



CURRICULUM COMMITTEE

Draft Minutes

August 21, 2023 | 3:30 PM | Room 2414 + Zoom for Guests

[Zoom information at the end of the Agenda](#)

LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

LPC Planning Priorities

- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

Curriculum Committee Quorum: 7

Faculty/Voting:

- Erick Bell (CC Chair) - P
- Angela Amaya (BSSL) - Z*
[She did not vote; 0 of 2 excused absences used.]
- Amanda Castelli (SS) - A
- Sue DeFuniak (PATH) - P
- Chris Dudzik (STEM) - P
- Akihiko Hirose (BSSL) - p
- Craig Kutil (Articulation Officer) - p
- Stuart McElderry (AS Div. Dean) - P
- Marty Nash (A&H) = P
- Elizabeth Wing Brooks (A&H) - P
- Michelle Zapata (SS) - P

Non-Voting/Ex. Off. Members:

- Liz McWhorter (CC Support) - P
- John Armstrong (A&R) - A
- Danielle Bañuelos (Classified) - P
- Joel Gagnon (SS Div. Dean) - P
- Andrea Migliaccio (Classified) - P
- Nan Ho (VP of Academic Svcs.) - P

Guests: Jill Carbone (Z), Peter Kuo (Z), Marina Lira, Julia McGurk (Z)

*Z - Participated via Zoom

Call to Order at 3:42 pm

Erick Bell

Review and Approval of Agenda

Erick Bell

MSC: Kutil/McElderry/Approved

(Tabling FJW3, per Chair Bell. And in the future, CK suggests using language like “First Level” and “Subsequent Level.” APHT: Faculty request to remove it indefinitely as we figure out apprenticeship sponsor [Yellow is folding]. ENG 7: Faculty request to present w/ other (N)ENG in Sept/Oct.)

Review and Approval of Minutes

Erick Bell

(May 15, 2023)

MSC: Kutil/Dudzik/Approved

[*Abstention: Nash*]

Public Comment

Please limit comments to three minutes. In accordance with the Brown Act, the Committee cannot discuss or act on items that are not already on the agenda.)

Welcome, new Curriculum Committee Members!

Erick Bell

Chair welcomes Marty Nash, Amanda Castelli (She will join us in early October), and Nan Ho.

First Readings

Faculty

**All courses listed below can be taken only 1 time for credit unless otherwise noted.*

Modified Credit Courses

ARTS 24 (Three-Dimensional Design and Modeling)

Peter Kuo presenting.

- There is a name change from “3D” to “Three-Dimensional” and Catalog description changes.
- He has been talking to art faculty D. Wagner about this. Enrollment for this course has not been great. It would be good to update and introduce Maya 3D computer graphics application; and incorporate the computer as a medium in course description.

Committee Comments:

- CK: “May include development of skills & processes using a variety...” Where’s this language? > *Peter says it’s all in there.*
- EB: Adding the lab content – *Liz/Erick will add this (hands-on materials manipulation, creating digital work, etc.)*
- EB: Q on the discipline: Art discipline is appropriate for this?
> *Peter: Yes – Maya is just introduced as an option. There will definitely be traditional art media used / can scan in & make electronic. It’s fundamentally still an Art class.*
- > CK: It has a Studio Art CID / is definitely an Art class.
> *Peter: He & Amy are seeking a new instructor for the course.*
- CK: Let’s bring it back for a second level reading.

[Tabled] ENG 7 (Critical Thinking and Writing Across Disciplines)

[Tabled] KIN FJW3 (Fitness Jog Walk 3)

PCN 5 (Introduction to Social Work and Human Services)

Marina Lira presenting.

- She removed some nonsignificant learning objectives; and added Equity language.

Committee Comments:

- EB: Excellent job with the Equity Based Curriculum!

PCN 50L (Social Work and Human Services Fieldwork)

Marina Lira presenting.

- This is the lab portion of PCN 50.
 - > *Per Erick & Liz: We should review PCN 50 as well / in tandem if possible – we want to wait until both PCN 50 and 50L are ready.*
- Minor changes to 50L: Some equity language added, etc.

Committee Comments:

- JG: Thoughts on how to capture that you need to go out into the community?
 - > *Marina: She looked at Title 5, # of hours – “which may include in-class & out-of-class hours.”*
 - > *CK: Double-check with Mary Lauffer on this.*
- EB: Why can't we just leave the sentence as is?
 - > *CK: It'll show up on the COR...*
- JG would like it in the actual catalog description. He wants it to be as clear for students as possible.
- CK: “You're expected to do 96 hours of work, which may include in-class & out-of-class hours...”
- EB: Bring this back for another reading?
 - > *Marina: Yes, that's okay.*

Discipline Placement

[Tabled] KIN FJW3 (Fitness Jog Walk 3)

New Noncredit Programs

Career Exploration and Preparation: 12.5 Hours. TOP Code: 4930.10 – Career Guidance and Orientation.

