

HARTNELL COLLEGE  
CURRICULUM COMMITTEE MEETING  
THURSDAY, OCTOBER 7, 2004, 2 P.M., BOARD ROOM

REVISED 10/13/04  
UNOFFICIAL

MINUTES

**MEMBERS PRESENT:**

Chair – Daniel Perez  
Carbajal, Theresa  
Castillo, Maria  
Christensen, Carl  
Frontiera, Charlene  
Garcia, Jeanne  
Hoffman, Allan  
King, Carol  
Reeve, Melissa  
Rose, Kathleen  
Student Rep:  
Sharolyn Robinson

**MEMBERS ABSENT:**

Dominguez, Mary/Ex-Officio  
Fernandez, José Luis  
Foudy, Mike (alternate)  
Lagier-Fellguth, Jennifer  
Moss, Chris  
Salomone, Diane  
Schumann, Sherry (alternate)  
Stave, Melissa  
Welch, Joe  
Wright, Ann

**GUESTS:**

Tony Anderson  
Wayne Davis  
Bill Rawson  
Adriana Robledo  
Chris Svendsen

**APPROVAL OF MINUTES** – September 20, 2004

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

**AGENDA REVISION:**

MSC (VOTE: Unanimous) to move the approval of procedures and criteria for GE from One Reading to Discussion.

**TWO READING ITEMS - SECOND READING - 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)  
5/20 – Approved pending revisions  
9/2 – Tabled, no instructor present

MOTION: MSC (VOTE: Unanimous) to approve.  
PREREQ: MSC (VOTE: Unanimous) to approve.  
PCA: Approved on May 20, 2004

**2. DEGREE/CERTIFICATE**

Library Assistant/AA  
(add courses & delete courses)

MOTION: MSC (VOTE: Unanimous) to approve per the revised copy received by the Chair.

**ONE READING ITEMS - ACTION**

**1. COURSE REVISIONS**

BUS 1B, Managerial Accounting (4)  
(advisory/cat & sched descr/complete update)

MOTION: MSC (VOTE: Unanimous) to approve, pending revisions.  
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. The instructor was not present.

MOTION: MSC (VOTE: Unanimous) to approve.  
PCA: MSC (VOTE: Unanimous) to approve.

**ONE READING ITEMS - ACTION**

**1. COURSE REVISIONS**

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. The instructor was not present.

MOTION: MSC (VOTE: Unanimous) to approve

PCA: MSC (VOTE: Unanimous) to approve

FRN 1, Elementary French I (4)

(units from 4 to 5/contact hrs from lec & lab to lec only/catalogue descr/complete update/general ed)

There was much discussion and concern regarding the lab deletion, unit addition and content of the outline. Because the labs are set up only for ESL the French students have been turned away. Increase in lecture units does not help the student that needs help in pronunciation.

MOTION: MSC (VOTE: Unanimous) to approve, pending revisions.

**2. DEGREE/CERTIFICATE FORMATS (MOVED TO DISCUSSION)**

APPROVAL OF PROCEDURES & CRITERIA

APPROVAL OF POSTING OF PROGRAM & CERTIFICATE FORMATS AND INSTRUCTION ON THE CURRICULUM WEBSITE. (Guidelines for completion.)

MOTION: MSC (VOTE: Unanimous) to post on the Curriculum Website.

APPROVED REVISED GPA STATEMENT – The following GPA statement will replace all existing GPA statements on degrees/certificates:

A grade of “C” or better must be maintained in each required major course.

In order to be consistent with the GPA statement in all degrees for the next catalogue it was suggested that each area submit a list of their degrees & certificates with the revised GPA statement for Curriculum approval before the next catalogue deadline.

Kathleen stated that she would have to think about this.

**TWO READING ITEMS - FIRST READING - NO ACTION**

**1. REACTIVATE COURSE FROM INACTIVE STATUS**

ENG 48, Children’s Literature (3)

(prereq/catalogue description/content/complete update)

*This course outline has not been reviewed by Tech II for General Education.*

Committee members questioned why this course was on the agenda. We did not have revised copies, the packet was not complete, and it was not reviewed by Tech II.

