

REDWOODS COMMUNITY COLLEGE DISTRICT
Minutes of the Meeting of the Curriculum Committee

Eureka: 7351 Tompkins Hill Road, SSA 202
Del Norte: 883 W. Washington Boulevard, Office E7

Meeting Date: September 9, 2016

Members Present: Angelina Hill, George Potamianos, Michelle Haggerty, Sean Herrera-Thomas, Barbara Jaffari, Erik Kramer, Ruth Rhodes, Gary Sokolow, Juana Esty, Jennifer Burlison, Courtney Loder.

Members Absent:

1. Call to Order: Curriculum Committee Chair, George Potamianos, called the meeting to order at 1:02 pm.

2. Introductions & Public Comment

None.

3. Chair's Comments

George Potamianos clarified changes to committee membership: Harry Pyke (Instruction & Student Development) has retired, and the area he represented has been merged into the new Health & Service Areas Division, currently represented by Gary Sokolow.

Juana Esty asked if there would continue to be a Counselor on the committee. Currently, the only Counselor on the committee is Jennifer Burlison (Articulation Officer-in-training). A second Counselor, Shemya Vaughn, will join the committee in Fall 2017 as co-Articulation Officer.

Michelle Haggerty raised the question of whether the newly enlarged Health & Service Areas division should have a second representative, as MSBSS currently has. Brief consultation of the committee bylaws revealed no apparent barrier to doing this; the question remains open.

4. Approval of the Minutes: Gary Sokolow moved to approve the minutes of the May 13, 2016 meeting, seconded by Ruth Rhodes. There being no objections, the minutes were approved as written.

5. Action Items

5.1 Dual Enrollment (Eureka HS): CT-21A Survey of Wood Technology – Bert Hafar

Gary Sokolow [M], Michelle Haggerty [2nd]. Following discussion, the motion to approve was passed by the following roll call vote:

<i>Haggerty</i>	<i>Herrera-Thomas</i>	<i>Jaffari</i>	<i>Kramer</i>	<i>Rhodes</i>	<i>Sokolow</i>
Y	Y	Y	-	Y	Y

Discussion: Gary Sokolow clarified that the 8 month course length specified on the proposal was equivalent to one semester of the same course taught on the CR campus. Bert Hafar confirmed that this is correct--the course will have the same number of instructional hours, but spread over a longer time.

5.2 Course Revision: MT-13 Advanced Manufacturing Processes – Nick Shull

Gary Sokolow [M], Sean Herrera-Thomas [2nd]. Following discussion, the motion to approve was passed by the following roll call vote:

<i>Haggerty</i>	<i>Herrera-Thomas</i>	<i>Jaffari</i>	<i>Kramer</i>	<i>Rhodes</i>	<i>Sokolow</i>
Y	Y	Y	-	Y	Y

Discussion:

Gary Sokolow [M], Michelle Haggerty [2nd]. Following discussion, the motion to approve the **prerequisite** was passed by the following roll call vote:

<i>Haggerty</i>	<i>Herrera-Thomas</i>	<i>Jaffari</i>	<i>Kramer</i>	<i>Rhodes</i>	<i>Sokolow</i>
Y	Y	Y	-	Y	Y

Discussion:

5.3 Course Revision: CT-95 Intermediate Carpentry I – Paul Kinsey

Gary Sokolow [M], Erik Kramer [2nd]. Following discussion, the motion to approve was passed by the following roll call vote:

<i>Haggerty</i>	<i>Herrera-Thomas</i>	<i>Jaffari</i>	<i>Kramer</i>	<i>Rhodes</i>	<i>Sokolow</i>
Y	Y	Y	Y	Y	Y

Discussion: Barbara Jaffari commented that the first sentence of the catalog description is vague. After discussion of possible alternatives, it was decided by consensus to keep the description as written.

Sean Herrera-Thomas [M], Michelle Haggerty [2nd]. Following discussion, the motion to approve the **prerequisite** was passed by the following roll call vote:

<i>Haggerty</i>	<i>Herrera-Thomas</i>	<i>Jaffari</i>	<i>Kramer</i>	<i>Rhodes</i>	<i>Sokolow</i>
Y	Y	Y	Y	Y	Y

Discussion:

5.4 Course Revision: CT-96 Intermediate Carpentry II – Paul Kinsey

Gary Sokolow [M], Sean Herrera-Thomas [2nd]. Following discussion, the motion to approve was passed by the following roll call vote:

<i>Haggerty</i>	<i>Herrera-Thomas</i>	<i>Jaffari</i>	<i>Kramer</i>	<i>Rhodes</i>	<i>Sokolow</i>
Y	Y	Y	Y	Y	Y

Discussion:

Gary Sokolow [M], Sean Herrera-Thomas [2nd]. Following discussion, the motion to approve the **prerequisite** was passed by the following roll call vote:

<i>Haggerty</i>	<i>Herrera-Thomas</i>	<i>Jaffari</i>	<i>Kramer</i>	<i>Rhodes</i>	<i>Sokolow</i>
Y	Y	Y	Y	Y	Y

Discussion:

5.5 NEW Course: AJ-201 Basic Chemical Agents – Ron Waters

Gary Sokolow [M], Michelle Haggerty [2nd]. Following discussion, the motion to **table** was passed by the following roll call vote:

<i>Haggerty</i>	<i>Herrera-Thomas</i>	<i>Jaffari</i>	<i>Kramer</i>	<i>Rhodes</i>	<i>Sokolow</i>
Y	Y	Y	Y	Y	Y

Discussion: Tabled at request of the author, pending further consultation with the Public Safety administrator at the Chancellor's Office.

