



Academic Senate – Curriculum Committee

Agenda for

Tuesday, October 1, 2024

12:30 pm – 1:50 pm

Rm 269 Cravens Student Services

Zoom Link:

<https://collegeofthedesert-edu.zoom.us/j/86330457342>

Academic Senate Mission Statement: As the official voice of faculty in academic and professional matters at the College of the Desert, the Academic Senate is committed to equity, student learning and student success. The Academic Senate at College of the Desert is committed to:

Lead and advocate proactively for the development of policies, processes, and practices that benefit student success and develop faculty leaders;

Include diverse faculty, perspectives, and experiences that represent our student populations in our decision making;

Empowering faculty to engage the shared governance of College of the Desert in the 10+1 areas and to take-action for continued improvement of teaching, learning, and faculty participation in the areas of:

| |
|---|
| 1. Curriculum includes establishing prerequisites and placing courses within disciplines |
| 2. Degree and certificate requirements |
| 3. Grading policies |
| 4. Educational program development and educational program discontinuance |
| 5. Standards or policies regarding student preparation and success |
| 6. District and college governance structures, as related to faculty roles |
| 7. Faculty roles and involvement in accreditation processes, including self-study and annual reports |
| 8. Policies for faculty professional development activities |
| 9. Processes for program review |
| 10. Processes for institutional planning and budget development |

❖ **Other academic and professional matters as mutually agreed upon between the governing board and the academic senate.**

Committee Members:

John Learned, Chair; Jenne Carey, Arts & Media; Eddie Vaca, Applied Sciences; Lisa Davenport, Adjunct; Gwen Earle, Business; Victoria Curry, Library, DE, Student Support Services; Martha Torres Mendez, Communication & Humanities; Mariana Zepeda, General Counseling; Sharon Vilarino, Health Sciences & Education; Dan Kleinfelter, Math & Computer Science; Alexa Sawa, Science & Engineering; Elizabeth Walker, Social Sciences

Guests and Ex-Officio: Misty Burrue! (Vice President, Instruction), K. Camacho (Student Learning Outcome Coordinator), J. Huntzinger (Articulation Officer), Gissel Abril Sanchez, (Student Representative), R. Brazell and C. Etter (Curriculum & Catalog Specialists)

Recorder: Cheryl Louise Etter

Quorum 6 Majority 7:

Subject to Brown Act: Yes

1. Call to Order/Roll Call

1.1 Public Comments

2. Action Items

2.1 Approval of Agenda

2.2 Approval of Minutes: 9/17/2024

2.3 Consent

2nd Reading: Modified Courses

New Common Course Numbering (CCN) Designators

2.3.1 ENGL – Department: ENGL – English

2.3.2 POLS – Department: SSCI – Social Sciences

2.3.3 PSYC – Department: SSCI – Social Sciences

2.3.4 STAT – Department: MATH – Mathematics

2nd Reading: CCN – Phase 1 Courses

2.3.5 COMM ~~001~~ C1000 ~~Introduction to~~ Public Speaking

2.3.6 ~~ENG-001A: English Composition~~
ENGL C1000: Academic Reading and Writing

2.3.7 ~~ENG-001X: English Composition with Co-Curricular Support~~
ENGL C1000E: Academic Reading and Writing

2.3.8 ~~ENG 003: Argumentative Writing and~~
ENGL C1001: Critical Thinking and Writing

2.3.9 ~~PS 001: Introduction to Government~~
POLS C1000: American Government

2.3.10 ~~PSY 001: General Psychology~~
PSYC C1000: Introduction to Psychology

2.3.11 ~~MATH 014: Statistical Methods~~
STAT C1000: Introduction to Statistics

Effective: Fall 2025. Align courses with [CCN templates](#).

Note: New CCN courses are considered non-substantial changes per [Chancellor's Office memorandum](#) dated 9/6/2024. Existing COCI and Colleague records will retain existing control numbers unless unit changes are made.

