



Curriculum Committee

April 20, 2017

12:30pm

Berger Faculty Innovation Center

Members (13): D. Greene (Chair); S. Cooper (General Counseling), M.E. Diaz (Comm & Humanities), C. Doussett (Kinesiology/ECE), J. Fernald (Library & Learning Resources), S. Gaete (Nursing & Health Sciences), M. Gladych (Adjunct), D. Kleinfelter (Math & Computer Science), A. Sawa (Science), M. Smith (Social Sciences), L. Soccio (Arts & Media), A. Uhlhorn (Student Services/Special Programs), S. Ventura (Business & Applied Technology)

Ex-Officio (non-voting): M. Jasso (Articulation Officer), P. Ralston (VP Student Learning), S. Relerford (Student Representative)

Staff: J. Magbuhat (Curriculum & Catalog Specialist), E. Robertson (Curriculum & Catalog Specialist), C. Contopoulos (Recorder)

1. Call to Order and Presence of a Quorum

2. Public Comments

3. Action Items

3.1 Approval of Agenda

3.2 Approval of April 4, 2017 Minutes

3.3 Consent Agenda

3.3.1 COURSE MODIFICATION

Periodic review: *Updated textbook, catalog/schedule descriptions, content, objectives, SLOs, assignments, class size, methods of evaluation.*

- | | |
|-------------|---|
| 1) ANTH-002 | Cultural Anthropology |
| 2) ANTH-003 | Archaeology, Introduction to Prehistory |
| 3) BUMA-010 | Introduction To Business |
| 4) CART-003 | Principles of Cooking |
| 5) CART-011 | Menu Planning |
| 6) CART-034 | Intermediate Baking |
| 7) HS-083B | Advanced Phlebotomy |
| 8) HSAD-022 | Case Management |
| 9) HSAD-030 | Individual, Group and Family Counseling |

Textbook update

- | | |
|--------------|--|
| 10) ABE-326A | U.S. History I |
| 11) ABE-326B | U.S. History II |
| 12) ABE-328A | Practical American Government: U.S. Gov |
| 13) ABE-328B | Practical American Government: Economics |
| 14) ABE-332A | World History I |
| 15) ABE-332B | World History II |
| 16) ABE-335A | World Geography I |
| 17) ABE-335B | World Geography II |

- 18) ABE-391A Health Issues I
- 19) ABE-391B Health Issues II

MIS codes review: Updated TOP Codes and SAM Codes.

- 20) ART-12C Art Of The Ancient Americas (TOP Code)
- 21) ART-026 Gallery Display Management (TOP & SAM Codes)

3.3.2 COURSE DEACTIVATION

- 1) DRA-009 Autocad Level II: Adv Drawing Techniques

3.4 Course Modifications

Reduced class size from 32 to 28. Astronomy lab requires a lot of interaction with students, active learning, explaining concepts, working with students one on one and answering their questions. Therefore, having a maximum class size of 28 students is manageable without interrupting the classroom or having the students to wait for a while in order get help when they get stuck which is definitely going to be reflected on their performance and success rate.

- 1) A-001L Descriptive Astronomy Lab

The maximum class size for A 002 descriptive astronomy was mistakenly set to 45 students. Since A 002 descriptive astronomy is accompanied with a lab so obviously we are not going to have 45 students as a lab cap. In order to fix this mistake, I propose to reduce A 002 descriptive astronomy class size from 45 students to 28 students.

- 2) A-002 Descriptive Astronomy

The maximum class size for A 003 planetary astronomy was mistakenly set to 40 students. Since A 003 planetary astronomy is accompanied with a lab so obviously we are not going to have 40 students as a lab cap. In order to fix this mistake, I propose to reduce A 003 planetary astronomy class maximum size from 40 students to 28 students.

- 3) A-003 Planetary Astronomy

3.5 New Courses

- 1) KINE-018 Yoga Teacher Training Essentials (see certificate 3.6.1 below)
- 2) KINE-019 Yoga Teacher Training Progressive Methodologies (see certificate 3.6.1 below)
- 3) KINE-092 Yoga for Dancers (see certificate 3.6.1 below)
- 4) KINE-098A Yoga I-Fundamentals of Yoga (see certificate 3.6.1 below)
- 5) KINE-098B Yoga II-Beginning Yoga (see certificate 3.6.1 below)
- 6) KINE-098C Yoga III-Intermediate Yoga (see certificate 3.6.1 below)
- 7) KINE-098D Yoga IV- Advanced Yoga (see certificate 3.6.1 below)

