

**HARTNELL COLLEGE**  
**CURRICULUM COMMITTEE**  
**Draft MINUTES**

3/21/2019, 2:00 PM, Information Competency Room, A212

Members Present: Chair: Kelly Locke

Faculty: Ashley Gabriel, Gabriel King, Gabriela Lopez, Ivan Guerrero, Daniel Perez, Mercedes del Real, Hermelinda Rocha-Tabera, Seaneen Sullinger, Violeta Wenger, Ann Wright, Joel Torres (Articulation Specialist)

Administrators: Sharon Albert, Mary Dominguez, Debra Kaczmar, Celine Pinet

Members Absent: Deborah Stephens, Mary Dominguez

Support Staff: Herbert Cortez, Ruby Garcia, Marina Reyes

- I. Adopt Agenda with changes moving ECE 9 to new course status and removing PEIN 40 which has already been approved at a prior meeting.
- II. Minutes of 3/7/2019 approved with no corrections.
- III. Two Reading Course Items, First Reading—No Action
  - A) New Course: ECE
    - 1) ECE 9 Creative Expressions and Play in Early Childhood (3 units)
- IV. One Reading Course Items—Action  
Implementation Spring 2020, pending Board of Trustee approval and publication in an addendum.
  - A) HIS
    - 1) HIS 17A United States History A (3 units)
      - (a) DE: **Approved MSU**
      - (b) Course Approval: **Approved MSU**
    - 2) HIS 17B United States History B (3 units)
      - (a) DE: **Approved MSU**

(b) Course Approval: **Approved MSU**

B) PEIN/PEAC

1) PEAC 37 Intermediate Baseball (1-1.5 units)

(a) Course Approval: **Approved MSU**

2) PEAC 72 Intermediate Basketball (1-1.5 units)

(a) Course Approval: **Approved MSU**

C) PHY

1) PHY 4C correction

Under the objectives the following two are listed that should not be listed:

- I. *identify unstable isotopes from a nuclear data chart, and determine from the chart the decay mode and half life of various isotopes.*
- II. *calculate the half life and activity of various isotopes.*

Under Lab Content these are listed that should not be listed:

- XVI. *Nuclear Energy*
  - A. *Half life*
  - B. *Decay constant*

These should not be there, since they are nuclear physics topics, and nuclear physics is not listed in the course content.

(a) Approve correction removing these items from active course:  
**Approved MSU**

D) RCP

1) RCP 61 Respiratory Therapeutics (3 units)

(a) PCA: **Approved MSU**

(b) Course Approval: **Approved MSU**

2) RCP 226 Success Strategies for 2nd Semester RCP Students (0.5 units)

(a) Course Approval: **Approved MSU**

V. One Reading Minimum Qualifications/Disciplines items

A) Minimum Qualifications Project information

B) Music courses

MUS	10	Applied Music - Voice	Music
MUS	11	Applied Music-- Instrumental	Music
MUS	11	Applied Music-- Instrumental	Music
MUS	13A	Beginning Piano I	Music
MUS	13B	Beginning Piano II	Music
MUS	14	Intermediate Piano	Music
MUS	15	Advanced Piano	Music
MUS	17A	Beginning Guitar I	Music
MUS	17B	Beginning Guitar II	Music
MUS	17C	Intermediate Guitar I	Music
MUS	17D	Intermediate Guitar II	Music
MUS	1A	Music Appreciation- Historical Perspective	Music
MUS	2	Music Fundamentals	Music
MUS	2	Music Fundamentals	Music
MUS	20	Hartnell College Choir	Music
MUS	21	Hartnell Chamber Singers	Music
MUS	23.	Hartnell Chorale - 20th Century Emphasis	Music
MUS	23.	Hartnell Chorale-20th Century "Pops" Emphasis	Music
MUS	23.	Hartnell Chorale - Renaissance/Baroque Emphasis	Music
MUS	23.2	Hartnell Chorale - Classic/Romantic Emphasis	Music
MUS	23.5	Hartnell Chorale - 21st Century Emphasis	Music

MUS	24	Estudiantina Hartnell	Music	
MUS	26	Jazz Ensemble	Music	
MUS	29	Symphonic Band-20th Century Emphasis	Music	
MUS	29	Symphonic Band-19th Century Emphasis	Music	
MUS	29	Symphonic Band-18th Century Emphasis	Music	
MUS	29.	Symphonic Band-20th Century Pops Emphasis	Music	
MUS	29.	Symphonic Band-21st Century Emphasis	Music	
MUS	420	Ensemble Performance for Older Adults	Music	Older Adults: Noncredit

CCR 53412(h)

Noncredit-Older Adults:

Bachelor’s degree with a major related to the subject of Noncredit the course taught, and either:

- (A) Thirty hours or two semester units of course work or class work in understanding the needs of the older adult taken at an accredited institution of higher education or approved by the district. This requirement may be completed concurrently during the first year of employment as a noncredit instructor; or
- (B) One year of professional experience working with older adults

OR

Associate degree with a major related to the subject of the course taught; and two years of occupational experience related to the subject of the course taught; and sixty hours or four semester units of coursework or classwork in understanding the needs of the older adult, taken at an accredited institution of higher education or approved by the district. This last requirement may be completed concurrently during the first year of employment as a noncredit instructor.

