CURRICULUM & INSTRUCTION COUNCIL

March 6, 2015
9:00 – 11:05 A.M.
IWV LRC 631 & via CCCConfer

MINUTES

Committee Members in Attendance:

Sarah King (Chair), Corey Marvin (V.P. Academic Affairs), Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Loren Sandvik, David Villicana, Matthew Wanta

Minutes

Presenter:	Sarah King
Description:	February 20, 2015
Review:	Recommended for approval.
Recommendations:	None.
Action:	Motion by Cliff Davis, second by Matthew Wanta. Ayes: Sarah King, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Loren Sandvik, David Villicana, Matthew Wanta Approved with no recommendations.

CHILD DEVELOPMENT

a. **CHDV C100 – Principles and Practices of Teaching**

b. **CHDV C102 – Introduction to Materials and Curriculum**

c. **CHDV C104 – Child, Family, and Community**

d. **CHDV C105 – Infant and Toddler Development**

e. **CHDV C106 – Child Growth and Development**

f. **CHDV C107 – School Age Development**

g. **CHDV C111 – Principles of Child Guidance**

h. **CHDV C121 – Health, Safety, and Nutrition**

i. **CHDV C125 – Diversity in Education**

j. **CHDV C145 – Language and Literature**

k. **CHDV C149 – Play and Meaning**

l. **CHDV C200 – Observation and Assessment**

m. **CHDV C203 – Practicum – Field Experience**

n. **CHDV C205 – Infant and Toddler Curriculum**

o. **CHDV C207 – School Age Curriculum**

p. **CHDV C241 – The Exceptional Child**

q. **CHDV C251 – Administration of Child Development Programs I**

r. **CHDV C252 – Administration of Child Development Programs II**

s. **CHDV C281 – Adult Supervision**

Presenter:	Lisa Fuller
Description:	Updates
Review:	Single Review
Discussion:	The Minimum Qualification area is the only area updated. In order to teach in the Child Development area, the faculty must have a Masters in Child Development. Education has been removed from these courses.
Recommendations:	Education and Special Education were removed from CHDV C241 during the meeting.
Action:	Motion by Cliff Davis, second by Ben Beshwate. Ayes: Sarah King, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Loren Sandvik, David Villicana, Matthew Wanta Approved with recommendation completed during the review process.

PDEV C106   Orientation to College

Presenter:	Sarah King for Pam Godfrey
Description:	Deletion
Review:	Second
Discussion:	If there are no recommendations at the first review for deletions, it is not necessary for the proposer to be present for the final review. This is a stand-alone course no longer offered.
	PDEV C076 that was presented with this proposal, at the last meeting, was already approved for deletion. It is a CurricUNET issue showing the course still active.
Recommendations:	None.

Action:	Motion by Ben Beshwate, second by Cliff Davis.
	Ayes: Sarah King, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Loren Sandvik, David Villicana, Matthew Wanta
	Final review approved.

THEATRE COURSES

- a. **THEA C105 – Performance Studies**
- b. **THEA C111 – Fundamentals of Acting**
- c. **THEA C112 – Beginning Acting**
- d. **THEA C118 – Improvisation**
- e. **THEA C121 – Theatre Production**
- f. **THEA C126 – Shakespeare Theatre Production**
- g. **THEA C131 – Technical Theatre**
- h. **THEA C145 – Voice for the Actor**
- i. **THEA C211 – Intermediate Acting**
- j. **THEA C212 – Advanced Acting**
- k. **THEA C230 – Directing**
- l. **THEA C241 – Creative Drama**

Presenter:	Loren Sandvik for Lisa Darty
Description:	Deletions
Review:	First
Discussion:	These courses are currently inactive. The department is requesting to delete these courses since they are no longer offered through any program.
Recommendations:	None.
Action:	Motion by Ben Beshwate, second by Cliff Davis.
	Ayes: Sarah King, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Loren Sandvik, David Villicana, Matthew Wanta
	First review approved.

ENGL C030   Basic Writing Skills

Presenter:	Cliff Davis
Description:	Revision
Review:	Second
Discussion:	There were no recommendations at the first review.
Recommendations:	None.

Action:	Motion by Loren Sandvik, second by Tom Heck.
	Ayes: Sarah King, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Loren Sandvik, David Villicana, Matthew Wanta
	Final review approved.

ENGL C040   Improving Basic Writing Skills

Presenter:	Cliff Davis
Description:	Revision/Distance Education
Review:	Second
Discussion:	There were no recommendations at the first review.
Recommendations:	None.
Action:	Motion by Loren Sandvik, second by Tom Heck.
	Ayes: Sarah King, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Loren Sandvik, David Villicana, Matthew Wanta
	Final review approved.