The course was Tabled.

**2. COURSE REVISIONS/PREREQUISITE REVISION**

FRN 2, Elementary French 2 (4)

(units from 4 to 5/prerequisite/contact hrs from lec & lab to lec only/complete update)

The outline packet is not complete, and the old course outline is not attached.

**TWO READING ITEMS - FIRST READING - NO ACTION (continued)**

**3. DEGREE/CERTIFICATE REVISIONS**

Multimedia Technology/AA  
(title to: Digital Arts/add & delete courses)

Multimedia Technology/Certificate  
(title to: Digital Arts/add & delete courses)

Jerri Nemiro was present and spoke regarding the revisions and title change to the AA & Certificate. Jerri said she had spoken with Pam Wiese regarding these revisions. Chris Svendsen stated that there will be changes to some of the CSS courses and had it gone through discipline review she would have questioned the title revision. Allen asked Kathleen to meet with Jose Luis regarding these issues. Kathleen said she had met with Jose Luis several times, but would meet with him again.

**4. NEW COURSE**

PHY 15, Physics for Elementary Teachers (3)

*This course outline has not been reviewed by Tech II for General Education.*

This course will provide elementary teachers an introduction to physics specifically for elementary education students.

**Because this outline has not been to Tech II this is not considered first reading.**

**5. ADOPTION OF PROPOSED ADA COMPLIANCE FOR DISTANCE EDUCATION COURSES**

This item was TABLED by the Chair.

**INFORMATION/DISCUSSION**

1. Computerized Tracking System (Allan)  
Allan attended a demo regarding a computerizing tracking system for Curriculum. Curriculum could be electronically tracked from beginning to end. If anyone is interested please e-mail Allan. Gary Hughes will be heading this project.
2. Draft –Tech II Procedures & Criteria. These are intended as the basis for flowchart and program and certificate approval process. (Daniel)  
Already discussed.
3. Proposal – folding General Education Committee into Tech II. (Daniel)  
Currently the General Education Committee meets on a conceptual basis. In Tech II they discussed the possibility of folding in Tech II with the GE Committee. They would like Committees input.
4. Curriculum Committee pages of Hartnell College Handbook – Revisions (Daniel)  
Daniel will provide copies of other schools and their operating procedures next meeting.
5. Misconceptions regarding the implementation schedule of approved curriculum changes; Calendar – highlighting when changes go into effect. – Mary Dominguez & Linda Gutierrez.  
Mary was not present – not discussed.
6. Effects of cross-listed courses and prerequisite changes on program and certificate revisions – Mary Dominguez & Linda Gutierrez.  
Mary was not present – not discussed.
7. Discussion of Procedures & Criteria for GE (moved from One Reading Items).  
This is a draft if anyone has any revisions please contact Daniel.

## **CURRICULUM COMMITTEE MINUTES**

**OCTOBER 7, 2004**

**PAGE 4**

### **UPDATES**

1. Curriculum Institute - Melissa Reeve discussed the following four items from the Institute.
  - Curriculum Tracking System - they offer it free without tech support.
  - Student Learning Outcomes - We are lagging behind in student learning outcomes.
  - Curriculum Members - if division Curriculum Committee members do not attend the Curriculum meeting their Curriculum does not come forward.
  - Whose prevue is Curriculum development the faculty or administration. And what is the role of Administrators on the Curriculum Committee.

Kathleen - Curriculum Institute

  - Student Learning Outcomes - a huge discussion
  - Faculty - custodians of Curriculum
  - Kathleen recommended that the Chair attend the Institute.

Allan commented that the faculty are the custodians of Curriculum, however, the Administration deals with a different level of accountability.
2. Tech 2 approvals - Will be distributed next meeting.
3. Status of new members - Hetty Keaton, Greg Perkins, Tony Anderson  
The Senate will be meeting next week.

**ADJOURNED:** 4 p.m.