**1. Approved MSU**

C. MAT classes

MAT	10	Math for Liberal Arts	Mathematics	
MAT	106	Integrated Mathematics	Mathematics	
MAT	116	Bridge to Intermediate Algebra	Mathematics	
MAT	118	Integrated Statistics I	Mathematics	
MAT	12	Number Systems	Mathematics	
MAT	121	Elementary Algebra	Mathematics	
MAT	121L1	Elementary Algebra Level 1	Mathematics	
MAT	121L2	Elementary Algebra Level 2	Mathematics	
MAT	121L3	Elementary Algebra Level 3	Mathematics	
MAT	121L4	Elementary Algebra Level 4	Mathematics	
MAT	123	Intermediate Algebra	Mathematics	
MAT	123L1	Intermediate Algebra Level 1	Mathematics	
MAT	123L2	Intermediate Algebra Level 2	Mathematics	
MAT	123L3	Intermediate Algebra Level 3	Mathematics	
MAT	123L4	Intermediate Algebra Level 4	Mathematics	
MAT	13	Elementary Statistics	Mathematics	
MAT	16	Finite Mathematics	Mathematics	
MAT	18	Integrated Statistics II	Mathematics	
MAT	2	Calculus for Managerial, Life, and Social Sciences	Mathematics	
MAT	201	Pre-Algebra	Mathematics	
MAT	201L1	Pre-Algebra Level 1	Mathematics	
MAT	201L2	Pre-Algebra Level 2	Mathematics	
MAT	201L3	Pre-Algebra Level 3	Mathematics	
MAT	24	Trigonometry	Mathematics	
MAT	25	Pre-Calculus Mathematics	Mathematics	
MAT	27	Pre-Calculus & Trigonometry	Mathematics	
MAT	3A	Analytic Geometry and Calculus I	Mathematics	
MAT	3B	Analytic Geometry and Calculus II	Mathematics	
MAT	3C	Analytical Geometry and Calculus III	Mathematics	
MAT	4	Linear Algebra	Mathematics	
MAT	5	Differential Equations	Mathematics	
MAT	601	Math Academy for MAT 201	Mathematics	Mathematics-Basic Skills: Noncredit

MAT	613	Math Academy for MAT 13 (not yet CCCCCO approved)	Mathematics	Mathematics-Basic Skills: Noncredit
MAT	621	Math Academy for MAT 121	Mathematics	Mathematics-Basic Skills: Noncredit
MAT	623	Math Academy for MAT 123 (not yet CCCCCO approved)	Mathematics	Mathematics-Basic Skills: Noncredit
MAT	627	Math Academy for MAT 24/25/27 (not yet CCCCCO approved)	Mathematics	Mathematics-Basic Skills: Noncredit
MAT	630	Math Academy for MAT 3A (not yet CCCCCO approved)	Mathematics	Mathematics-Basic Skills: Noncredit
MAT	7	Discrete Mathematics	Mathematics	

CCR 53412(b)  
 Mathematics – Basic Skills: Noncredit  
 Bachelor’s degree in mathematics.

**2. Approved MSU**

VI. Form General Education Subcommittee

A) Volunteers from committee

Gabriela Lopez, Mercedes del Real, Daniel Perez, Guy Hanna (Outcomes Coordinator), and Celine Pinet volunteered.

B) Suggestions from outside the committee

Members from outside the committee should represent all instructional areas, Outcomes and Assessment Committee, Admissions and Records Evaluation Team, Academic Senate liaison. It was suggested that Academic Senate fund someone to go to Curriculum Institute with the goal of attending all GE sessions and becoming the GE expert for our CC and this subcommittee.

C) Charge

- 1) Review criteria for determining whether a course meets standards to fulfill GE requirements and determining which GE category it fulfills.
- 2) Create rubric to evaluate the criteria when courses are submitted to CC for GE status.
- 3) Create resource for faculty that clearly establishes what constitutes a GE course and how courses will be evaluated.
- 4) Review courses currently on the GE list and make recommendation to the CC for any required changes to the list based on the review criteria and rubric.
- 5) Recommend to CC a formal approval process for courses to be included in the GE pattern. This process could occur annually or biannually at the Curriculum Committee.

#### VII. Training: Topics from Regional Curriculum Meeting

##### A) What has your CC done as part of the Guided Pathways initiative (policies, processes, etc.)

- 1) Degree review including suggestions to shorten degrees and edit long lists of restricted electives and to focus degree and course descriptions for a student audience
- 2) Had faculty make a first pass at sequencing courses in programs
- 3) Initiated changes to policies (changes to residency for certificates and degrees, double counting policy for GE), starting a GE review initiative
- 4) Started discussions about courses with overlap and potentially creating courses that would serve multiple audiences (perhaps as an initial course in a metamajor)
- 5) Instituted review of listed disciplines (min quals) for all courses with potential to reduce cross-listing of courses, create opportunities for sharing of courses between/across disciplines.
- 6) Created public folder for degree review process. Folder link is available to all Hartnell employees.

##### B) Equity

- 1) Indirect: Prerequisite review and reduction/changes, scaffolding of certificates (Business Office Professional), reviewing access to materials,

review of hours/units and trying not to add too many. But none of these is directly addressing equity.

2) How do we address equity in the design of the course? Suggestion: form an ad hoc committee for drafting a process to address equity throughout the curriculum process from initial design/revision through the approval process.

C) CB codes and code changes coming: Two additional CB codes and a revision to the CB 21 codes are in progress. The recoding will need to be done with faculty involvement. Curriculum committee and faculty will need to be looking at and reviewing the CB codes related to course content and categorization. This means also training on what the codes are and how they should be applied.

VIII. Articulation Update—nothing to report

IX. Announcements

Next meeting date: 4/4/2019. Note short timeline due to Spring Break. New courses for next meeting will be in CC member level of queue by end of day Friday, March 22.