> Lydia Barajas-Zapata <input type="checkbox"/> Virginia Evans-Perry <input type="checkbox"/> Janet Courts <input type="checkbox"/> Lorrie Burnham <input type="checkbox"/> John Banola <input 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 type="checkbox"/> John Stanskas <input checked="" type="checkbox"/> Linda Subero (student) <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Corrina Baber, due to schedule conflict, participates and provides proposal input online</i>
			GUESTS Kimberly Jefferson <input checked="" type="checkbox"/> Magdalena Jacoba <input checked="" type="checkbox"/> Romana Pires <input checked="" type="checkbox"/> Melinda Figle-Oliver <input checked="" type="checkbox"/>

DISCUSSION TOPICS

- EXPERIMENTAL READ 951 (Fall 2012 first offering; Spring 2013 Dept. report back to full curriculum committee retention rate, success rate, and any other findings. Fall 2013 Dept. report back to the full curriculum committee persistence rate and any other findings.) – The department states the experiment has been successful. By combining ENGL920 and ENGL950 into an accelerated format ENGL 951, students are able to complete the ENGL requirements on a fast-track. A committee member suggested they compile the assessment data for 950 and 951 and provide that information to the committee at the next meeting. The department will provide that information.

- COMMITTEE STRUCTURE AND AP225 – Leticia provided a FINAL DRAFT incorporating changes requested (SEE ATTACHED)

CONTENT REVIEW

COURSE ID	RESULT	REQUISITE OR ADVISORY* RESULT	NOTES	EFFECTIVE DATE
CHEM 150	APPROVED	P: CHEM 101 AND MATH 095		FA14
CHEM 151	APPROVED	P: CHEM 150 AND MATH 102	Nicole format laboratory content <input checked="" type="checkbox"/>	FA14

NEW COURSE

COURSE ID	RESULT	REQUISITE OR ADVISORY* RESULT	NOTES	EFFECTIVE DATE
MATH 962	POSTPONED			
SOC 110H	APPROVED	P: ENGL 015	C.PARISH AND DEPT – OK IN CATALOG – DO NOT OFFER UNTIL FA15	FA15
WELD 048	APPROVED	P: WELD 047 DA: ENGL 914 READ 920		FA14
WELD 099	APPROVED			FA14

SBVC CURRICULUM COMMITTEE MINUTES

MODIFY COURSE				
COURSE ID	RESULT	REQUISITE OR ADVISORY* RESULT	NOTES	EFFECTIVE DATE
ARCH 100	POSTPONED	DA: ENGL 015	EMAIL REQUESTING STATUS 10/15 <input checked="" type="checkbox"/>	
ARCH 101	POSTPONED	DA: ARCH 100	EMAIL REQUESTING STATUS 10/15 <input checked="" type="checkbox"/>	
AUTO 090	POSTPONED			
BIOL 260	POSTPONED			
CHEM 150H	APPROVED	P: CHEM 101 MATH 095		FA14
CHEM 151H	APPROVED	P: CHEM 150 or CHEM 150H, and MATH 102	Nicole format laboratory content <input checked="" type="checkbox"/>	FA14
CHEM 205	APPROVED	P: CHEM 151		FA14
CHEM 213	APPROVED	P: CHEM 212 or CHEM 212H		FA14
CHEM 213H	APPROVED	P: CHEM 212 or CHEM 212H		FA14
CULART 041	HOLD	P: CULART 040	DEPARTMENT TO CONSIDER ENGL 015 AS DEPT ADVISORY	
CULART 101	APPROVED	P: ENGL 914		FA14
CULART 161	APPROVED	P: CULART 160		FA14
CULART 235	APPROVED	P: MATH 942		FA14
GIS 133	POSTPONED	P: GIS 130		
MUS 100	POSTPONED	DA: ENGL 015		
RTVF 220	HOLD	P: RTVF 120 DA: RTVF 121	LETICIA HECTOR WORKING ON THIS PROPOSAL	
SOC 110	APPROVED	P: ENGL 015		FA14
THART 100	APPROVED	DA: ENGL 015	DEPT CONFIRMS EQUATE WITH CHC	FA14
THART 132	APPROVED			FA14
THART 136	APPROVED		C-ID THRT 172	FA14
THART 147	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	
BIOL 123	APPROVED		FA14	
BIOL 140		PROPOSAL DELETED – THIS COURSE WILL CONTINUE TO BE OFFERED		
ELEC 012	APPROVED		FA14	

DISTRIBUTED EDUCATION				
COURSE ID	RESULT	NOTES	EFFECTIVE DATE	
SOC 110	APPROVED		FA14	
SOC 110H	APPROVED		FA14	
THART 100	APPROVED		FA14	

