



Curriculum Committee

September 2, 2022

9:00 – 10:30 a.m.

Via Zoom—Recording [Link](#) (Passcode: 8c?GM4+X)

Minutes

This meeting was conducted virtually pursuant to Government Code section 54953(e)(1)(A) and the Memorandum from Napa County Executive Officer Minh C. Tran and Public Health Officer Karen Relucio, M.D., dated September 27, 2021, regarding Recommendation for Continued Remote Attendance at Brown Act meetings.

Members Present: Seth Anderson, Rhue Bruggeman, Shawna Bynum, Naomi Chianese, Bob Freschi, Paul Gospodarczyk, Josh Hanson, Bob Harris, Stacey Howard, Brian Larsen, Tia Madison, Douglas Marriott, Eric Martinez, Katherine Rhyno, Shawntel Ridgle, Bob Van der Velde

Members Absent: Jerry Dunlap, Karen Larsen

Public Present: Greg Miraglia, Michelle Hinchcliff

1.0 Welcome and Call to Order (9:00 a.m.)

-Meeting called to order at 9:02 am.

2.0 Adoption of the Agenda (1 minute)

-M/S/P (9 ayes)

3.0 Approval of Submitted Minutes from August 19, 2022 (1 minute) +Attachment

-M/S/P (6 ayes/2 abstentions)

4.0 General Announcements (3 minutes)

Curriculum Committee members invited to make announcements to the committee.

-No announcements

5.0 Public Comment (3 minute)

Members of the public invited to comment on items on the agenda.

-Transfer Day is September 8th 10am-1:30 pm

6.0 Information Items (20 minutes)

6.1 New Members

The Faculty Co-Chair welcomed Rhue Bruggeman, Brian Larsen, and Eric Martinez to the committee.

-Student member to be appointed soon.

6.2 Review of Requirements for Continued Remote Meetings

+Attachments

The Faculty Co-Chair reviewed the committee's responsibilities for voting and record keeping when holding remote meetings under [AB 361](#). Committee members are asked to use their real name as their Zoom ID during meetings and clearly indicate motions according to the numbers listed in the agenda. The chat log will be maintained as part of the records of the committee and posted to the committee website.

6.3 **GE Subcommittee**

The members of the GE Subcommittee will be meeting this month to discuss courses proposed for the local general education pattern. This meeting will be open to all members of the public. Links and announcement will be sent out shortly.

6.4 **Webinars on CalGETC and Proposed Updates to Associate Degree GE Pattern**

The ASCCC will be providing a series of webinar beginning September 12, 2022, for discussion and feedback on the proposed [CalGETC](#) lower division general education pathway and possible future work aligning the general education pattern for the associate degree. Details and links will be sent out.

6.5 **ADT Versioning +Attachment**

The Chancellor's Office has recently released guidelines for phasing out existing Associate Degree for Transfer (ADT) versions when the Transfer Model Curriculum (TMC) undergoes substantial revision. Moving forward, only one active version will be allowed in the Chancellor's Office Curriculum Inventory (COCI) to ensure there is a clear transition to a new version when activated. The Business Administration 2.0 AS-T will be the first degree to go through this process.

7.0 **Consent Item (2 minutes) M/S/P (9 ayes)**

7.1 **AB 361 Conditions for Virtual Meetings +Attachments**

The committee acknowledged the AB 361 conditions have been met. This item must be placed on the agenda to be reviewed every 30 days.

7.2 **Approve Phase-Out of Business Administration AS-T (Subject to Implementation of Business Administration 2.0 AS-T)**

The committee approved archiving the current version of Business Administration AS-T once the new version goes into effect. Local catalog rights policy determines if a student may complete the original Business Administration AS-T ("version 1.0") once the 2.0 version is implemented.

8.0 **Action Items (20 minutes)**

8.1 **Course Modification (Substantive)**

8.1.1 **ADMJ 140 Introduction to Crime Scene Investigation (4 units)**

Catalog Description: This course introduces an in-depth analysis and discussion of the nature and significance of various types of physical evidence commonly found at crime scenes. The course combines theoretical concepts associated with the use of physical evidence in the forensic setting with student involvement in the processing of simulated crime scenes.

Modification: Addition of Hybrid DE modality.

-M/S/P (11 ayes)

8.2 **Approve Updates to Curriculum Handbook Chapter 3: Standing Rules and Procedures +Attachment**

The committee discussed and voted whether to approve revisions to Chapter 3 of the Curriculum Handbook, incorporating membership updates, meeting dates for 2022-23, and rules for virtual meetings.

-Motion to approve with amendment of removal of Naomi Chianese's name from the GE Subcommittee.

-M/S/P to approve as amended (11 ayes)

-Thanks expressed to the Faculty Co-Chair for continued work on the Handbook.

9.0 Discussion Items (40 minutes)

9.1 Update on CourseLeaf Project

Faculty Co-Chair and Curriculum Analyst updated the committee on CourseLeaf transition.

-We are hoping to schedule a Sync Test meeting with CourseLeaf later this month to test data integration points with the catalog. After that we will go into "production": CourseLeaf will create a live site from our development site.

-As with any data transfer project, there is going to need to be some cleanup of formatting and even manual transfer of some data elements.

-We are planning on saving all existing record from CurricUNET so we can access them in the future.

-Plan to have CoursLeaf trainings for committee members and faculty in late September/early October.

-Faculty Co-Chair advised to be cautious in announcing specific dates for the rollout of CourseLeaf, given our previous difficulties.

9.2 Annual Curriculum Committee Member Training +Attachment

Faculty Co-Chair will offer a mandatory training for all Curriculum Committee members regarding curriculum rules and regulations and local policies (as required by Title 5 §§ 55100, 55130, and 55150).

Among other topics, this training will cover:

- Roles of Curriculum Committee, Board of Trustees, and Chancellor's Office in Curriculum Approval
- The *Program and Course Approval Handbook* (PCAH)
- Standards and Criteria for Credit and Non-Credit Courses
- Credit Hour Definition
- Criteria for Associate Degree and General Education
- Credit Certificates

-Video of this portion of the meeting available here: <https://youtu.be/sFXIIH4nH4o>

10.0 Future Items

10.1 Trainings on CourseLeaf for Curriculum Committee members, faculty, and campus at large

10.2 Approval of Program Narrative forms

10.3 Updated checklists for curriculum authors and reviewers

10.4 Approval of courses for Local GE pattern

10.5 AB 1705 and Math, English, ESL placement

10.6 Revision of Curriculum Handbook Chapters 6 through 9

10.7 Work Experience Education (AP 4103)

10.8 Other

11.0 Adjourn

-Motion to adjourn at 10:09 am

-M/S/P (9 ayes)