LAS POSITAS COLLEGE
Curriculum Committee
April 27, 2015
Draft Minutes

Faculty/Voting Members Present:
LaVaughn Hart (Chair, Faculty, Non-voting)
Elizabeth Hopkins-Kurz (BSBA)
Candace Klaschus (ALSS)
Craig Kutil (STEMPS)
Marina Lira (Articulation Officer)
Jill Oliveira (Counseling)
Jim Ott (ALSS)
Lisa Weaver (BSBA)

Faculty/Voting Members Absent:
Angela Amaya (Library)

ASLPC 2014 – 15 Representative:
None

Non-Voting/Ex. Off. Members Present:
Lisa Everett
Andrea Migliaccio
Carolyn Scott

Non-Voting/Ex. Off. Members Absent:
John Armstrong
Don Miller
Dyan Miller
Barbara Morrissey
Diana Rodriguez
Jim Wright

Guests:
Moh Daoud
Mark Tarte
Bill Komanetsky
Mike Ansell
Colin Schatz
Brian Hagopian

1.   CALL TO ORDER: Ms. Hart called the meeting to order at 2:30 p.m.

2.   Approval of Agenda
Ms. Hart requested to add the course AJ 50 to the agenda.
MSC: Weaver/Kutil to approve the agenda with the addition.

3.   Review/Approval of Minutes of April 13, 2015
MSC: Kutil/Klaschus to approve the minutes.

4.   Public Comments (This time is reserved for members of the public to address the Curriculum Committee. Please limit comments to three minutes. In accordance with the Brown Act, the Curriculum Committee cannot act on these items.)

None

5.   Curriculum Proposals/Presentations – All proposals are on CurricUNET

- **AJ 50 (Intro to Admin of Justice, 3 units, 3 unit lecture)** – Course Modification: O, 1X, CSU, CSU GE Area D, UC, C-ID. (Start date: Spring 2016)

  AJ course presented by Mark Tarte & LaVaughn Hart: In looking over the Admin of Justice AA-T, it was discovered that AJ 50 was conditionally approved by CID. However, the C-ID reviewer wanted to be able to see in the measurable objectives and methods of evaluation that students would be doing research papers using APA format (or similar format) before the courses could receive full approve. The Measurable Objectives and Methods of Evaluation have been updated along with textbooks.

- **AUTO A7 (Automotive Heating and Air Conditioning, 4 units, 2 unit lecture, 2 unit lab)** – Course Modification: O, 1X. Strongly Recommended: concurrent enrollment in Automotive Lab. Prerequisite: AUTO INTRO with a minimum grade of C, may be taken concurrently. (Start date: Fall 2016) *(formerly Auto 62; substantial change - increase in units)*

- **AUTO INTR (Automotive Service and Introduction, 4 units, 2 unit lecture, 2 unit lab)** – Course Modification: O, 1X, CSU. (Start date: Fall 2016) *(formerly Auto 55; substantial change - increase in units)*

- **AUTO L 1&2 (Smog Level One and Level Two, 5.5 units, 5 unit lecture, 0.5 unit lab)** – Course Modification: O, 1X, CSU. (Start date: Spring 2016) *(formerly Auto 71A; substantial change - increase in units)*
  Note: Course number (L 1&2) will not work, needs to be 3-4 characters.

- **AUTO SDR (Specified Diagnostic and Repair, 5 units, 4 unit lecture, 1 unit lab)** – New Course: O, 1X. (Start date: Spring 2016)
  (New but is related to AUTO 71A-C)

- **AUTO LABA (Automotive Lab, 2 units, 2 unit lab)** – Course Modification: O, 1X, CSU. Prerequisite: AUTO INTRO with a minimum grade of C, may be taken concurrently. (Start date: Fall 2016) *(formerly Auto 56)*

AUTO courses were presented by Brian Hagopian. ASE Group certifies technicians. So the curriculum is being aligned to meet this standard. The designator AUTO is staying the same but numbers are being changed to make it easier for student to understand the sequence of courses.

It was stated that switching from numbers to wording is challenging for those who have to translate it into other systems. Perhaps putting together a table to show the relationship between the new course identifies and the existing course numbers would be helpful. Mr. Hagopian stated that he has a table developed and is happy to share it.

