

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, Main Counseling Office

Meeting Date: January 26, 2018 1:00-3:00pm

Members Present: Angelina Hill (Ex-Officio), Sean Thomas, Steve Brown, Jennifer Burlison, Marla Gleave, Michelle Haggerty, Justine Shaw, Gary Sokolow.

Members Absent: Dave Bazard (Ex-Officio), Nicole Bryant Lescher, Kelly Carbone, Michelle Haggerty

1. Call to Order: Curriculum Committee Chair, Sean Thomas, called the meeting to order at 1:04 p.m.

2. Introductions & Public Comment: No public comment

3. Approval of the Minutes: Steve Brown moved to approve the minutes of the December 8th, 2017 meeting, seconded by Jennifer Burlison. There being no objections, the minutes were approved pending Curriculum Coordinator's confirmation of changed verbiage written. Changes to be made are: 1. Changing "Brown" to be "Bob Brown" in discussion text of item 4.25 and correct all misspellings of Jennifer Burlison's name throughout minutes.

4. Discussion Items

4.1 Ordering of Agenda Items on future Agendas.

It was brought up that perhaps items should be bundled together on the agenda such as program/degree changes along with new courses and revisions so that items could be considered as an unit however, Gleave pointed out that if that were to happen, given the time frame in the Chancellor's Office approval process for new items, we would be severely slowing down the process. Since the school will be moving to using eLumin shortly, it was decided that any changes made now might be superfluous to the process since eLumin might render the changes moot. Therefore, it was decided to just keep doing things the way they have been going.

4.2 Curriculum Committee Role in reviewing SLO's

Thomas just gave a brief heads up that he had a conversation with Shannon Sullivan of the Assessment Committee and that committee's concerns that the Curriculum Committee is not reviewing them on a regular basis. Thomas informed the Committee that Sullivan would attend a future meeting and there would be a discussion item to go over key points and objectives related to the Assessment side of SLO's.

4.3 POD Assignments

A Brief discussion of the organization of POD assignments...that were based upon the old COR form. Thomas brought up that since the PODs were based on the old form, they do not really match up with areas on the new form and perhaps a new way of doing assignments would happen. It was decided that the topic would be revisited after the eLumin installation because that might effect how things work.

5. Action Items

5.1 Distance Ed: READ-10 Book of the Year Discussion Group – Nicole Bryant Lescher

[select] [M], [select] [2nd] Following discussion, the motion to approve was passed by the following roll call vote:

<i>Brown</i>	<i>Bryant Lescher</i>	<i>Burlison</i>	<i>Carbone</i>	<i>Gleave</i>	<i>Haggerty</i>	<i>Shaw</i>	<i>Sokolow</i>

Discussion: Thomas asked if there were any objections to moving item to bottom of the agenda since author was not present. Hearing no objections item was moved. After item was moved it was tabled for the to next meeting due to loss of quorum.

5.2 New Course – FNR-31 Introduction to Geospatial Concepts – Mickey Jarvi

Marla Gleave [M], Steve Brown [2nd] Following discussion, the motion to approve was passed by the following roll call vote:

<i>Brown</i>	<i>Bryant Lescher</i>	<i>Burlison</i>	<i>Carbone</i>	<i>Gleave</i>	<i>Haggerty</i>	<i>Shaw</i>	<i>Sokolow</i>
Y	-	Y	-	Y	-	Y	Y

Discussion: It was noted that Tim Baker would be taking Mickey Jarvi's place at the meeting as Jarvi was unavailable. Baker pointed out that there was a spelling error in the Course Title. Karyn Clark agreed to make the correction to the COR before submission. Burlison pointed out that both CB05 and CB21 needed responses entered. Clark agreed to make the corrections prior to submission. Because of the discussion that took place during the review of item 5.14, Clark pointed out that the effective term date for this COR along with all of the other New FNR CORs reviewed at this meeting, should be changed, tentatively, to Spring 2018. Clark explained that given the turn around timeframe from the Chancellor's Office and that registration for Fall 2018 will start in early April, it is likely that this course would have to be added to a 2018-19 Addendum to which there is no projected publish date. Courtney Loder will have to come up with one when she returns in March. Clark stated that she would make the proper notation on the CORs prior to uploading to Chancellor's office.