SBVC CURRICULUM COMMITTEE MINUTES

MODIFY DEGREE			
CERTIFICATE	RESULT	NOTES	EFFECTIVE DATE
AUTOMATIC AND MANUAL TRANSMISSION	POSTPONED		
AUTOMOTIVE TECHNICIAN	POSTPONED		
ENVIRONMENTAL SCIENCE	APPROVED		FA14
WHEEL ALIGNMENT AND BRAKES	POSTPONED		

MODIFY CERTIFICATE			
CERTIFICATE	RESULT	NOTES	EFFECTIVE DATE
AUTOMOTIVE TECHNICIAN	POSTPONED		
ENGINE PERFORMANCE	POSTPONED		
PREVENTATIVE MAINTENANCE TECHNICIAN	POSTPONED	CROSSLIST AUTO 064 AND DIESEL 064 APPROVED – CERTIFICATE READY TO REVIEW <input checked="" type="checkbox"/>	
RTVF RADIO	HOLD	LETICIA HECTOR WORKING ON THIS PROPOSAL	
WHEEL ALIGNMENT AND BRAKES	POSTPONED		

SBVC Committee Structure 2014-2016

Each faculty member is to serve on 1 committee for a 2-year cycle starting Fall 2014 and concluding Spring 2016. Below are the committees, specific membership requirements, and tentative meeting times. Please use this as a guide as fall schedules are prepared in the next month. Senators are expected to call a faculty meeting of their division to determine the best allocation of the division's human resources to the committee work of the college.

Once all of the required faculty committee assignments are made (Accreditation, Matriculation, Basic Skills, Curriculum and Program Review), the division should assign no more than 20% of the remaining faculty to any one committee. This recommendation of the division is delivered to the Executive Committee of the Academic Senate. The Executive Committee is responsible for preparing its recommendation to the President of the college regarding the assignment of faculty committee work.

ACCREDITATION AND STUDENT LEARNING OUTCOMES COMMITTEE

The Accreditation and Student Learning Outcomes Committee is authorized by the Academic Senate to prepare the self-study, prepares for the accreditation team site visit, follows up on implementation of accreditation recommendations, performs assessments as needed, and prepares any follow-up reports or documentation. The committee monitors the development and assessment process for student learning outcomes in courses, programs, and general education requirements. The committee generates and regularly reviews guidelines and best practices for all aspects of the student learning process. ***at least 1 faculty per division*** (2nd and 4th Thursdays, 1:00 -2:30)

ARTS , LECTURES, and DIVERSITY COMMITTEE

The Arts, Lectures, and Diversity Committee plans and promotes a series of lectures and cultural events designed to celebrate our diversity and enrich the instructional environment of the college. (1st Wednesdays, 1:00 – 2:00)

BASIC SKILLS COMMITTEE

The Committee prepares the college's basic skills report, planning documents, and oversees the implementation of the campus basic skills plan. ***at least 1 faculty per division*** (2nd and 4th Tuesdays, 2:30 – 3:30)

BUDGET COMMITTEE

The Budget Committee serves in an advisory capacity to College Council in all aspects of budget development and management to protect the financial wellbeing of the college and to operate successfully within our budget. The Budget Committee makes data-driven recommendations that align resource allocations with resource planning, utilizing the college mission, institutional planning documents, and program review recommendations. (4th Tuesday, 10:30 – 11:30)

CAMPUS LIFE AND COMMENCEMENT

The committee monitors and serves as the primary clearing house for student activities on the campus, including Commencement. The committee develops a campus wide master calendar in coordination with the Director of Marketing. (Thursdays, 10:00 – 11:30)

CURRICULUM COMMITTEE

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. ***at least 10% faculty representation per division required*** (Mondays, 1:00 – 4:00)

ENROLLMENT MANAGEMENT AND STUDENT EQUITY COMMITTEE

The Enrollment Management and Student Equity Committee serves in an advisory capacity to the President's cabinet regarding enrollment. The Committee is responsible for reviewing internal and external assessment trend data as it applies to enrollment planning, researching and reviewing successful models of recruitment and retention programs, projecting enrollment growth/decline, projecting academic and student support service needs based on enrollment trends. The committee makes recommendations regarding recruitment and retention strategies, in the annual updating of the Enrollment Management Plan. The committee reviews and regularly updates the Student Equity Plan. Both plans are forwarded to College Council for review. (1st and 3rd Tuesdays, 2:00 – 3:30)

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 pre-requisites 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 as recommended by the Academic Senate, two students, and ~~an~~ two Instruction Office staff members (Administrative Curriculum Coordinator and Schedule/Catalog Data Specialist) appointed by the Vice President of Instruction (in collaboration with CSEA) to serve as a resource to the committee.