

HARTNELL COLLEGE  
CURRICULUM COMMITTEE

Draft Minutes

4/28/2022, 3:00 PM, Virtual Meeting in Zoom  
Link: <https://cccconfer.zoom.us/j/97080056919>  
Meeting ID: 970 8005 6919

Members Present

Faculty: Kelly Locke, Chair; Gabriel King, Gabriela Lopez, Joel McKown  
Mercedes del Real, Norma Cuevas, Joel Torres, Deborah Stephens,  
Seaneen Sullinger, Violeta Wenger, Ann Wright, Richard Chapman,  
Emily Sencion, Wendy Lampart

Administrators: Guy Hanna

O & A Specialist: Elizabeth Morales

Support Staff: Ruby Garcia, Jess Green

I. Adopt Agenda **Corrections were made to the Zoom link for subgroup 3.  
Agenda adopted, MSC.**

II. Approve minutes of 4/7/2022  
**Minutes approved, MSC.**

III. Consent Agenda:  
**All Course and PCA approvals will be implemented for Spring 2023 and DE  
Addenda Approvals will be implemented starting Summer 2022.**

**No courses were pulled for separate discussion or vote. Subgroups  
confirmed that they had voted DE, PCA, and Course Approval  
recommendations as separate items in the subgroups.**

**PCA recommendations on consent agenda, Approved, MSC.**

**DE recommendations on consent agenda, Approved, MSC.**

**Course Approval and renumbering recommendations on consent agenda,  
Approved, MSC.**

A) Renumber transferable course with transferable number

1) BUS 150.25 Electronic Spreadsheets becomes BUS 42 Electronic Spreadsheets

After review in the subgroups on 4/7/2022, the following courses have been reviewed and recommended for full committee approval by the subgroups. Subgroups recommended PCA approval (where indicated), DE approval (where indicated) and course approval.

B) ASL

1) ASL1 American Sign Language I (5 units)

- (a) DE Addendum
- (b) Course Approval

2) ASL2 American Sign Language II (5 units)

- (a) PCA
- (b) DE Addendum
- (c) Course Approval

C) BUS

1) BUS 50 Introduction to PC Applications (4 units)

- (a) DE Addendum
- (b) Course Approval

2) BUS110A Beginning Keyboarding (1 unit)

- (a) DE Addendum
- (b) Course Approval

3) BUS 110B Beginning Formatting and Document Processing (1 unit)

- (a) PCA (removal)
- (b) DE Addendum
- (c) Course Approval

4) BUS 172 Business Machine Calculations (1 unit)

- (a) DE Addendum
- (b) Course Approval

5) BUS 177 Proofreading and Editing Skill (3 units)

- (a) DE Addendum

(b) Course Approval

6) BUS 190 Career Management (2 units)

(a) DE Addendum

(b) Course Approval

D) CHM

1) CHM 1B General Chemistry II (5 units)

(a) PCA

(b) DE Addendum

(c) Course Approval

2) CHM 12A Organic Chemistry I (5 units)

(a) PCA

(b) DE Addendum

(c) Course Approval

3) CHM 22 The Science of Chemistry (4 units)

(a) PCA

(b) DE Addendum

(c) Course Approval

E) MAT

1) MAT 123 Intermediate Algebra (5 units)

(a) PCA

(b) DE Addendum

(c) Course Approval

2) MAT 123L1 Intermediate Algebra Level 1 (1.25 units)

(a) PCA (removal)

(b) DE Addendum

(c) Course Approval

3) MAT 123L2 Intermediate Algebra Level 1 (1.25 units)

(a) PCA

(b) DE Addendum

(c) Course Approval

4) MAT 123L3 Intermediate Algebra Level 1 (1.25 units)

(a) PCA

(b) DE Addendum

(c) Course Approval

5) MAT 123L4 Intermediate Algebra Level 1 (1.25 units)

(a) PCA

(b) DE Addendum

(c) Course Approval

6) MAT 24 Trigonometry (3 units)

(a) PCA

(b) DE Addendum

(c) Course Approval

7) MAT 27 Accelerated Pre-Calculus & Trigonometry for STEM (6 units)

(a) PCA

(b) DE Addendum

(c) Course Approval

8) PHO 1 Introduction to Photography (3 units)

- (a) DE Addendum
- (b) Course Approval

9) PHO 2 Beginning Black and White Photography (3 units)

- (a) PCA
- (b) DE Addendum
- (c) Course Approval

10) PHO 3 Advanced Photography Lab Class (3 units)

