

HARTNELL COLLEGE
CURRICULUM COMMITTEE MEETING
THURSDAY, SEPTEMBER 2, 2004, 2 P.M., BOARD ROOM

UNOFFICIAL

MINUTES

MEMBERS PRESENT:

Chair – Daniel Perez
Carbajal, Theresa
Castillo, Maria
Christensen, Carl
Dominguez, Mary/Ex-Officio
Frontiera, Charlene
Garcia, Jeanne
Hoffman, Allan
King, Carol
Lagier-Fellguth, Jennifer
Reeve, Melissa
Rose, Kathleen
Wright, Ann

APPROVAL OF MINUTES – May 20, 2004

MOTION: MSC (VOTE: Unanimous) to approve the minutes.

SPECIAL MEETING – The Chair called a special meeting on June 3, 2004, to approve IDS 39.012. The course was approved “Pending Revisions”.

APPROVAL OF MINUTES – June 3, 2004

MOTION: MSC (VOTE: Unanimous) to approve the minutes.

ONE READING ITEMS – ACTION

1. COURSE REVISIONS

BUS 1A, Accounting Principles (Financial) (4)
(title to Financial Accounting/new advisory/prereq/cat descr/content/
initiator/instr method method of eval obj/materials/obj)
Was approved pending revisions on 5/20.

MOTION: MSC (VOTE: Unanimous) to TABLE. The instructor was
not present to address the course.

PCA: Approved on May 20, 2004

BUS 1B, Managerial Accounting (4)
(advisory/cat & sched descr/complete update)
Was approved pending revisions on 5/20.

MOTION: MSC (to discuss) - the motion was rescinded and the
following motion was made:

MOTION: MSC (VOTE: Unanimous) to TABLE. The instructor was
not present to address the course.

PCA: Approved on May 20, 2004

BUS 2, Microcomputer Application: Accounting Principles 1A (1)
(number to 102/title to Microcomputer Applications for Financial
Accounting/cat descr/content/complete update)
Tabled at the meeting of 5/20.

MOTION: MSC (VOTE: Unanimous) to TABLE.
The instructor was not present to address the course.

PCA: TABLED

BUS 3, Microcomputer Application: Accounting Principles 1B (1)
(number to 103/title to Microcomputer Applications for Managerial
Accounting/advisory/cat & sched descr/content/complete update)
Tabled at the meeting of 5/20.

MOTION: MSC (VOTE: Unanimous) to TABLE.
The instructor was not present to address the course.

PCA: TABLED

MEMBERS ABSENT:

Fernandez, José Luis
Foudy, Mike (alternate)
Moss, Chris
Salomone, Diane
Schumann, Sherry (alternate)
Stave, Melissa
Welch, Joe
Student Rep:
Sharolyn Robinson

GUESTS:

Wini Chambliss
Sabrina Coffelt
Wayne Davis
Hetty Keaton
Adriana Robledo

ONE READING ITEMS – ACTION (continued)

1. COURSE REVISIONS

FRN 1, Elementary French (4)
(units from 4 to 5/cat descr/contact hrs/complete update)

MOTION: MSC (VOTE: Unanimous) to TABLE. The area must submit FRN 1 to Tech II

FRN 2, Elementary French 2 (4)
(units from 4 to 5/advisory/cat descr/content/complete update)

MOTION: MSC (VOTE: Unanimous) to TABLE. The area must submit FRN 2 to Tech II.

COMMITTEE MEMBER REQUEST:

Kathleen Rose asked if the Committee could be provided with Tech II meeting dates and minutes. Daniel will provide the information to the Committee.

TWO READING ITEMS SECOND READING

1. COURSE REVISIONS

BUS 111, Intermediate Office Skills (3)
(cat descr/content/prerequisite ?/complete update)
(typos to be corrected from 5/20 meeting.

MOTION: MSC (VOTE: Unanimous) to TABLE. The instructor was not present to address the course.
There was also a question regarding the textbook citation.
PCA: TABLED

2. DEGREES/CERTIFICATES

LIBRARY ASSISTANT (first reading 11/6/04)

MOTION: MSC (VOTE: Unanimous) to TABLE. There were several questions regarding this degree.
The initiator of the revisions was not present to address the degree/certificate revisions.

COURSES APPROVED PENDING REVISIONS, REVISIONS ARE COMPLETE:

BUS 129, Practical Customer Service Skills
BUS 131, Business English
BUS 153, Computerized Accounting
IDS 39.012, Argentine Life and Culture
LBT 55, Online Database Searching
PE 1.206, Stress Reduction
PE 1.131, Weight Training

INFORMATION

MULTIMEDIA TECHNOLOGY/AA & MULTIMEDIA TECHNOLOGY CERTIFICATE
(Have not been reviewed by Tech II, forwarded for review.)