2nd Reading: Modified Courses

2.3.12 MATH 001A: Calculus I

Effective: Fall 2025. Title change, add hybrid and online modality, add Prerequisite: MATH 001P or qualifying placement and Advisory Corequisite: MATH 410, update books, course content and methods of instruction and evaluation. (S) (A)(CalGETC)

2nd Reading: New Courses

2.3.13 AIS 071: Microsoft Office Pro

Effective: Fall 2025. Advisory: AIS 005. Not transferable

2.3.14 HS 075: Cultural Competence in Health and Social Sciences*

Effective Term: Fall 2025. Advisory: ENG 001A. Designate CSU and request UC. (A)

2.3.15 MATH 001P: Calculus Preparation

Effective: Fall 2025. Prerequisite: MATH 049 or qualifying placement Requesting COD GE C4b and Cal-GETC GE. Designate CSU and request UC. (A)(CalGETC)

2.3.16 MATH 009S: Business Calculus Support – Credit
Effective: Fall 2025. No prerequisites. Not transferable

2nd Reading: New Noncredit Courses

2.3.17 CIS 312: Cybersecurity Beginner
Effective: Fall 2025. Prerequisite: CIS 311

2.3.18 CIS 313: Junior Penetration Tester
Effective: Fall 2025. Prerequisite: CIS 312

2.3.19 CIS 314: Red Team Operator
Effective: Fall 2025. Prerequisite: CIS 313

2.3.20 CIS 315: Blue Team Operator
Effective: Fall 2025. Prerequisite: CIS 314

2.3.21 DSPS 305: Career Development for Students with Disabilities

2.3.22 DSPS 306: Career ~~Development~~ Exploration for Students with Disabilities

2.3.23 DSPS 307: Career ~~Development~~ Preparation for Students with Disabilities

2.3.24 DSPS 308: Career ~~Development~~ Success for Students with Disabilities

Effective: Fall 2025. No Requisites

2nd Reading: Deactivate Course

2.3.25 CIS 086: Visual Basic Programming
Effective Term: Fall 2025. Rationale/deactivation: Other courses in the curriculum support programming skills. Final catalog: 2024-25

2nd Reading: Deactivate Program

2.3.26 Mathematics AS Degree

Effective: Fall 2025. Deactivation Rationale: The existing Mathematics AS-T serves student needs. Final catalog: 2024-25.

2.4 Pulled from Consent

2.5 **1st Reading:** Nursing Designators

2.5.1 NRN – Department: HSN - Nursing and Health Science

2.5.2 NVN – Department: HSN - Nursing and Health Science

2.5.3 CNA – Department: HSN - Nursing and Health Science

1st Reading: Modified Courses

2.5.4 BI 004: Elements of Biology

Effective: Fall 2025. Adding 100% online modality, update textbooks, and methods of instruction and evaluation. (A)(Cal-GETC)

2.5.5 COMM 017: Intercultural Communication

Effective: Fall 2025. Update catalog description, textbooks, course content and objectives, methods of instruction and evaluation and in and out of class assignments. Submit for Cal-GETC GE. (A)(Cal-GETC)

2.5.6 CSFM 084A: Instructor 1: Instructor Methodology

Effective: Fall 2024. Add 100% online modality, update textbook, methods of instruction and evaluation and out of class assignments.

2.5.7 DSPS 041: Information Management Strategies

Effective: Fall 2025. Add 100% online and hybrid modality, add OER book, update course objectives, SLOs, methods of instruction and evaluation and out of class assignments. Allow Audit from: ~~Yes~~ to: No.

2.5.8 DSPS 043: Alternative Learning Strategies

Effective: Fall 2025. Add 100% online and hybrid modality, add OER book, update lab content, course objectives, SLOs, methods of instruction and evaluation and out of class assignments.

Allow Audit from: ~~Yes~~ to: No.