ENGL C070   Introductory Composition

Presenter:	Cliff Davis
Description:	Revision/Distance Education
Review:	Second
Discussion:	All of the acronyms have been wrote out as recommended at the first review.
Recommendations:	None.
Action:	Motion by Ben Beshwate, second by Matthew Wanta.
	Ayes: Sarah King, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Loren Sandvik, David Villicana, Matthew Wanta
	Final review approved.

ENGL C235H   Introduction to Shakespeare: Honors

Presenter: Cliff Davis

Description: Revision

Review: Second

Discussion: This course had no recommendations at the first review.

Recommendations: Wrote out acronym during the meeting in DTO-4.D.

Action: Motion by Ben Beshwate, second by Matthew Wanta.
                       Ayes: Sarah King, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck,
                       Loren Sandvik, David Villicana, Matthew Wanta
                       Final review approved.

CSCI C142   Information & Communication Technology Essentials

Presenter: Valerie Karnes

Description: New Course/Distance Education

Review: Second

Discussion: All recommendations from the first review have been completed.
                       Added the C-ID course objectives to the Detailed Topical Outline area,
                       listed the laboratory component in an outline format, spelled out all of
                       the acronyms, and added examples to Out of Class Assignments and
                       Methods of Evaluation.

                       The content review recommendation is also completed. This is an in-
                       discipline requisite. The students need some of the skills from CSCI
                       C101 in order to understand and be successful in this course. In the
                       advisory justification indicated the skills needed from CSCI C101 for
                       this course. "Students need to be able to install their own software and
                       understand what memory is, how to zip and unzip files, how to save and
                       find their files, and how to utilize a computer's operating system
                       (Windows, Apple and Linux) and application software. This material is
                       covered in the CSCI C101 course."

                       Valerie had a discussion with the area expert, Vice President, and the
                       Curriculum Chair regarding the lecture and laboratory hours for this
                       course. We have changed the hours from the first review, considering
                       the hours the student needs in a laboratory setting. Even though the C-

ID does not include a lab, the area feels strongly about including a laboratory component to this course as appropriate. The laboratory section has been changed from 108 hours to 54 hours and the lecture hours have been increased to 54 hours.

As recommended at the first review, Valerie presented to the committee how the laboratory component is delivered online to students. She shared screen captures to demonstrate how students work with the instructor in a simulated lab environment. The Distance Education rigor area now indicates how the online lab environment is conducted virtually.

Recommendations:

- The committee had a discussion of the difference between the Student Learning Outcomes versus the course objectives.
    - The Student Learning Outcomes listed on this course are from the department and the course Objectives in the Detailed Topical Outline are from the C-ID Descriptor.
- It was noted that the Student Learning Outcomes clearly cover all of the objectives for this course.
    - The committee recommended at the first review, to place the C-ID descriptor course objectives in the Detailed Topical Outline area to clearly show all of the objectives required for C-ID approval.
- It was questioned why we need to list the objectives in the Detailed Topical Outline if the objectives are clearly identified in the Student Learning Outlines.
    - All of our courses are very robust, compared to other community colleges. Some of the other colleges do not detail what is covered in the courses.
    - The proposer prefers to leave the C-ID objectives listed in the Detailed Topical Outline to avoid any problems when this course is submitted for C-ID approval.
- Valerie corrected the duplicate wording in the Detailed Topical Outcome laboratory area during the meeting.
- Julie Cornett was concerned why the objectives are listed in the Detailed Topical Outline area, when the Student Learning Outcomes cover all of the objectives listed for this course.
    - Child Development lists course objectives in the Detailed Topical Outline area for all of their courses.
    - This was recommended since this is a new course that will be submitted for C-ID approval.
- It was recommended that the committee have a discussion in the future regarding objectives listed in the Detailed Topical Outline.
    - Vivian Baker was not present at this meeting, but is very good at looking at the Student Learning Outcomes to insure they cover the course.

- A vote was taken from the members of the committee on whether the objectives should be removed from the Detail Outline area after recommending the addition at the first review.
  - Ayes: Sarah King, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Loren Sandvik, David Villicana, Matthew Wanta
    - ◊ Valerie removed the C-ID Objectives from the Detailed Topical Outline area, since it was agreed that they are clearly covered in the Student Learning Outcomes.

Action:	Motion by Cliff Davis, second by Matthew Wanta. Ayes: Sarah King, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Loren Sandvik, David Villicana, Matthew Wanta Final review approved.

CSCI C251 — Introduction to Programming Concepts and Methodologies

Presenter:	Matt Hightower
Description:	Revision/Distance Education
Review:	Second
Discussion:	All of the recommendations from the first review have been completed. Matt Hightower attached screen shots to demonstrate the online laboratory delivery in detail.
Recommendations:	The rational for this proposal was clarified during the meeting.
Action:	Motion by Matt Wanta, second by Tom Heck. Ayes: Sarah King, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Loren Sandvik, David Villicana, Matthew Wanta Final review approved.