- (a) PCA
- (b) DE Addendum
- (c) Course Approval

11) PHO 4 Portfolio Photography (3 units)

- (a) PCA
- (b) DE Addendum
- (c) Course Approval

F) TAC

1) TAC 2 Script Analysis (3 units)

- (a) DE Addendum
- (b) Course Approval

2) TAC 15 Acting for the Camera (3 units)

- (a) DE Addendum
- (b) Course Approval

3) TAC 20 Introduction to Ensemble Play Production (3 units)

(a) DE Addendum

(b) Course Approval

4) TAC 51 Beginning TV Studio Production (3 units)

(a) DE Addendum

(b) Course Approval

5) TAC 55 Directing (3 units)

(a) DE Addendum

(b) Course Approval

6) TAC 59 Beginning Audio Production (3 units)

(a) DE Addendum

(b) Course Approval

IV. Two Reading Items, First Reading, No Action

A) New Course, First Reading

1) SOC 8-Sociology of Food, Culture, and Society (3 units)

**This new course will go for review in the subgroups and then come back to the full committee for final approval based on recommendation by subgroup.**

B) Certificate, First Reading

1) Certificate of Achievement in Business, Front-line Supervisors

**The certificate narrative and supporting documents are in the Degree Review Folder. Business department has worked with their advisory committee to create this certificate. Based on potential action by Academic Senate to remove math and English requirements for Certificates, they have included an Excel class that will provide appropriate quantitative skills for these students and not included MAT 106 or ENG 102 as requirements.**

v. Two Reading Item, Second Reading, Action

A) Proposed recommendation to Academic Senate to remove minimum math and English requirements from Certificates of Achievement.

Currently all Certificates of Achievement (CoA) are required to include a minimum math and English requirement of MAT 106 and ENG 102. We are one of the few community colleges in the system to have minimum math and English requirements for the CoA. AB 705 required colleges to place students with a goal of transfer directly into transfer level math and English. Currently there is pressure from CCCCCO to enroll all students in transfer level math and English regardless of goal. Statements made in CCCCCO sponsored webinars have indicated that students with a goal of Certificate of Achievement might one day decide to transfer, so if a math or English class is required by the CoA, it is better to have them take transfer level courses. Since this would significantly change the focus of the math and English required by our CoAs, and could create a barrier to students who weren't interested in taking transfer level math or English, the committee will consider removing the minimum math and English requirements for the CoA. Individual programs would be free to include math and English requirements as appropriate for the certificate, but it would not be required of all CoAs.

**The committee discussed the impact that this removal would have on the number of units in certificates. There are a few that will go below the 16 unit level. If this policy is passed by the Academic Senate we should identify those certificates so that faculty can determine if there are other appropriate classes to be added. Certificates under 16 units aren't eligible for federal financial aid.**

**Also discussed: CTE students can benefit from removing the barrier of a blanket math and English requirement for all certificates. Discipline faculty can decide if the certificate outcomes (PLOs) require math or English skills and include requirements if appropriate.**

**The Curriculum Committee recommends that the Academic Senate remove the minimum math and English requirements from Certificates of Achievement, MSC.**

vi. Chair Elections Fall 2022 through Spring 2024

A) Self Nominated/Volunteered: Kelly Locke and Violeta Wenger as co-chairs

There were no further nominations from the floor. Kelly and Violeta were elected as co-chairs for 2022-2024 term.

vii. Adjourn to subgroups (next meeting date, May 5, 2022)

A) Subgroup 1: Led by Violeta, with Maria Ceja, Richard Chapman, Jess Green, Norma Cuevas, Joel McKown, Cathryn Wilkinson

Zoom Link: Subgroup 1: <https://cccconfer.zoom.us/j/93915522612>

B) Subgroup 2: Led by Deborah Stephens, with Ruby Garcia, Guy Hanna, Gabriel King, Wendy Lampart, Liz Morales, Mercedes del Real, Seaneen Sullinger, Joel Torres

Zoom Link Subgroup 2: <https://cccconfer.zoom.us/j/91888511373>

C) Subgroup 3: Led by Kelly Locke, with Joy Cowden, Gabriela Lopez, Rhea Mendoza-Lewis or Daniel Perez, Emily Sencion, Ann Wright

Zoom Link Subgroup 3: same as main meeting

<https://cccconfer.zoom.us/j/97080056919>

Courses for each subgroup are listed on [Curriculum Calendar](#) in the [Curriculum Drive](#). The links can also be found in the documents section of the Curriculum agenda webpage.