**COLLEGE OF ALAMEDA Curriculum Committee Meeting: Minutes**

**Date: Sept. 3, 2019 Time: 1:00 PM Room: L-237**

**Present**: J. Smithson, V. Phan, P. Nelson, D. Burgess, H. Ko, O. Fish, V. Virkkila, L. Thompson, D. Miller

L. Celhay, E. Jennings, A. McClanahan

**Absent**: F. Nguyen, R. Majlesi, A. Buchalter

**Guest**: A. Park (SLOAC rep), C. Weiss (Spanish Instructor)

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| **Topic** | **Discussion** | **Follow-up Action & Recommendations** |
| 1. **Organizational Items**   1.1 Call to Order |  |  |
| 1.2 Approval of Agenda | Additions/Corrections to Agenda? | D. Burgess moved, seconded by V. Phan, unanimous approval |
| 1.3 Approval of Minutes | 5/7/2019 minutes  Discussion? | D. Burgess moved, T. Nelson Seconded, unanimous approval |
| 1. **Old Business**    1. Course Program Approvals | AFRAM 49 Independent Study  COMM 49 Independent Study  GEOG 49 Independent Study  HLTED 503 Cardio-Pulmonary Resuscitation (CPR)  PHYS 49 Independent Study  \*SPAN 022A Spanish for Bilingual Speakers I | Amendment to number SPAN 22A to match Laney’s offering, D. Burgess moved, seconded by D. Miller. Discussion of approval around the district of the 49s. After discussion D. Burgess moves to approve all courses but temporarily table HLTED 503 until faculty member assigned to work on this in conjunction with noncredit certificate for Certified Nursing Assistant program. L. Thompson seconded, all approved. |
| * + 1. New Courses |  | None presented |
| 2.1.2 Course Reactivation | DENTL 252 Overview of the Dental Assisting Profession | T. Nelson moves to table for further discussion |
| 2.1.3 Course Deactivation | BIOL 49 Independent Study  SPAN 49 Independent Study  Math 15 Mathematics for Liberal Arts Students | Math 15 currently offered, tabled. BIOL 49 and SPAN 49 D. Burgess moved to deactivate, T. Nelson seconded, unanimous approval |
| 2.1.4 Course Updates | **Catalog Changes (049s)**  ART 49 Independent Study  ADAM 49 Independent Study  AUTOB 49 Independent Study  ATECH 49 Independent Study  AMT 49 Independent Study  BUS 49 Independent Study  CIS 49 Independent Study  DMECH 49 Independent Study  ENGL 49 Independent Study  GERM 49 Independent Study  HIST 49 Independent Study  HUMAN 49 Independent Study  MATH 49 Independent Study  MUSIC 49 Independent Study  PHIL 49 Independent Study  POSCI 49 Independent Study  PSYCH 49 Independent Study  SOC 49 Independent Study  **Non-Catalog Changes:**  BIOL 001A General Biology  BIOL 001B General Biology  \*\*CHEM 030A Introductory General Chemistry  \*ENGL 210A Creative Writing  \*ENGL 210B Creative Writing  ENGL 510 English for Career and Technical Education  HUMAN 60 Introduction to LGBTQ Studies  \*LRNRE 213A Improving Cognitive Skills  \*LRNRE 213B Improving Cognitive Skills  \*LRNRE 272 Computer Access Projects  PHIL 1 Introduction to Philosophy  POSCI 1 Govern. and Politics in the United States  \*Approved on May 7, 2019?  \*\*Hold pending further information from CHEM faculty | H. Ko move to approve, D. Burgess seconded, unanimous approval  D. Burgess moved to table CHEM 30A for further discussion, approve all others, seconded by V. Phan, unanimous approval |
| 2.1.5 New Program | None |  |
| 1. **New Business** |  |  |
|  | Curriculum Committee election: Vice Chair  Important people in attendance:  Tech Review – T. Nelson will continue to chair Tech Review temporarily. Replacement needs to be identified and trained over the course of current academic year.  SLOACs  DE person? Needs to be identified | Vice chair nomination by L. Thompson, seconded by V. Virkkila for V. Phan as vice chair. All approved. A. Park represented the SLOACs today, but Olga Fish will represent in future meetings. |
| 3.2 | New members: Discussion | T. Nelson and V. Phan move that Curriculum Committee Chair contact Academic Senate President to fill vacancies for faculty positions. |
| 3.3 | OTHER –  Next CC training: What time?  Content to be discussed at next CC meeting | Voting deans? – future discussion item, L. Celhay  Future training: Tuesday 10/29/2019 - 12:30-3:00 |
| 1. **Announcements** |  |  |
| 1. **Next meeting** | Tuesday September 17, 2019, 1:00 p.m. in CoA L-237 |  |
| 1. **Adjournment** | 2:00 p.m. |  |

