Minutes

1. **Organizational Items**
   1. Call to Order

***Meeting started at 1:34 P.M.***

* 1. Member resignations: Phyllis Tappe, Rufino Ramos, Drew Burgess.

***Information Announced.***

* 1. Approval of Agenda

***Approved. V. Phan moved, F. Nguyen seconded. Unanimous approval***

* 1. Approval of Minutes of January 21, 2020 meeting

***Approved. V. Phan moved, P. Nelson seconded. Unanimous approval***

1. **Old Business**
   1. Course/ Program Approvals
      1. **New Courses: None at this time**

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* + 1. **Course Reactivations: None at this time**

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* + 1. **Course Deactivations: None at this time**

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* + 1. **Course Updates: Please review prior to meeting**

***Catalog Changes:***

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| --- | --- | --- | --- | --- | --- | --- |
| Discipline | Course # | Course Title | Units | SLO | DE | Min Duration |
| CHEM 1A | | General Chemistry: District-wide changes to lecture hours, lab hours, prerequisites, added DE option, updated textbooks, added CB 25 and 26 codes. District-wide consultation has occurred. | 5 | Yes | Yes | 6 weeks |
| CHEM 1B | | General Chemistry: same as above | 5 | Yes | Yes | 6 weeks |

***P. Nelson moved, D. Miller seconded. Unanimous approval***

***ESOL 52B will remain in the system as one of the recommended prerequisites instead, provided that the consultation will be put in.***

***Non- Catalog Changes:***

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| Discipline | | Course # | Course Title | | Units | SLO | | | DE | | Min Duration | |
| AFRAM | | 032 | African American History: 1945 to Present: Updated textbooks and SLOs | | 3 | Yes | | | Yes | | <6 weeks | |
| APPR | | 453 | Diesel Engines I: Updated SLOs, CB codes, textbooks, mapped SLOs to ILOs | | 4 | Yes | | | No | | Full Semester | |
|  | |  |  | |  |  | | |  | |  | |
| APPR | | 454 | Diesel Engines II: Updated SLOs, CB codes, textbooks | | 4 | Yes | | | No | | Full Semester | |
|  | |  |  | |  |  | | |  | |  | |
| APPR | | 486 | Intro to Brakes, Alignment and Headlamp Aiming: Updated SLOs, CB codes, textbooks, mapped SLOs to ILOs | | 4 | Yes | | | No | | Full Semester | |
| ATHL | | 006 | Intercollegiate Men’s Basketball: adjusted lab/lecture hours to “fixed”, updated duration and textbooks | | 1.5 | Yes | | | No | | 6 weeks | |
|  | |  |  | |  |  | | |  | |  | |
| CIS | | 239 | Help Desk Tools and Techniques: Updated duration, textbooks, mapped SLOs to ILOs | | 2 | Yes | | | Yes | | 6 weeks | |
|  | |  |  | |  |  | | |  | |  | |
| COUN | | 224 | College Preparedness: Updated textbooks, added SLOs, duration | | 3 | Yes | | | No | | 6 weeks | |
| COUN | | 501 | Counseling Learning Lab: Updated textbooks, SLOs and CB 25/26 codes | | N/C | Yes | | | No | | <6 weeks | |
| DENTL | | 228B | Clinical Rotations and Review: Updated for state requirements | | 6 | Yes | | | No | | Full semester | |
| HIST | | 018 | 20TH Century American Protest Movements: Updated textbooks | | 3 | Yes | | | Yes | | <6 weeks | |
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| HIST | | 050 | African-American History: Arica to 1865: added DE, updated textbooks | | 3 | Yes | | | Yes | | <6 weeks | |
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| HIST | | 051 | African American History: 1865-1945 Updated textbooks and SLOs | | 3 | Yes | | | Yes | | <6 weeks | |
| HIST | | 052 | African American History: 1945 to Present: Updated textbooks and SLOs | | 3 | Yes | | | Yes | | <6 weeks | |
| LIS | | 500 | Computer Laboratory for Library Information Studies: Updated duration, textbook, SLOs, DE | | N/C | Yes | | | Yes | | <6 weeks | |
| LRNRE | | 259 | Writing Strategies: Updated SLOs | | 1-2 | Yes | | | No | | Full semester | |
| PHIL | | 002 | Social and Political Philosophy: Updated content, SLOs, textbooks | | 3 | Yes | | | Yes | | <6 weeks | |
| POSCI | | 008 | Law and Democracy: Updated textbook | | 3 | Yes | | | No | | Full semester | |
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***Approved, except CIS 238A and 238B were pulled from the agenda and for approval for this meeting. V. Phan moved, L. Thompson seconded. Unanimous approval***

* + 1. **Program Updates: None at this time**

1. **New Business / Discussion Items:**

3.1 Motion to approve Curriculum Committee adoption of CVC-OEI “Aligned” Rubric as standard for CoA DE curriculum (copy attached – please review prior to meeting)

***The DE coordinator from COA presented the different categories of the DE standards such as: assessment, course presentation, interaction. J. Fowler will bring the rubric to the Academic Senate for their endorsement. Research shows that there are 5 points increase in student success when the faculty are using this rubric. DE addendum was presented and discussed during the DE meeting. (POCR) Per online course review process was also discussed as a way to ensure compliance by CoA DE faculty. Motion to accept California Virtual College-Online Education Initiative (CVC-OEI) Course Assessment Rubric as recommended standard for CoA DE courses was presented for discussion. “The CVC-OEI Course Design Rubric be adopted at CoA as a guiding tool for distance education courses to support student success and retention.”. P. Nelson moved, H. Ko seconded. Unanimous approval.***

3.2 DE Addendum revisions (Jenn Fowler, CoA DE Coordinator, to present)

***D. Miller mentioned that there are districts and colleges who already implemented the rubric for all of their online courses. P. Nelson mentioned to have the three options as required, suggested, or optional to be added as the methods of instructions. D. Miller mentioned to have a brief summary of what the meaning for the tabs for DE. J. Fowler mentioned to have the definition of what is “regular and effective contact” and clarifying the choices for demonstrating how instructors will facilitate regular and effective instructor-student contact, student-to-student contact and instructor-class contact. Suggestion was made to create a benchmark for faculty on how to drop students from an online course based on their lack of participation. P. Nelson moved to have COA DE coordinator to move forward with the DE items which they are working on. Seconded by H. Ko, Unanimous approval.***

3.3 Motion to request addition of MAKR discipline at CoA (Trish): Advanced Manufacturing (TOP 0956.00, CDCP area is short-term vocational, MQ is manufacturing technology.

***A. Price moved, V. Phan seconded. Unanimous approval***

3.4 Updates from Feb. 3, 2020 CIPD meeting (Vinh)

Information was shared with the group. The draft curriculum discontinuance and consolidation workflow proposal was share with the committee. Vote on adoption of CoA Curriculum Committee process tabled until next meeting.

1. **Mini-Training**

4.1 Highlights of the new PCAH 7th Edition (copy attached - please review prior to meeting)

1. **Next Meeting: Tuesday, February 18, 2020 at 1:30 p.m. – 3:00 p.m. in L-237**
2. **Adjournmen**t

***Meeting adjourned at 3:06 P.M.***