

HARTNELL COLLEGE
CURRICULUM COMMITTEE

Draft Minutes

4/30/2020, 2:00 PM, Virtual Meeting in Zoom

Link to <https://cccconfer.zoom.us/j/94766837308>

Meeting ID 947-6683-7308

Members

Faculty: Kelly Locke, Chair, Gabriel King, Gabriela Lopez, Ivan Guerrero, Daniel Perez or Rhea Mendoza-Lewis, Mercedes del Real, Norma Cuevas, Hermelinda Rocha-Tabera, Joel Torres, Deborah Stephens, Seaneen Sullinger, Violeta Wenger, Ann Wright

Administrators: Joy Cowden, Debra Kaczmar, Sharon Albert, Maria Ceja

O & A Specialist: Guy Hanna

Support Staff: Herbert Cortez, Ruby Garcia, Jess Green

I. Adopt Agenda

II. Approve Minutes **MSC**

A) 3.5.2020 meeting **Approved MSC**

B) 4.2.2020 meeting **Approved MSC**

III. One Reading Items

A) Grade Only courses: temporary change to allow P/NP for the time period covered by the UC and CSU emergency provisions. (Currently this is Spring 2020 and Summer 2020, but it could be extended by UC and/or CSU to include Fall 2020.)

1) [List of current Grade Only courses](#) with Opt-Out status identified

Approved MSC

Students will have until May 18 to choose the P/NP option. Notification will go out to students early next week and Curriculum and A&R staff will start right away to enable P/NP grade for all courses on the list that have not been identified are remaining "Grade Only."

B) Plan for DE approval (Section 4 of the Emergency Temporary Distance Education Blanket Addendum Request Form)

1) "A plan for obtaining local approval for **all** courses included in the submitted addendum by December 30, 2020. The plan should include, at a minimum, a summary of the local approval process, (including the committees involved) the frequency of intended frequency of the committee meetings needed to complete the plan, and a schedule for the number of courses that will be approved monthly."

- (a) [Chancellor's Office Guidance Memo ES 20-12 of March 21, 2020](#)
- (b) [List of courses requiring DE approval for Summer 2020](#)
- (c) [Draft Plan for Approval](#)

Approval Plan Approved MSC

The committee reviewed the request form, the Guidance memo, and the draft plan. There was discussion of the courses planned for summer and those that might be questionable for DE offerings. Chair has contacted faculty for those classes to provide information about what is required for DE approval and whether those courses can meet the standard for DE approval.

There was discussion about synchronous vs asynchronous DE, the differences between Partially Online (PO)/Hybrid and Online with Flexible In-Person Component (OFI). Regulations allow for the online portions of any of the types of DE to be either synchronous or asynchronous. "... separated by distance and/or time." Any synchronous portion of the course must be listed in the schedule of classes.

Currently classes in the summer schedule list times and days so synchronous instruction would be allowable according to current regulation. College administration has determined that no synchronous DE will be allowed, however. The summer schedule has been set up so that students can enroll in classes with conflicting times. There was no faculty involvement in the District's decision that synchronous DE was not going to be offered. Committee discussed that approval of modality of instruction is a Curriculum Committee role and is based on the DE addendum proposed to committee by the discipline faculty. Courses to be offered in summer and fall 2020 could be offered synchronously if faculty then submitted that form of instruction through the emergency, after-the-fact curriculum approval process outlined in the draft plan for approval.

There was discussion about fall and what the fall schedule will look like. No information has come out yet.

iv. Announcements--None

v. Adjournment (next meeting date, April 16, 2020)