CIP Code: 32.0107 – Career Exploration/Awareness Skills. (Effective Date: Fall 2024)

Note 1: This is a Noncredit CDCP-funded program.

Note 2: PSLOs reviewed at the 05/08/23 SLO Committee Meeting.

Jill Carbone presenting.

- This certificate is comprised of NPCN 209 & 211.
- It will help people get on a path / discover a major. This is open to community members.
- She applied for CDCP funding from the State.
- The courses will be taught by faculty from our Counseling department.
- Highlights of equity & access activities / career resources that provide recommendations to students; outreach (orientations, workshops, etc.).
 - > *Erick/Liz will get this put into CurricUNET.*
- Note: “Career Jam” will be used in our student-facing language (vs. this backend curriculum lingo).

ESL College Speaking and Listening Fluency Pathway: 162 Hours. TOP Code: 4930.86 English as a Second Language—Speaking Listening. CIP Code: 32.0109 Second Language Learning. (Effective Date: Fall 2024)

Note 1: This is a Noncredit CDCP-funded program.

Note 2: PSLOs reviewed at the 04/24/23 SLO Committee Meeting.

Julia McGurk presenting.

- While on sabbatical, the feedback she got while surveying adult English Language Learners in our community noted that we should offer some more speaking and listening opportunities. This helps them be prepared to engage in any college-level course, professional environment, etc.

Committee Comments:

- CK: He helped Julia with this. Secondary basic skills or Math/ENGL? You may simply be able to earn the certificate with completion of a Capstone. So students do not have to necessarily take the others. Craig will check with a CCCCCO representative / confirm what they would like to see.

Course Deactivations

GDDM 65 (Electronic Prepress): 3 Units (1.5 Lecture, 1.5 Lab). Letter or P/NP. Recommended Course Preparation: GDDM 64 with a minimum grade of C. Discipline: Graphic Arts. (Effective Date: Fall 2024)

Rationale: They had an GDDM advisory board meeting in Spring '23, and they agreed to sunset GDDM 65 (electronic prepress) and GDDM 68 Portfolio Preparation.

GDDM 68 (Portfolio Preparation): 3 Units (1.5 Lecture, 1.5 Lab). Letter or P/NP. Prerequisites: GDDM 53 with a minimum grade of C or GDDM 54 with a minimum grade of C or GDDM 64 minimum grade of C. Discipline: Graphic Arts. (Effective Date: Fall 2024)

Rationale: They had an GDDM advisory board meeting in Spring '23, and they agreed to sunset GDDM 65 (electronic prepress) and GDDM 68 Portfolio Preparation.

Peter Kuo presenting.

- 68 is not currently on a certificate/program – there is no true demand.
- 65 is currently on a certificate, but he will remove it once the course is deactivated.
- *Note: Peter will need to deactivate the certificate this semester as well.*
 - o CK: CNET META fix (new version that LPC is transitioning to this academic year): Fix Course Impact Report – the course is not showing when we submit a deactivation request.

Committee Comments:

- JG: What is the typical timing when you have a degree and course that needs change – what is the order of operations? They should happen simultaneously.
- EB: Can we make them Effective in Spring '24? > Peter: Yes.
- JG: Remember to modify other affected programs too (They should be effective Fall '24)
- CK/EB: We need to make sure that Dean Mattern approves these in CNET – Liz will confirm.

Administrative Revisions

[Removed] APHT (Apprenticeship Heavy Trucking): (Effective Date: Fall 2023)

- Title should be Apprenticeship Heavy Truck Driving (vs. Apprenticeship Heavy Trucking)
- Units should be 18.5 (vs. 17.5 -- it was showing up in CurricUNET with the lower unit count)

Second Readings

Faculty

**All courses listed below can be taken only 1 time for credit unless otherwise noted.*

Modified Credit Courses

PCN 13 (Race, Ethnicity, and Social Change): 3 Units (Lecture). Pass/No Pass. Prerequisites: N/A.
Discipline: Counseling. (Effective Date: Fall 2024)

Primary Modifications: Course Title, Catalog Description, CSU Transfer or GE Articulation.

Marina Lira presenting.

- EB: In the spring, counting it for Ethnic Studies was the discussion. It would have to be taught by Ethnic Studies faculty.
 - > Marina: Yes, it can be taught by an Ethnic Studies professor.
- It has been on the books since the mid-90s. It's never really been updated to be contemporary. The content was reviewed and reframed/updated. Lots of DEI has been integrated (lived experiences, contributions of different groups, etc). Also: Updated description, content, textbooks, assignments, etc.