It was also mentioned that Banner only allows 4 characters, so the space in L 1&2 has to be deleted. Also INTRO needs to be reduced to INTR.

All effective dates should be Fall 2016, except for the two smog courses (AUTO L1&2 and SDR).

Ms. Lira states that the courses are all over the board for transferability and non-transferability. So there needs to be more discussion on this.

Ms. Hart asked that notes be submitted in CNET.

- **BIO 29Z (Independent Study – Zoology, 0.5 – 2 variable units)** – New Course: O, 1X, CSU. (Start date: Spring 2016)

BIO was presented by Ms. Hart. This independent study is connected with Zoology and follows the same patterns as others that came through. BIO faculty do want CSU transferability on this one and the BIO 29B and BIO 29T courses presented at the last Curriculum Committee meeting. .

- **CHEM 1A (General College Chemistry I, 5 units, 3 unit lecture, 2 unit lab)** – Course Modification: G, 1X, CSU, IGETC Area 5, CSU GE Area B, LPC GE AA/AS, UC. Prerequisite: MATH 55 or MATH 55B with a minimum grade of C, and CHEM 31 with a

minimum grade of C, appropriate skill level demonstrated through the Chemistry Placement Process. (Start date: Spring 2016)

- **CHEM 1B (General College Chemistry II, 5 units, 3 unit lecture, 2 unit lab)** – Course Modification: G, 1X, CSU, IGETC Area 5, CSU GE Area B, UC. Prerequisite: CHEM 1A with a minimum grade of C. (Start date: Spring 2016)

- **CHEM 12A (Organic Chemistry I, 5 units, 3 unit lecture, 2 unit lab)** – Course Modification: G, 1X, CSU, IGETC Area 5, CSU GE Area B, UC. Prerequisite: CHEM 1B with a minimum grade of C. (Start date: Spring 2016)

- **CHEM 12B (Organic Chemistry II, 5 units, 3 unit lecture, 2 unit lab)** – Course Modification: G, 1X, CSU, IGETC Area 5, CSU GE Area B, UC. Prerequisite: CHEM 12A with a minimum grade of C. (Start date: Spring 2016)

- **CHEM 30A (Intro and Applied Chemistry I, 4 units, 3 unit lecture, 1 unit lab)** – Course Modification: G, 1X, CSU, IGETC Area 5, CSU GE Area B, LPC GE AA/AS, UC. Prerequisite: MATH 65 or MATH 65B with a minimum grade of C. (Start date: Spring 2016)

- **CHEM 30B (Intro and Applied Chemistry II, 4 units, 3 unit lecture, 1 unit lab)** – Course Modification: G, 1X, CSU, IGETC Area 5, CSU GE Area B, UC. Prerequisite: CHEM 30A with a minimum grade of C. (Start date: Spring 2016)

- **CHEM 31 (Intro to College Chemistry, 4 units, 3 unit lecture, 1 unit lab)** – Course Modification: G, 1X, CSU, IGETC Area 5, CSU GE Area B, LPC GE AA/AS, UC. Prerequisite: MATH 55 or MATH 55B with a minimum grade of C. (Start date: Spring 2016)

  CHEM courses were presented by Mike Ansell. Updated textbooks; no change in description. These are shared courses with Chabot and Chabot will be updating their courses next fall.

- **CNT 55 (Installing & Configuring Windows Server MCSA I, 3 units, 2.5 unit lecture, 0.5 unit lab)** – Course Modification: O, 1X, DE, CSU. Strongly recommended: CNT 52. (Start date: Spring 2016)

- **CNT 56 (Administering Windows Server MCSA II, 3 units, 2.5 unit lecture, 0.5 unit lab)** – Course Modification: O, 2X, DE, CSU. Strongly recommended: CNT 52. (Start date: Spring 2016)

- **CNT 57 (MS Server Advanced Services MCSA III, 3 units, 2.5 unit lecture, 0.5 unit lab)** – Course Modification: O, 2X, DE, CSU. Strongly recommended: CNT 52 and CNT 56. (Start date: Spring 2016)