Business Administration Associate of Arts Degree

Presenter:	Matt Hightower
Description:	Deletion
Review:	First

Discussion:	We now have the Business Administration for Transfer degree, so this traditional degree is obsolete since they are essentially the same.

Recommendations: None.

Action:	It is not necessary for the proposer to return for the second review, since there are no recommendations.
	Motion by Matt Wanta, second by Ben Beshwate.
	Ayes: Sarah King, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Loren Sandvik, David Villicana, Matthew Wanta
	First review approved.

Physical Education Associate of Arts Degree

Presenter: Tom Heck for Bill Locke

Description: Deletion

Review: First

Discussion:	This is a procedural clean-up, since we now have an approved Physcal Education for Transfer degree.

Recommendations: None.

Action:	Motion by Cliff Davis, second by Matt Wanta.
	Ayes: Sarah King, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Loren Sandvik, David Villicana, Matthew Wanta
	First review approved.

WELD C210 Welding Fabrication

Presenter: David Villicana for Jim O'Connor

Description: Revision

Review: First

Discussion:	This course came forward last year. There was an error in listing WELD C203 as the prerequisite. This proposal is to correct the prerequisites to WELD C102 and WELD C200.

Recommendations:
- Student Learning Outcome 1: Add a period.
- Course Description: Cliff gave a recommendation in CurricUNET.
- Detailed Topical Outline:
  - Lab #5: Change to "Construct…"
  - Lab Area: Add second levels.
  - Lab Area: List topics and break down.
- Out of Class Assignments: Add examples.
- Methods of Evaluation: Add examples.

Action: Motion by Tom Heck, second by Ben Beshwate.
Ayes: Sarah King, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Loren Sandvik, David Villicana, Matthew Wanta
First review approved.

BSOT C154   Office Personnel Seminar

Presenter: Karen O'Connor

Description: Revision/Distance Education

Review: First

Discussion: This is a capstone course. This course come through a year ago, but there was an error in the requisites listed. The department has completely revised the prerequisites and advisories listed for this course. Karen defined why these requisites are necessary for this course. The students will be using intermediate and advanced skills in this course.

Recommendations:
- Cliff Davis listed a recommendation to the course description in CurricUNET.
- It was questioned why this capstone course seemed to cover basic skills.
  - The students must use advanced software skills in documents submitted.
- Vivian Baker questioned SLO #1 and #4 in the preliminary review process. Cliff Davis has listed a suggestion in CurricUNET comments.
- Detailed Topical Outline G: Add job search.
- Please review the notes in CurricUNET for this course.
- Distance Education: Add rigor statement.
- Detailed Topical Outline: Include the skills necessary for this capstone class. This will demonstrate why the prerequisites are necessary for this course. You could also include this information in the Out of Class Assignments and Methods of Evaluation areas, with examples, of how the skills are used.

- Be sure to review the committee recommendations in CurricUNET from todays' meeting.

Action: Motion by Cliff Davis, second by Matt Wanta.
Ayes: Sarah King, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Loren Sandvik, David Villicana, Matthew Wanta
First review approved.

POLS C103   Introduction to Political Theory

Presenter: Matthew Jones

Description: New Course/Distance Education

Review: First

Discussion: The area needs a C-ID course for the transfer degree. This is the course chosen from the three listed in the C-ID descriptors.   This course is needed for our population of students.

Matt explained the Student Learning Outcomes, to show that they are not repetitive.

Recommendations:
- Description: Cliff listed recommendation in CurricUNET.
- Student Learning Outcomes: Revise verbs according to course level and Bloom's.
- Detail Topical Outline: Need more detail.
- Methods of Evaluation: List specific examples.
- Textbooks:
    - In justification remove, "…Textbooks on Political Theory to be rarely updated."
    - Consider, "These are the most current editions."
    - Since the list for texts is *suggested* list textbooks from the C-ID descriptor.
- Distance Education: G drive has examples of rigor statements.

Action: Motion by Cliff Davis, second by Julie Cornett.
Ayes: Sarah King, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Loren Sandvik, David Villicana, Matthew Wanta
First review approved.

CIC BUSINESS

- ❖ The following courses are not returning for a second review. These courses were previously approved for deletion. It is a CurricUNET issue showing them active.
  - o **MUSC C132, MUSC C231, MUSC C232**
  - o **PDEV C076**

- ❖ Sarah questioned why Distance Education Laboratory needs screen shots attached.
  - o The proposer must have a robust justification to satisfy this area with examples, so they can describe how the lab is covered in detail and attach screen shots.

- ❖ Objectives vs Student Learning Outcomes
  - o Moved to discuss this at the next meeting.
  - o Need consistency.
  - o Suggestion to contact Bakersfield College for example.
  - o Title 5 only identifies objectives.
  - o Heather Ostash will be here at the next meeting as a resource.

Next Meeting:	Friday, March 20, 2015 in LRC Room 631 & via CCCConfer
Adjournment:	Time: 11:05
Note taker:	Magi Mauldin