2.5.9 J 003A: News Reporting & Writing

Effective: Fall 2025. Change Prerequisite to Advisory: ENG 001A, and update textbook. (S) (A)

2.5.10 KINE 018: Yoga Teacher Training Essentials

Effective: Fall 2026. Update textbooks, course, lab content, objectives, and out of class assignments. (A)

2.5.11 KINE 019: Yoga Teacher Training Progressive

Effective: Fall 2026. Update textbook, course and lab content, objectives, methods of instruction and evaluation, and in and out of class assignments. (A)

2.5.12 SPAN 001: Elementary Spanish I

Effective: Fall 2025. Add face-to-face and hybrid modality, textbook updates, course content, methods of instruction and evaluation. (A)(Cal-GETC)

2.5.13 SPAN 002: Elementary Spanish II

Effective: Fall 2025. Update textbooks and course content. (A)(Cal-GETC)

2.5.14 SPAN 003: Intermediate Spanish I

Effective: Fall 2025. Update textbooks and course content. (A)(Cal-GETC)

2.5.15 VN 010: Vocational Nursing I

Effective: Fall 2025. Remove Prerequisite: ENG 061 and add Advisory: ENG 001A and limitation on enrollment: Acceptance to the Vocational Nursing program, class size change from: ~~36~~ to: 35, update textbooks,

course content and objectives, SLOs, methods of instruction and evaluation. Allow Audit from: ~~No~~ to: Yes. (S)

2.5.16 VN 010L: Vocational Nursing I Lab

Effective: Fall 2025. Add Prerequisite: PSY 001 and limitation on enrollment: Acceptance to the Vocational Nursing program, change class size from: ~~40~~ to: 10, course material fee from: ~~\$50-90~~ to: \$125-150 for the Lab Skills kit. Update catalog description, textbooks, SLOs, methods of instruction and evaluation. (S)

2.5.17 VN 020: Vocational Nursing II

Effective: Fall 2025. Add limitation on enrollment: Acceptance to the Vocational Nursing program, change class size from: ~~20~~ to: 35, update catalog and schedule description, textbooks, course content and objectives, SLOs, methods of instruction and evaluation and out of class assignments. (S)

2.5.18 VN 020L: Vocational Nursing II Lab

Effective: Fall 2025. Add limitation on enrollment: Acceptance to the Vocational Nursing program, update catalog and schedule description, textbooks, course and lab content, SLOs, methods of instruction and evaluation. (S)

2.5.19 VN 030: Vocational Nursing III

Effective: Fall 2025. Unit change from: ~~5~~ to: 4. Add limitation on enrollment: Acceptance to the Vocational Nursing program, class size change from: ~~20~~ to: 35, update catalog and schedule description, textbooks, course content and objectives, SLOs, methods of instruction and evaluation and out of class assignments. (S)

2.5.20 VN 030L: Vocational Nursing III Lab

Effective: Fall 2025. Unit change from: ~~4~~ to: 3.5. Add limitation on enrollment: Acceptance to the Vocational Nursing program, class size change from: ~~30~~ to: 10, update catalog and schedule description, textbooks, lab content, SLOs, methods of instruction and evaluation and out of class assignments. (S)

1st Reading: New Courses

2.5.21 DSPS 021: Wellness and Stress Management

[Effective: Fall 2025](#). No prerequisites. Not program applicable.

1st Reading: Deactivate Course

2.5.22 DSPS 301: Specialized Learning Skills Development

[Effective: Spring 2025](#). Rationale for deactivation: Learning disability assessment re-testing for adults is no longer needed. As a result, this course does not need to be offered. Final catalog year: 2024-25.

Other Action Items

2.6 Approve new Gainful Employment SOC codes for all Active Certificates

2 Information/Discussion Items

2.1 [Faculty Role in the Approval Process](#)

2.2 [Course Outlines of Record – Commonly Missed or Incomplete Items Checklist](#)

2.3 Form Automation and New Process

- [New Faculty CIM Access Request Form and Process](#)

All three forms are located on the Curriculum Portal.