Committee Comments:

- EB: The challenge lies in the Area F / Area 7 request.
- CK: It would be great if this could come from a social work perspective. > *Marina: A lot of the language that's DEI is social work. This is a larger perspective – looking more at people and how they have experienced life. What is it that you need to do to create access to opportunity, etc.?*
 - > CK: I hear that, but I do not see it in the description.
- JG: “emphasis on how these things impact American lifestyle...” Could we add the social work-specific verbiage back in? → *Marina: She will have to rethink it.*
- EB: We will bring this back for another reading when Marina and Joel feel ready.
- SM: In the discipline, how are we listing it? He thinks there's an issue there. It cannot be cross-listed if it's only in Counseling. Ethnic Studies must be listed as a discipline.
 - > *Marina: Yes, that will be added.*
- SM: Could the title be adjusted? > *Marina: We've gone around and around on that...*
- CK: CSU doesn't look at discipline. CCC council is lobbying hard RE: Ethnic Studies & core competencies for community college. They want a specific group focus (not a general ES course).
- EB: Thanks for the lively discussion, but we are running short on time and we still have Voting Items to cover. We can pick up this conversation again in the future.

Voting Items

Faculty

**All courses listed below can be taken only 1 time for credit unless otherwise noted.*

Modified Credit Courses

CIS 54 (MS Excel Essentials): 4 Units (3 Lecture, 1 Lab). Letter Grade or P/NP. Recommended Course Preparation: CIS 50 with a minimum grade of C. Discipline: Computer Information Systems. (Effective Date: Fall 2024)

Primary Modifications: Distance Education, Advisory Skills, Texts, Title.

CIS 55 (Integrating Office Applications): 4 Units (3 Lecture, 1 Lab). Letter Grade or P/NP. Recommended Course Preparation: CIS 50. Discipline: Computer Information Systems. (Effective Date: Fall 2024)

Primary Modifications: Catalog Description, Distance Education, Advisory Skills, Methods of Instruction, Methods of Evaluation, and Typical Texts.

KIN 19 (Care and Prevention of Athletic Injuries): 3 Units (2 Lecture, 1 Lab). Letter Grade. Prerequisite: KIN 17 with a minimum grade of C. Discipline: Physical Education or Kinesiology. (Effective Date: Fall 2023)
Primary Modifications: Distance Education, Discipline, Methods of Evaluation, Typical Texts.

MSC: DeFuniak/Wing Brooks/Approved
 [Abstention: Nash]

Other Voting Items

Faculty

Advisory Requisites

CIS 54 (MS Excel Essentials): Recommended Course Preparation: CIS 50 with a minimum grade of C. (Effective Date: Fall 2024)

CIS 55 (Integrating Office Applications): Recommended Course Preparation: CIS 50. (Effective Date: Fall 2024)

KIN 19 (Care and Prevention of Athletic Injuries): Prerequisite: KIN 17 with a minimum grade of C. (Effective Date: Fall 2023)

Distance Education

CIS 54 (MS Excel Essentials): Fully Online, Partially Online. (Effective Date: Fall 2024)

CIS 55 (Integrating Office Applications): Fully Online, Partially Online. (Effective Date: Fall 2024)

KIN 19 (Care and Prevention of Athletic Injuries): Fully Online (FO), Online with Flexible In-Person Component (OFI). (Effective Date: Fall 2023)

Discipline Placement

CIS 54 (MS Excel Essentials): Discipline: Computer Information Systems. (Effective Date: Fall 2024)

CIS 55 (Integrating Office Applications): Discipline: Computer Information Systems. (Effective Date: Fall 2024)

KIN 19 (Care and Prevention of Athletic Injuries): Discipline: Physical Education or Kinesiology. (Effective Date: Fall 2023)

Administrative Course Revisions

ESL 123 (Intermediate Oral Communication): 2 Units (Lecture). Pass/No Pass. TOP Code: 4930.86 – English as a Second Language—Speaking/Listening. Prerequisite: ESL 130B with a minimum grade of P or ESL 131B with a minimum grade of P or ESL 133 with a minimum grade of P or Placement through the ESL assessment process. Discipline: ESL. (Effective Date: Fall 2024)

Primary Modification: It should be One Level Below Transfer (vs. Two).

ESL 133 (Beginning Oral Communication): 2 Units (Lecture). Pass/No Pass. TOP Code: 4930.86 – English as a Second Language—Speaking/Listening. Recommended Course Preparation: Placement through the ESL assessment process. Discipline: ESL. (Effective Date: Fall 2024)

Primary Modification: It should be Two Levels Below Transfer (vs. Three).

MSC: Dudzik/DeFuniak/Approved
 [Abstention: Nash]

Informational Items

AY 23-24 Curriculum Committee Calendar

Liz McWhorter

See attachment.

Reports

- o Vice President’s Report - N/A
- o Chair’s Report - N/A
- o Articulation Officer’s Report - N/A

Nan Ho
Erick Bell
Craig Kutil

Good of the Order

Liz’s Fall leave & Danielle’s assistance while Liz is gone

Liz McWhorter

Adjournment by Erick Bell at 4:42 pm - *Dudzik/All/Approved*

Next Meeting:

- o September 18, 2023

Zoom Information:

Meeting ID: 936 6521 1263 / Password: 185960 / Call-In #: 6699006833

<https://cccconfer.zoom.us/j/93665211263?pwd=eXpiVENvSG5aT2tMWkdjRiBiTG1tdz09>