6. Discussion

6.1 Revised Course Outline of Record Form

Courtney Loder presented a major update to the Course Outline of Record (COR) form for feedback from the committee. After approval at a future meeting, this form will be made available in a pilot/beta release for at least one semester, allowing curriculum authors to choose between the old and new form for a short period while the new version is updated in response to needs identified by voluntary users.

Questions and comments from the committee clarified the following points:

Why PDF?

- Forms in Word have unpredictable compatibility with OS X (Apple operating system), and a significant subset of people working with these forms use OS X. You shouldn't have to break the form in order to use it.
- Chancellor's Office reviewers prefer PDF; CORs are already converted to this format before submitting for approval.
- Spellcheck works in PDF form fields.
- PDF forms have more robust options for field types (multi-select, validation of character limits, etc.) that support the complexity of the information we collect better than Word form fields can (e.g., hovering over fields in the new COR displays text explaining whether changing that item is a Local Catalog Change or CO Substantial Change, etc.).
- The Curriculum Coordinator is able to easily export form data into spreadsheets and/or databases, which will support more robust tracking information and timely updates.

Why have the order of items and formatting changed?

Short answer: Improved user experience.

More detail:

Reordered Items/Questions

The new COR groups all information under 6 headings: Basic Course Info, Submission & Approval Info, Course Content, Catalog & Reporting Elements, GE Proposals (CR, CSU & IGETC), and Transferability.

There are many different constituencies who use this form; Courtney has attempted to group items in such a way as to make the form easier to read and reference quickly for everyone, but especially for those who spend the most time working with CORs.

Some examples:

- Submission & Approval Info have moved to the front page, which eliminates the need to flip/scroll to the end of the document to see or update approval status, effective term, etc.
- Course Content (CLOs, Objectives, Concepts, Themes & Issues, Skills, Methods of Instruction, Learning Activities, Assessment Tasks and Readings) is grouped together over two facing pages to make it easier for instructors to find the information they need quickly, and arranged in text blocks to make more efficient use of the space on the page.
- Catalog & Reporting Info are scattered throughout the old COR. The new COR collects all this information on one page, which will help to streamline Technical Review and submission to the Chancellor's Office.
- GE Proposals (including CSU/IGETC) & Transferability are grouped next to each other to make it easier for the Articulation Officer to reference the information she needs.

Formatting Changes

There are lots of changes to visual layout in the new COR. The vast majority of these changes serve to improve usability, but a few are based on Courtney's preference.

An example:

- Font size of field labels is smaller to emphasize the content and use page space more efficiently. Anecdotal data tells me that most faculty interact with CORs on a screen vs. on paper, where the zoom can be adjusted as needed until the text is a comfortable size for reading. The sizing relative to and placement above the content are supported by current usability research (Bargas-Avila et al., 2010; Seckler et al., 2014).

How does the new COR form work?

- The process for submission and review is not changing. All the same submission timelines are still in place; the form is the only thing to change.
- The new form has been tested extensively, on both Windows and OS X. Courtney has copied content from dozens of existing CORs representing a wide variety of disciplines, GE and transferability use cases, etc. into the new COR.
 - It's important to note that all the testing in the world won't catch everything. If you notice anything that seems wonky, please let Courtney know so she can fix it!
- The COR form is a hybrid.
 - For those entering content, it leverages the benefits of web form functionality: drop downs menus, conditional logic, dynamic display of some items based on entries in other fields, etc.
 - For the Curriculum Coordinator, this form can function as a record in a database.

- For the approval pipeline and archival purposes, this form functions as a static document

REFERENCES

Bargas-Avila, J. A, Brenzikofer, O., Roth, S., Tuch, A. N., Orsini, S., & Opwis, K. (2010). Simple but Crucial User Interfaces in the World Wide Web: Introducing 20 Guidelines for Usable Web Form Design. In: R. Matrai (Ed.), User Interfaces, 1--10. InTech.

Mirjam Seckler, Silvia Heinz, Javier A. Bargas-Avila, Klaus Opwis, and Alexandre N. Tuch. 2014. Designing usable web forms: empirical evaluation of web form improvement guidelines. In Proceedings of the SIGCHI Conference on Human Factors in Computing Systems (CHI '14). ACM, New York, NY, USA, 1275-1284. DOI=<http://dx.doi.org/10.1145/2556288.2557265>

6.2 Reviewing Noncredit Curriculum

A series of recent noncredit curriculum proposals have been challenged by Chancellor's Office reviewers, as not meeting the legislative intent of the noncredit category they were assigned. Courtney Loder presented a quick refresher to the different categories of courses that can be approved as noncredit (found on pp. 95-102 of the [PCAH 5th Edition](#)), along with a reminder to consider the appropriateness of noncredit category assignments in future proposals.

7. Announcements and Open Forum

None.

8. Adjournment: On motion by Erik Kramer, seconded by Michelle Haggerty, the meeting was adjourned at 2:06 p.m.

Next Meeting: September 23, 2016