5.3 Inactivation – FNR-67 Introduction to Global Positioning Systems – Mickey Jarvi

[select] [M], [select] [2nd] Following discussion, the motion to approve was passed by the following roll call vote:

<i>Brown</i>	<i>Bryant Lescher</i>	<i>Burlison</i>	<i>Carbone</i>	<i>Gleave</i>	<i>Haggerty</i>	<i>Shaw</i>	<i>Sokolow</i>

Discussion: Marla Gleave made the motion to lump all the FNR inactivations into one item and vote on them as a unit and there were no objections.

Tim Baker then asked that all inactivations be tabled until the New FNR courses approved at this meeting are approved at the Chancellor's Office. There were no objections to the proposal and items 5.3; 5.5; 5.6 and 5.8 were tabled.

5.4 New Course – FNR-32 Introduction to Geographic Information Systems – Mickey Jarvi

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

<i>Brown</i>	<i>Bryant Lescher</i>	<i>Burlison</i>	<i>Carbone</i>	<i>Gleave</i>	<i>Haggerty</i>	<i>Shaw</i>	<i>Sokolow</i>
Y	-	Y	-	Y	-	Y	Y

Discussion:

Marla Gleave [M], Gary Sokolow [2nd] Following discussion, the motion to approve a prerequisite of FNR-31 was passed by the following roll call vote:

<i>Brown</i>	<i>Bryant Lescher</i>	<i>Burlison</i>	<i>Carbone</i>	<i>Gleave</i>	<i>Haggerty</i>	<i>Shaw</i>	<i>Sokolow</i>
Y	-	Y	-	Y	-	Y	Y

Discussion:

5.5 Inactivation – FNR-65 Introduction to GIS – Mickey Jarvi

[select] [M], [select] [2nd] Following discussion, the motion to approve was passed by the following roll call vote:

<i>Brown</i>	<i>Bryant Lescher</i>	<i>Burlison</i>	<i>Carbone</i>	<i>Gleave</i>	<i>Haggerty</i>	<i>Shaw</i>	<i>Sokolow</i>

Discussion: Tabled per discussion.

5.6 Inactivation – FNR-66 Spatial Data Analysis in GIS – Mickey Jarvi

[select] [M], [select] [2nd] Following discussion, the motion to approve was passed by the following roll call vote:

<i>Brown</i>	<i>Bryant Lescher</i>	<i>Burlison</i>	<i>Carbone</i>	<i>Gleave</i>	<i>Haggerty</i>	<i>Shaw</i>	<i>Sokolow</i>

Discussion: Tabled per discussion.

5.7 New Course – FNR-33 Introduction to Remote Sensing – Mickey Jarvi

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

<i>Brown</i>	<i>Bryant Lescher</i>	<i>Burlison</i>	<i>Carbone</i>	<i>Gleave</i>	<i>Haggerty</i>	<i>Shaw</i>	<i>Sokolow</i>
Y	-	Y	-	Y	-	Y	y

Discussion: Burlison asked if the textbooks listed from 2011 are the most current ones and Baker responded that yes and that there were supplemental materials used as well as the textbooks. It was decided that the following verbiage would be added to the COR in the "Other Appropriate Readings" section: "Instructor prepared materials and web resources." Brown pointed out that some of the degrees/certificates were not listed correctly and Clark said she would research which ones were valid and update the COR with the correct format for them.

Steve Brown [M], Jennifer Burlison [2nd] Following discussion, the motion to approve a prerequisite of FNR-31 was passed by the following roll call vote:

<i>Brown</i>	<i>Bryant Lescher</i>	<i>Burlison</i>	<i>Carbone</i>	<i>Gleave</i>	<i>Haggerty</i>	<i>Shaw</i>	<i>Sokolow</i>
Y	-	Y	-	Y	-	Y	Y

Discussion:

5.8 Inactivation – FNR-58 Introduction to Remote Sensing – Mickey Jarvi

[select] [M], [select] [2nd] Following discussion, the motion to approve was passed by the following roll call vote:

<i>Brown</i>	<i>Bryant Lescher</i>	<i>Burlison</i>	<i>Carbone</i>	<i>Gleave</i>	<i>Haggerty</i>	<i>Shaw</i>	<i>Sokolow</i>
Y	-	Y	-	Y	-	Y	Y

Discussion: Tabled per discussion.