2.4 Common Course Numbering – September Webinar | Noon-1pm

- 9/04 [Overview of CCN](#) and confirmation of course code and subject
- 9/11 [Template and COCI submissions](#)
- 9/18 [Funding and Reporting](#)
- 9/25 Student-Facing Communications

Funding, Reporting and Allowable Expenses

Allocation to Colleges

- \$ 913,043 to 115 colleges
- Disbursed through Apportionment
- Required reports
 - Standard MIS term data
 - Annual Survey due
 - June 1, 2025
 - June 1, 2026
 - June 1, 2027

[Link to Compendium information](#)



Allowable Expenditures

- *Aligning existing course curricula to a common course numbering system*
- *Updating course catalogs and other digital course registries*
- *Supporting faculty costs associated with course differentiation and curriculum approval*
- *Campus communication efforts to inform students of revised course numbers and curricula*
- *Other*

Other Activities

- Supporting classified staff
- Augmenting staff (counseling, tech support, data entry/validation)
- Technical additions, modifications, and/or updates
- Collaborating and coordinating campus implementation teams
- Other



CCN Approval Timeline

- These CCN courses will go to Board of Trustees for review on November 17th
- Courses must be locally and state approved by December 1st
- At the end of the CCN catalog and schedule description the former title of the course will be listed as a reference (i.e. formerly ENG 001A).

New CCN for 6 courses

| Subject | Number | Title | Department | Formerly |
|---------|--------|----------------------------------|------------------------------|----------|
| COMM | C1000 | Public Speaking | COMM – Communication Studies | COMM 001 |
| ENGL | C1000 | Academic Reading and Writing | ENGL – English | ENG 001A |
| ENGL | C1000E | Academic Reading and Writing | ENGL – English | ENG 001X |
| ENGL | C1001 | Critical Thinking and Writing | ENGL - English | ENG 003 |
| POLS | C1000 | American Government and Politics | PS – Political Science | PS 001 |
| PSYC | C1000 | Introduction to Psychology | PSY - Psychology | PSY 001 |
| STAT | C1000 | Introduction to Statistics | MATH - Mathematics | MATH 014 |

- [CCN Report](#) impacts course requisites and programs listed below. Review for further details about related courses and programs.
- CCN Impact on AD-Ts

| | CCN Impact | AD-Ts | Programs |
|---|--------------|-----------|---|
| 1 | COMM 001 | 2 | Communication 2.0; Elementary Teacher Education |
| 2 | ENG 001A | 1 | Elementary Teacher Education |
| 2 | ENG 001X | 1? | Elementary Teacher Education? |
| 3 | ENG 003 | 0 | None |
| 4 | MATH 014 | 16 | Administration of Justice; Agriculture Plant Science; Anthropology; Business Administration 2.0; Child and Adolescent Development; Economics; Environmental Science; Hospitality Management; Journalism; Kinesiology; Nutrition and Dietetics, Political Science; Psychology; Public Health Science; Social Justice Studies and Sociology |
| 5 | PS 001 | 3 | Elementary Teacher Education; Journalism; Political Science |
| 6 | PSY 001 | 6 | Administration of Justice; Child and Adolescent Development; Communication Studies 2.0; Nutrition and Dietetics; Psychology; Public Health and Science; and Sociology |
| | Total | 26 | |

CCN 6 Courses – Impact on Course Requisites and Programs

| SCHOOL | COD Course s | C-ID | Title | Course Requisite s | Program s |
|--------|--------------|----------|--|--------------------|--------------|
| COMM | COMM 001 | COMM 110 | Introduction to Public Speaking | 1 | 7 |
| COMM | ENG 001A | ENGL 100 | English Composition | 112 | 14 |
| COMM | ENG 001X* | ENGL 100 | English Composition with Co-Curricular Support | See 112 above | See 14 above |
| COMM | ENG 003 | ENGL 105 | Argumentative Writing and Critical Thinking | 0 | 0 |
| MATH | MATH 014 | MATH 110 | Statistical Methods | 1 | 30 |
| SSAR | PS 001 | POLS 110 | Introduction to Government | 8 | 10 |
| SSAR | PSY 001 | PSY 110 | General Psychology | 4 | 24 |
| | Total | | | 126 | 102 |

* ENG 001X has been equated to ENG 001A, it will need to be added to the requisites noted for ENG 001A.