3.6 New Programs

3.6.1 YOGA TEACHER TRAINING CERTIFICATE OF PROFICIENCY

KINE-018	Yoga Teacher Training Essentials	3
KINE-019	Yoga Teacher Training Progressive Methodologies	3
KINE-098A	Yoga I-Fundamentals of Yoga	1
or		
KINE-098B	Yoga II-Beginning Yoga.....	1
or		
KINE-098C	Yoga III-Intermediate Yoga	1
or		
KINE-098D	Yoga IV- Advanced Yoga	1
or		
KINE-092	Yoga for Dancers	1
or		
KINE-099	Power Yoga	1
TOTAL UNITS.....		7

3.8 Approval of Curriculum Charter for the CPC Handbook

3.9 Second Reading: Update to DE Form

3.10 First Reading: Revised Resolution on Class Size Maximums

4. Information/Discussion

4.1 Program Development Process and Criteria Draft

4.2 Textbooks Subcommittee

4.3 Courses Due for Review

4.4 Attending the Curriculum Institute

5. Good of the Order

6. Adjournment — (Next Meeting: Tuesday, May 2 – 12:30 Berger Faculty Innovation Center)

Draft Resolution on Course Size Maximums

Whereas, the ASCCC whitepaper, Setting Course Enrollment Maximums: Process, Roles, and Principles, (2012) states “processes for determining course enrollment maximums should include significant input from faculty in the discipline... and any recommendations made by discipline faculty must move forward through established college structures, allowing for appropriate input from administrators and bargaining units and approval by the curriculum committee and oversight by the academic senate.” And

Whereas, at College of the Desert the process for setting and determining course size maximum enrollments has not been clearly defined. And

Whereas, curriculum committees must ensure that discipline faculty have appropriately considered all relevant factors in establishing the class enrollment maximums.

Whereas, “decisions on the setting of class enrollments maximums should, whenever possible, be supported by current and reliable data, both locally produced and from external statewide and national organizations”. (ASCCC, 2012)

Therefore, the process for determining course size maximums shall be as follows:

Effective Fall of 2017 ~~all faculty shall use a starting point of 50 as a course size maximum, for all new and modified courses.~~ **when establishing new courses or changing existing course size maximums, faculty shall use a discipline/course specific starting point (established in consultation with discipline faculty and deans).**

- Faculty members will review the following factors in determining a different course size:

-methods of course delivery

-methods of evaluation

-Local data on student success and student learning outcomes

-Recommendations from discipline specific organizations such as; National Council of Teachers of English, American Mathematics Association of Two Year Colleges.

-Special population classes such as basic skills or honors classes.

-Other pedagogical concerns such as Lab work.

To aid in this process a course size maximum calculator shall be available on the portal for faculty to use ~~as an additional step to justify a smaller course size.~~ **as a tool.**

- Once faculty have determined a reasonable course size maximum in consultation with the area dean. This course size will be listed on the COR and will be reviewed through the curriculum committee process that is followed for all Course Outline of Record elements.
- Faculty will include their rationale for the class size in the proposal to the curriculum committee so that the curriculum committee can review the data upon which the recommendations of the discipline faculty are based to ensure that the data are appropriate and have been given proper consideration.

Curriculum Charter for the CPC Handbook

Name: Curriculum Committee

Mandate: AB 1725

Role:

- Maintain the integrity and the quality of district curriculum
- Secure curriculum consistency and balance
- Ensure transferability of courses where appropriate
- Play a progressive and proactive role in curriculum development
- Promote critical thinking
- Encourage a multicultural and global approach to education
- Respond to the educational needs of the community

Products:

- Approved course outlines per agreement with Chancellor's office
- Approved stand-alone courses per agreement with Chancellor's office
- Approved prerequisites
- Approved general education course status
- Approved transfer requests- subject to articulation agreements
- Approved degree and certificate programs- new and modified- subject to Chancellor's office approval.
- ~~Approved program reviews~~
- ~~Approved course and program student learning outcomes~~
- Curriculum handbook
- ~~Program review procedures~~
- General education philosophy
- Prerequisite verification
- Prerequisite philosophy

Meeting Schedule: Twice monthly September – May

Reporting Relationship: Academic Senate; **Vice President of Student Learning**

Chair: Elected full-time faculty member

Membership:

Vice President of Student Learning or Designee (**ex-officio**)

One representative from each academic unit

One representative from adjunct faculty

Two Curriculum Specialists (**ex-officio**)

One Articulation Officer (**ex-officio**)

One Student Representative (ex-officio)

Subcommittee: Curriculum Technical Review Committee

Chair: Curriculum Chair or appointee

Membership: No less than five full time and/or adjunct faculty shall be appointed in the fall and ratified by the Senate.