- **CS 2 (Computing Fundamentals II, 4 units, 3 unit lecture, 1 unit lab)** – Course Modification: O, 1X, DE, CSU, UC, C-ID. Strongly recommended: CS 1. (Start date: Spring 2016)

- **CS 20 (Adv Prog w/Data Structures/C++, 4 units, 3 unit lecture, 1 unit lab)** – Course Modification: O, 1X, DE, CSU, UC. Strongly recommended: CS 2. (Start date: Spring 2016)

- **CS 47 (Capstone Project, 4 units, 3 unit lecture, 1 unit lab)** – Course Modification: O, 1X, DE, CSU. Strongly recommended: CS 1 or CS 31, CNT 52, CIS 43, CIS 9001, CIS 60, CIS 62. (Start date: Spring 2016)

- **CIS 9001 (Database Design Methodology, 2 units, 2 unit lecture)** – Course Modification: O, 1X, DE, CSU. (Start date: Spring 2016)

- **CIS 9002 (ORACLE: Database Design and SQL Programming,** 3 **units, 2.5 unit lecture, 0.5 unit lab)** – Course Modification: O, 1X, DE, CSU. Strongly recommended: CIS 57. (Start date: Spring 2016)

- **CIS 9003 (ORACLE: Database Programming with PL/SQL, 3 units, 2.5 unit lecture, 0.5 unit lab)** – Course Modification: O, 1X, DE, CSU. Strongly recommended: CIS 9002. (Start date: Spring 2016)

   CNT/CS/CIS courses and the new Computer Information Technologist degree were presented by Bill Komanetsky, Colin Schatz, Moh Daoud and LaVaughn Hart. Mr. Komanetsky stated he worked with Colin Schatz, Debbie Fields, and Ms. Hart to update the courses to reflect new/edited content areas as well as to clarify course descriptions. The faculty have been working with LLNL staff to ensure that the content of the courses meets the needs that they have identified, particularly in addressing programing languages (Python), operating systems (Unix), and teamwork.

   Ms. Hart stated that the Lawrence Livermore Lab needs people with background in networking, database and programing. Classes in all three disciplines have been rewritten and are included in the new Computer Information Technologist AS degree CIS 50 has been identified as the program-based GE course for the AS degree. The Capstone class, CS 47 is written to be broader in its scope to allow projects in database, networking, and programming depending upon the student's area of interest.

   Moh Daoud has done updates as well in the CNT areas.Mr. Daoud stated that there were updates to Microsoft 2012 and its certifications for CNT 55, 56, 57.

   Ms. Hart requested that questions and/or comments be submitted in CNET.

   Ms. Hart stated that the CIS 9001, 9002, 9003 courses were basic updates of Oracle Academy courses. CIS 9001 and 9002 are a part of the new degree.

- **ENGR 22 (Engineering Design Graphics, 3 units, 2 unit lecture, 1 unit lab)** – Course Modification: G, 1X, CSU, UC. Strongly recommended: MATH 38, ENG 1A with a minimum grade of C. (Start date: Spring 2016)

   ENGR 22 was presented by Lisa Everett. Course updated as part of the the Engineering Tech degree.

- **KIN DRJ2 (Danzan Ryu Jujitsu 2, 1 to 2 variable units)** – New Course: O, 1X, CSU, CSU GE Area E, LPC GE AA/AS, UC. Strongly recommended: KIN DRJ1. (Start date: Spring 2016)

- **KIN TDE1 (Tenio DeCuerdas Eskrima 1, 1 to 2 variable units)** – New Course: O, 1X, CSU, CSU GE Area E, LPC GE AA/AS, UC. Start date: Fall 2016)

   KIN courses were presented by Craig Kutil. The first one is level two of Jujitsu which will be offered in spring. KIN TDE1 is Filipino martial arts.

   There was a concern regarding families. Students should be able to take multiple types of combative classes. Might want to say something other than "families." So there was a suggestion to change the wording in level two of the rationale: "This course is part of a family in the combative category."