- **CCN Phase 2 – Course Template**
[Faculty Survey \(BIO, CHEM, MATH and AST – Due October 20th\)](#)

CCN Phase 2 Workgroup

Faculty Convenings

To ensure faculty input, we are hosting three virtual CCN faculty events to address 23 courses across 12 disciplines and have invited Academic Senate Presidents at all California Community Colleges to nominate up to two faculty members per discipline to participate in CCN Faculty Workgroups (CCNFWs) during the following multi-day convenings. Please note that while we value all nominations, not all nominated faculty may be selected for the final composition of the 12-member workgroups. In addition, the ASCCC has invited our intersegmental partners to appoint faculty to participate in these convenings as intersegmental partner collaboration related to CCN discussions supports the groundwork for successful implementation.

Fall 2024 Phase II Faculty Convening Information

| | Time | Disciplines (Number of Courses) | Faculty Nomination Cutoffs |
|-----------------------------|------------------|--|------------------------------------|
| <u>Oct 28, 29, & 30</u> | <u>1pm - 4pm</u> | History (2 courses) English (2 courses) Economics (2 courses) Art History (2 courses) | <u>October 9th</u> |

Nov 18, 19, 20, & 21 1pm - 4pm

Biology (3 courses)
Chemistry (3 courses)
Math (4 courses)
Astronomy (1 course)

October 28th

Dec 2, 3, & 4 1pm - 4pm

Anthropology (1 course)
Communication Studies (1 course)
Sociology (1 course)
Child Development (1 course)

November 12th

Timeline for Phase II and III

| CCN Timeline | | | | |
|--------------|----------------------------|---|-------------------------|------------------------------------|
| CCN Phases | Proposed Number of Courses | Intersegmental, Discipline Faculty CCN Template Development | | CCN Student-Facing at the Colleges |
| | | Faculty complete CCN Templates | Number of CCN Templates | Timeline |
| Phase I | 6 | Completed | 14 templates | Fall 2025 |
| Phase II | 25 | Dec. 2024/ Jan 2025 | | Fall 2026 |
| Phase III | 50 | May/June 2025 | | Fall 2027 |

2.1 CCN Phase 2

Chancellor's Office memorandum dated 9/6/2024 lists this announcement and courses:

The CCN Council and Developmental Workgroup have selected the Phase II courses. While all the process specifics have not been finalized, the ASCCC and the CCN Workgroup are evaluating what worked well during Phase I to inform the Phase II process. Here is the list of proposed Phase II courses.

1. Introduction to Sociology
2. United States History to 1877
3. United States History from 1865
4. Introduction to Literature
5. Principles of Macroeconomics

6. Introduction to Biological Anthropology (with lab)
7. Principles of Microeconomics
8. Interpersonal Communication

9. Human Anatomy with Lab
10. Child Growth and Development
11. Introduction to Chemistry
12. Chemistry sequence:
 - a. General Chemistry for Science Majors Sequence A (one-year sequence and includes two courses), OR

 - b. General Chemistry for Science Majors I, with Lab (first semester course of the one-year sequence)

13. Argumentative Writing and Critical Thinking Through Literature

14. Art History
 - a. Survey of Western Art for Prehistory through the Middle Ages, OR
 - b. Survey of Western Art from Renaissance to Contemporary

15. Calculus sequences:
 - a. Single Variable Calculus I Early Transcendentals
 - b. Single Variable Calculus I Late Transcendentals
 - c. Single Variable Calculus II Early Transcendentals
 - d. Single Variable Calculus II Late Transcendentals

16. General survey Biology course with lab (no C-ID)

17. Astronomy with lab (no-C-ID)

3 Standing Items

3.1 Course - Program Applicable Status

"Program Applicable" status means that a course will be included in an existing or new degree or certificate program. If there isn't a current program or certificate, do not mark the course as "Program Applicable." New courses must be submitted to the curriculum workflow alongside any modifications to existing programs or new program proposals. Note: Faculty must include new courses as placeholders in their programs before submitting them to the workflow with the new course(s).