5.9 Course Revision – FNR-80 Introduction to Watershed Management – Mickey Jarvi

Marla Gleave [M], Steve Brown [2nd] Following discussion, the motion to approve was passed by the following roll call vote:

<i>Brown</i>	<i>Bryant Lescher</i>	<i>Burlison</i>	<i>Carbone</i>	<i>Gleave</i>	<i>Haggerty</i>	<i>Shaw</i>	<i>Sokolow</i>
Y	-	Y	-	Y	-	Y	Y

Discussion:

5.10 Course Revision – SNLAN-1A Elementary American Sign Language 1 – Brenda Lindemann

[select] [M], [select] [2nd] Following discussion, the motion to approve was passed by the following roll call vote:

<i>Brown</i>	<i>Bryant Lescher</i>	<i>Burlison</i>	<i>Carbone</i>	<i>Gleave</i>	<i>Haggerty</i>	<i>Shaw</i>	<i>Sokolow</i>

Discussion: Thomas pointed out that even though Clark had made the minor corrections to the COR, the verbiage in some areas had not been improved per forum comments. Further discussion of the item was moot since loss of quorum required the item to be tabled.

5.11 Course Revision – ART-2 Introduction to Art – Natalia Margulis

Marla Gleave [M], Steve Brown [2nd] Following discussion, the motion to approve was passed by the following roll call vote:

<i>Brown</i>	<i>Bryant Lescher</i>	<i>Burlison</i>	<i>Carbone</i>	<i>Gleave</i>	<i>Haggerty</i>	<i>Shaw</i>	<i>Sokolow</i>
Y	-	Y	-	Y	-	Y	Y

Discussion: It was noted that the COR was exemplary in the writing and there were no significant questions about the COR. Margulis explained that the course is designed to be an in depth yet broad survey of Art Media types.

Marla Gleave [M], Steve Brown [2nd] Following discussion, the motion to approve CR GE Area C was passed by the following roll call vote:

<i>Brown</i>	<i>Bryant Lescher</i>	<i>Burlison</i>	<i>Carbone</i>	<i>Gleave</i>	<i>Haggerty</i>	<i>Shaw</i>	<i>Sokolow</i>
Y	-	Y	-	Y	-	Y	Y

Discussion:

Steve Brown [M], Marla Gleave [2nd] Following discussion, the motion to approve \$100 in Instructional Materials Fees was passed by the following roll call vote:

<i>Brown</i>	<i>Bryant Lescher</i>	<i>Burlison</i>	<i>Carbone</i>	<i>Gleave</i>	<i>Haggerty</i>	<i>Shaw</i>	<i>Sokolow</i>
Y	-	Y	-	Y	-	Y	Y

Discussion: Both Thomas and Brown had questions as to why the IMF was increasing from \$20 to \$100 and Margulis explained that since this was a broad survey of Art Media types and therefore will require multiple different types of supplies that she can purchase in bulk much cheaper than a student can by making their own purchases. Gleave asked if there were any provisions in place if the student cannot afford the \$100. Tiffany Schmitke, Manager of Enrollment Services, explained the potential for students to be dropped for nonpayment and the fact that you cannot separate out how to charge the IMF student-to-student.

5.12 Course Revision – ART-18 Intermediate Drawing – Natalia Margulis

Marla Gleave [M], Jennifer Burlison [2nd] Following discussion, the motion to approve was passed by the following roll call vote:

<i>Brown</i>	<i>Bryant Lescher</i>	<i>Burlison</i>	<i>Carbone</i>	<i>Gleave</i>	<i>Haggerty</i>	<i>Shaw</i>	<i>Sokolow</i>
Y	-	Y	-	Y	-	Y	Y

Discussion: Burlison asked if the course had ever been articulated to HSU and Margulis was unaware. Gleave requested for Margulis to discuss it with her department and if they wished to present it for Articulation, she will work on it with them.