- **SOC 3 (Cultural and Racial Minorities, 3 unit, 3 unit lecture)** – Course Modification: O, 1X, DE, CSU, IGETC Area 4, CSU GE Area D, LPC GE AA/AS, UC, C-ID. (Start date: Spring 2016)

- **SOC 6 (Social Problems, 3 unit, 3 unit lecture)** – Course Modification: O, 1X, DE, CSU, IGETC Area 4, CSU GE Area D, LPC GE AA/AS, UC, C-ID. (Start date: Spring 2016)

   Courses were presented by Ms. Hart. There are basic updates and updates of textbooks. The CID descriptors is under review. Language and content updated to match CID.

Programs

- **Administration of Justice (Associates in Arts for Transfer)** – New Program
  Presented by Ms. Hart
  Ms. Hart stated that per Ms. Lira we might need to remove the PSYC 1 class because the CID approval expires this year. Ms. Lira states that it had expired but she resubmitted it so it should be ok. AJ 63 and AJ 66, which are courses in this program, are on agenda today to be approved. The TMC document, Program of Study (CurricUNET), and narrative documents will be reviewed to make sure that all are in agreement. Unit values for courses will be check as well. If there are any other questions or concerns, please write your comments in CurricUNET.

- **Computer Information Technologist (Associates in Science)** – New Program
  Presented by Ms. Hart (discussed in presentation of CS, CIS, and CNT courses)

Program Deactivation

Psychology (Transfer Preparation) Associates in Arts
(Note: Proposal doesn't show up under reviewers in CurricUNET)

Rationale: We want to deactivate the AA degree in psychology. The psychology department will begin offering an AA-T in psychology as of Fall 2014. There is substantial overlap between the degree requirements for the AA and AA-T. To avoid confusion for students, the AA-T will replace the existing AA degree.

PSYC department has decided they want their AA-T to replace their local degree.

Ms. Lira states that she spoke with the department last year stating that a lot of students want to pursue the AA and do not want to do the extra GE with the AA-T. The number of degrees completions in this area might go down.

6. **Review/Vote**
   - **AJ 63 (Criminal Investigation, 3 units, 3 unit lecture)** – Course Modification: G, 1X, CSU, C-ID. (Start date: Spring 2016)
   - **AJ 66 (Juvenile Procedures, 3 units, 3 unit lecture)** – Course Modification: O, 1X, CSU, C-ID. (Start date: Spring 2016)
     MSC: Kutil/Klaschus to approve the outlines
     MSC: Kutil/Klaschus to approve CID

   - **BIO 29B (Independent Study – Biology, 0.5 – 2 variable units)** – Course Modification: O, 1X, CSU. (Start date: Spring 2016) *(formerly BIOL 29)*
   - **BIO 29T (Independent Study – Botany, variable units)** – New Course: O, 1X, CSU. (Start date: Spring 2016)*(Check that CSU transfer to BIO 29B and BIO 29T)*

MSC: Kutil/Weaver to approve the outlines
MSC: Kutil/Klaschus to approve CSU transfer

- **BUSN 20 (International Business, 3 units, 3 unit lecture)** – Course Modification: O, 1X, DE, CSU, LPC GE AA/AS. Strongly recommended: BUSN 40 and ENG 1A. (Start date: Spring 2016)
  MSC: Kutil/Weaver to approve the outlines
  MSC: Kutil/Weaver to approve advisories

- **CIS 60 (Systems Analysis and Design, 3 units, 3 unit lecture)** – Course Modification: O, 1X, DE, CSU. Strongly recommended: CIS 50 with a minimum grade of C. (Start date: Spring 2016)
  MSC: Weaver/Kutil to approve the outlines
  MSC: Weaver/Kutil to approve advisories
- **CIS 62 (Project Management, 3 units, 3 unit lecture)** – Course Modification: G, 1X, DE, CSU. Strongly recommended: CIS 60 with a minimum grade of C. (Start date: Spring 2016)

  TABLED UNTIL NEXT MEETING; ISSUE WITH DESCRIPTION.