Jerri Nemiro was present and gave a brief summary regarding the revisions to this degree/certificate. She said the focus of the degree/certificate will change from multimedia to digital. They must be reviewed by Tech II before Curriculum Committee review.

DISCUSSION/INFORMATION ITEMS FROM THE CHAIR

1) Discussion – Please review the following topics for our discussion of objectives and priorities for this academic year. Of particular attention are the documents which we saw last year (and you kept for your records...) such as those in boldface below. If you do not have a copy, please contact me if you want one to review prior to our meeting.

- a. Posting **New & Revised Program & Certificate Process** on Curriculum Website which will affect some AA and certificate programs (with a note advising that GPA statement will not be in effect until next catalogue year)

DISCUSSION: The Chair would like approval from the Committee to post the revised Degree/Certificate process and GPA statement approved by the Senate.

The Committee asked that the revised Degree/Certificate & GPA statement be submitted for approval by the Curriculum Committee for tracking purposes. It will return for approval next meeting.

- b. Creation of a New & Revised Program & Certificate Process flowchart

DISCUSSION: Wayne Davis will provide the process and procedures and Linda Gutierrez will create the flow chart. It will be similar to the course flow chart. A draft will be presented at the October 21 meeting.

- c. **ADA Compliance for Distance Education** Courses – Recommendations- Sabrina Coffelt & Wayne Davis

DISCUSSION: Sabrina Coffelt and Wayne Davis distributed and reviewed with the Committee a Distance Learning Accessibility Checklist. We are currently not in ADA compliance for Distance Ed courses. They would like the Distance Education checklist revisited and recommend the addition of the Distance Learning Accessibility Checklist. Per Sabrina this checklist would pertain only to distance ed courses. The Committee will review the information.

- d. Distance Education Review - Recommendations from the **Distance Education Best Practices for Hartnell College** – Jennifer Lagier-Fellguth & Cheryl O'Donnell (tentatively)

- e. General Education review – the need for completion of their recommendations for Academic Senate approval – Wayne Davis

DISCUSSION: We need to reconstitute the General Education Committee from last year. Student outcomes and general education needs to be revisited. Theresa Carbajal said that the State Senate will be voting on Math 123 as the requirement for graduation. Some areas we need to look at are PE, health, and the possible renaming of Ethnic Groups in the United States. The Committee asked Wayne to bring back models.

- f. **Hartnell College Program Review Guidelines** – Do we want to review the draft document and forward our recommendation or approval to Academic Senate? – Dr. Charlene Frontiera

DISCUSSION: Charlene presented the draft to the Academic Senate for a final vote. When they vote it be presented to the Curriculum Committee for information.

- g. Curriculum Committee pages in **HC Committee Handbook** – Revise, Update or Discontinue – our recommendations to the HC Academic Senate on how we conduct business

DISCUSSION: Daniel will revise and bring to Curriculum for review, then submit to the Academic Senate.

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DISCUSSION/INFORMATION ITEMS FROM THE CHAIR (continued)

- h. Charting the approval of courses and programs – Could we revive the creation of an annual summary report of approved curriculum changes – Is this desirable, helpful, or unnecessary?

DISCUSSION:

The annual summary was produced by the Office of Instruction for a short period of time. It was considered unnecessary due to the availability of the information elsewhere.

Mary Dominguez previewed a demonstration of a new program that includes a program for tracking. The program can track from the initiator to the Dean's Office to the Curriculum Committee. Allan Hoffman asked Mary if she could arrange a demonstration.

- i. Support services for Curriculum Committee – Who can help, Academic Senate or Office of Instruction?
 - (1) for Website maintenance & updates
 - (2) for tracking curriculum revisions and approvals – discussed above.
 - (3) for refreshments at curriculum meetings – there is not a budget for refreshments. Other Committees have the members provide the refreshments.

ADJOURNED: 4 p.m.

The following items were not discussed due to a lack of time.

2) Information

- a) New memberships
 - i) Hetty Keaton & Greg Perkins awaiting approval by Academic Senate
 - ii) Tony Anderson – Articulation Officer
- b) Resignations – Joe Welch, Chris Moss – thanks for your service
- c) Misconceptions regarding the implementation schedule of approved curriculum changes; Calendar – highlighting when changes go into effect - Mary Dominguez & Linda Gutierrez
- d) Effects of cross listed courses and prerequisites changes on program and certificate revisions - Mary Dominguez & Linda Gutierrez
- e) Staff Development Opportunity – Addressing the Leadership Gap -Community College Leadership Consortium Workshop, September 27, 2004, HCC 116, 8:30am-3:30 pm, \$375