5.13 Course Revision – SOC-42 Supervised Occupational Work Experience 1 – Stuart Altschuler

Steve Brown [M], Jennifer Burlison [2nd] Following discussion, the motion to approve, with the provision that Methods of Instructions would be updated to include language about the need for site supervisors to prove a summary of assessments, was passed by the following roll call vote:

<i>Brown</i>	<i>Bryant Lescher</i>	<i>Burlison</i>	<i>Carbone</i>	<i>Gleave</i>	<i>Haggerty</i>	<i>Shaw</i>	<i>Sokolow</i>
Y	-	Y	-	Y	-	Y	Y

Discussion: Altschuler responded to concerns that the course should be listed as a coreq as opposed to a prereq and the way that a student can register for the courses. Clark explained how Datatel handles the processing of prerequisites and corequisites and gave her recommendation on what would be the best way to list the course for students. It was decided to remove SOC-34 as a prerequisite and add it under Recommended Prep. Altschuler should update the rational for the change. Altschuler went over the changes that were required, based on forum comments, brought up and what he did to address them. Brown brought up his request to include something about how the instructor will interact with the student to give feedback and Altschuler explained that feedback would be going on in the classroom seminar that is attached to this course. Brown and Thomas wanted to clarify where the assessment tasks with the student are actually being done and Altschuler stated that they are done in either the SOC-38 or ADCT-38 course that is attached as a corequisite to this course.

[select] [M], [select] [2nd] Following discussion, the motion to approve a pre-requisite of SOC-34 was passed by the following roll call vote:

<i>Brown</i>	<i>Bryant Lescher</i>	<i>Burlison</i>	<i>Carbone</i>	<i>Gleave</i>	<i>Haggerty</i>	<i>Shaw</i>	<i>Sokolow</i>

Discussion: Prerequisite vote was not needed due to removal per discussion.

Marla Gleave [M], Gary Sokolow [2nd] Following discussion, the motion to approve a co-requisite of ADT-38 and SOC-38, was passed by the following roll call vote:

<i>Brown</i>	<i>Bryant Lescher</i>	<i>Burlison</i>	<i>Carbone</i>	<i>Gleave</i>	<i>Haggerty</i>	<i>Shaw</i>	<i>Sokolow</i>
Y	-	Y	-	Y	-	Y	Y

Discussion:

5.14 Course Revision – DM-73 Introduction to Digital Audio – Amy Berkowitz

Steve Brown [M], Gary Sokolow [2nd] Following discussion, the motion to TABLE ITEM TO 2/9/18 approve was passed by the following roll call vote:

<i>Brown</i>	<i>Bryant Lescher</i>	<i>Burlison</i>	<i>Carbone</i>	<i>Gleave</i>	<i>Haggerty</i>	<i>Shaw</i>	<i>Sokolow</i>
Y	-	Y	-	Y	-	Y	Y

Discussion: Under methods of instruction Berkowitz will redo the narrative in paragraph form and send them to Clark and Brown raised the need for a rewrite of the verbiage of 2 items in the Representative Assessment Tasks to include out of classroom tasks. Burlison brought up the change in the unit value of course and how it could effect a student's max timeframe SAP. Brown noted that in similar situations, he offers alternate forms of making the units up such as an Independent Study contract.

Clark suggested that just like the FNR courses from the last meeting, all the changes to the DM-73 course should be submitted as a new course with new numbering and in doing so, would allow the department to clean up their courses and programs.

Because there were so many needed revisions and the consideration that the revisions should be submitted as a new course, Sokolow moved that the item be tabled with the committee recommendation

back to the department, that it be revised and submitted as a new course. Brown 2nded the motion and as there were no objections, the item was tabled.

5.15 Course Revision – CT-57A Cabinetmaking and Millwork 1 – Bert Hafar

Marla Gleave [M], Steve Brown [2nd] Following discussion, the motion to approve was passed by the following roll call vote:

<i>Brown</i>	<i>Bryant Lescher</i>	<i>Burlison</i>	<i>Carbone</i>	<i>Gleave</i>	<i>Haggerty</i>	<i>Shaw</i>	<i>Sokolow</i>
Y	-	Y	-	Y	-	Y	Y

Discussion:

6. Announcements and Open Forum

None

7. Adjournment: On motion by Steve Brown , seconded by Marla Gleave , the meeting was adjourned at 3:05 p.m.