- **CIS 66 (Networking Fundamentals, 3 units, 3 unit lecture)** – Course Modification: O, 1X, DE, CSU, C-ID. Strongly recommended: CIS 50. (Start date: Spring 2016) *(cross-listed with CNT 52)*
- **CNT 52 (Networking Fundamentals, 3 units, 3 unit lecture)** – Course Modification: O, 1X, DE, CSU, C-ID. Strongly recommended: CIS 50. (Start date: Spring 2016) *(cross-listed with CIS 66)*
  MSC: Ott/Klaschus to approve the outlines on cross-listed courses (CIS 66 and CNT 52)
  MSC: Ott/Klaschus to approve advisories on cross-listed courses (CIS 66 and CNT 52)

- **CNT 51 (CompTIA's A+ Certification Computer Technician, 4 units, 3 unit lecture, 1 unit lab)** – Course Modification: O, 1X, DE, CSU, C-ID. Strongly recommended: CNT 50. (Start date: Spring 2016)
  MSC: Weaver/Kutil to approve the outlines
  MSC: Klaschus/Kutil to approve advisories

- **SOC 11 (Sociology of Gender, 3 unit, 3 unit lecture)** – Course Modification: O, 1X, CSU, IGETC Area 4, CSU GE Area D, LPC GE AA/AS, UC, C-ID. (Start date: Spring 2016)
  MSC: Klaschus/Hopkins-Kurz to approve the outlines

Programs

- **Retail Management (Certificate of Achievement)** – Program Modification
  MSC: Kutil/ Hopkins-Kurz to approve modification

- **Technical Theater (Certificate of Achievement)** – New Program
  Ms. Hart stated that when this program was reviewed last time there were still some courses that had to be approved at the State level. These courses, THEA 48A-D, 50, 51, have now been approved and course listings (Program of Study) has been updated in CurricUNET to reflect the new courses.
  MSC: Ott/Klaschus to approve new program

7. **Vice President's Report:** Dr. Jim Wright
    None

8. **Chair's Report:** Ms. Hart
Ms. Hart stated that the new vice president (Roanna Bennie) will start at the end of May. The interim (Jim Wright) might have a chance to work with her for a short period of time to get her up to date. Dr. Wright has been wonderful to work with and is great at finding documents and has great ideas.

Kristy Woods, Craig Kutil and Ms. Hart met to talk about ways to improve the CurricUNET screens related to programs (degrees/certificates). For example, CurricUNET screens need to be different for different types of degrees/certificates, e.g., AA-T vs. an AA program vs a Certificate of Achievement. We now have a document that can guide Governet (CurricUNET vendor) in customizing these screens for us. We have a contract with GoverNET so they are obligated to help us with this improvement to CurricUNET.

Also next year we want to have a link to CNET to search for current course outlines. You won't have to log in.

9. **Articulation Officer's Report:** Ms. Marina Lira
Ms. Lira spoke on an issue they are now starting to see in counseling. It's regarding substitutions within the AD-Ts. She stated that the Statewide Academic Senate came out with statements regarding substitutions and reciprocity a couple of years ago but we haven't had to deal with this issue until now. Essentially what they say is that if a TMC identifies three courses in list A, and we choose two of the courses (not all three), and a student took course number three at another campus but is now attending LPC (and we have not/don't offer that course), because the AD-Ts are supposed to be statewide conversely, the State says you can substitute that class or do what's in the best interest of the student. The course might not fit in our AD-T model but that's how the TMC is designed. Ms. Lira asks that deans and committee members take this information back to their divisions to discuss. We need to figure out a process to determine how the substitutions will occur.

Ms. Lira spoke on two ADTs that have recently been sent back by the State for revisions. The State mentioned that some courses were not submitted for CID approval. Ms. Lira stated that the courses listed on the original TMC were in fact forwarded for CID approval. But courses listed on revised TMC had not been sent. Ms. Lira requests that in the future please approve all courses in curriculum first, so that she can then submit them for CID approval. Starting this Fall, all courses must be approved (rather than submitted) before being uploaded to the State.

10. **Good of the Order**
Ms. Hart stated that the Theater Arts AA-T was approved. There are still issues to resolve with the Business AS-T (might bring it back as an update to vote on at the next meeting). KIN also has several problems. The State is requesting for KIN activity courses, to specify if a written assignment is required or not.

11. **Adjournment:** 4:08 p.m.

12. **Next Meeting:** May 11, 2015 at 2:30 p.m. in room 804 (last meeting of the semester); voting only, no new proposals.