**District-wide standardized catalog language for 049 Independent Study courses**

**COVER:**

Description:

In-depth exploration of an area or problem of the student’s choice not covered by regular catalog offerings in \_\_\_\_\_\_\_\_\_\_ . Student must obtain approval from an appropriate faculty member. For details, see the section on independent study in the college catalog.

Justification:

Independent study courses are designed to permit individual study not covered by regular catalog offerings.

**LIST OF CHANGES:**

4) Other: District-wide update to 049 courses

**UNITS/HOURS:**

Variable

0.500 min lecture hours

0 lab hours

Units Max = 10

Grading Policy: Both

Duration: less than 6 weeks

The course can be taught effectively in less than 6 weeks, subject to topics being covered.

Enrollment maximum: 5

Justification: Independent study courses may not have enrollments higher than five, as per Catalog description.

Repeatability: yes

Justification of Repeatability:

\*The student can enroll in one (1) Independent Study course in any given semester which cannot exceed five (5) units.

\*The student can only earn a maximum of ten (10) units in any one discipline, regardless of the number of Repeats.

Number of times repeatable: 20

**DEGREE/TRANSFER**

04 = D

08 = N

09 = N

21 = Y

24 = 1

25 = Y (N/A) - might need to exit and re-enter proposal to see this choice at the bottom!

**LECTURE/LAB CONTENT:**

Lecture Outline: Content to be determined for specific topic of independent study.

Lab Outline: N/A

**STUDENT PERFORMANCE OBJECTIVES:**

Objectives determined per specific student independent study project per semester.

**STUDENT LEARNING OUTCOMES:**

Investigate, assess and communicate findings of specific independent project(s) as discussed with instructor.

Student(s) independent study project(s) will be assessed through essay, report and/or project presentation to instructor.

**METHODS OF INSTRUCTION:**

No DE for now

Field Experience

Activity

Lecture

Lab

Observation and Demonstration

Discussion

Critique

Projects

Experiments

Field Trips

Visiting Lecturers

Mediated Learning

Individualized Instruction

Work Experience

Directed Study

Service Learning

Multimedia Content

Threaded Discussions

Other: Methods to be determined as appropriate for individual areas of study, may include library assignments, reading reports, research projects, field experiences, oral reports, independent visits.

**ASSIGNMENTS:**

Outside of class hours (min): 1.000

Outside of class hours (max): blank or 0.0

Outside of class assignment:

Library assignments, reading reports, research projects, field experiences, oral reports, independent visits.

**STUDENT ASSESSMENT**

Essay

Non-Comp

Other: Various research/experiential project types

**TEXT, READING AND MATERIALS**

Other: Texts as selected by student and instructor in consultation.

**LIBRARY**

Check all

A list of recent, recommended supplementary (non-textbook) titles will be provided to a COA librarian prior to assignment of specific independent research project contract(s).

**CODES**

05 = A or B

10 = NCOOP

11 = Y

13 = N

22 = Y

26 = N