3.2 [2024-25 Curriculum Timeline & Priority Submission dates](#)

3.3 2024-25 Semester Curriculum Office Hours – Open Sessions

Timeline: September 4, 2024 to April 24, 2025

Curriculum support will be provided to faculty via office hours to aid them in updating courses and programs for new CalGETC standard, Common Course Numbering (CCN), the local COD GE changes, new Gainful Employment regulations and regular curriculum submissions. Attend this workshop in-person or online via Zoom for assistance.

Check the [Curriculum Portal Calendar](#) for dates, times and meeting locations. Zoom links are also listed.

2.5 Cal-GETC Implementation

Courses (reminder)

- Communication Studies courses (COMM 001, COM 005, COMM 013, COMM 021 and COMM 025) will be submitted for GE approval in December.
- December is the standard time frame for submission with approval expected in mid to late May each year.

Programs

- [CalGETC Implementation Guidelines](#)
- Programs Impacted by Cal-GETC

AD-Ts

| Schools | Total Programs |
|---------|----------------|
| ASBU | 4 |
| COMM | 3 |
| COUN | 0 |
| HSED | 6 |
| MASC | 7 |
| SSAR | 14 |
| Total | 34 |

AA and AS - Transfer Prep

| Schools | Total Programs |
|---------|----------------|
| ASBU | 7 |
| COUN | 4 |
| HSED | 2 |
| MASC | 2 |
| SSAR | 6 |
| Total | 21 |

Total: 55 programs. Does not include CTE programs.

- [AD-T and AA-AS degree list](#)
- CIM Cal-GETC GE fields will be added by late November. GE requests for the COMM courses will be tracked in a shared spreadsheet until they are approved.
- Programs with Cal-GETC language change only that do not need other updates:
 - List “Changing CalGETC language only” in the Program Rationale
 - In the CIM program and Narrative Word document change the IGETC language to Cal-GETC
- Programs that require the Cal-GETC language and other updates:
 - List “Changing CalGETC language only” in the Program Rationale
 - In the CIM program and Narrative Word document change the IGETC language to Cal-GETC
 - Add Phase 1 CCN courses to Program Requirements where applicable
 - Check [Course Impact Report](#) to see if any courses and programs need to be updated. Reviewing this report regularly and making course requisite and program updates helps ensure accuracy in the Catalog.
 - Make any other changes if needed, then submit to workflow
- **All program changes are due by March 1st**

Curriculum Team needs time to review and submit complete and accurate documentation to the Chancellor's Office

Cal-GETC Program Implementation Certification form is due May 30, 2025 to Chancellor's Office (link memo and form here)

3.4 The Chancellor's Office – COCI Database Week Long Closure Maintenance Periods impact the curriculum approval and implementation timeline:

Closure Weeks:

- October 28th – November 3rd
- January 8th – 14th
- March 25th – 31st

3.5 Chancellor's Office Approval Time Frame:

- Two staff members are reviewing programs for the 115 Community Colleges.
- The Chancellor's Office approval timeline has increased from 60 days to 90 to 100 or more days due to limited staff.
- For programs that are submitted and returned for revisions the approval window of 90 to 100 or more days starts over.
- As a result of the COCI maintenance closure and approval time frame, programs may not be approved by a desired effective term. Faculty need to monitor their email from the Curriculum Team (Chair, Articulation Officer and Curriculum Specialists) and prepare to make program revisions on a short timeline as needed.

4 Good of the Order

5 Future Agenda Topics

6 Adjournment

Next Meeting

Tuesday, October 15, 2024 | Time: 12:30 pm – 1:50 pm