



Notice of Regularly Scheduled Meeting
November 21 2017 - Tuesday
3:00 PM
HU 102 (TECC)

Call to Order @3:04pm

Members Present:

Ms. Cheryl Aschenbach
Mr. Christopher Baker
Dr. Larry Buckley, Interim Vice President of Academic Services
Ms. Laura Greer
Ms. Roxanna Haynes
Ms. Susan Kelley-CSEA Alternate
Ms. Fran Oberg
Mr. Orlando Shannon, Vice Chair
Ms. Alison Somerville, Articulation Officer, Chair

Members Absent:

Mr. Jacob Hibbitts-ASB Representative
Ms. Joesetta Mata
Ms. KC Mesloh
Mr. Chad Lewis
Ms. Christi Myers
Ms. Susan G. Mouck
Mr. Tom Rogers

Guest:

Ms. Barb Baston
Mr. Jackson Ng
Mr. Robert Schofield

1. **Agenda Approval (Haynes/Shannon: MSCU)**
2. **Approve Meeting Minutes: November 7, 2017 meeting (Oberg/Haynes: MSCU)**
Information only: October 17, 2017 Approved Minutes
3. **Action taken by Curriculum Subcommittee**

A. Biology 1 Principle of Molecular and Cellular Biology and BIOL 4 Principles of Evolutionary, Organismal and Ecological Biology

Approved updating text book to most recent edition for both courses.

~~Reece, Urry, Cain, Wassernam, Minorsky, Jackson, Campbell Biology 10th edition, 2014, Pearson, ISBN: 9780321775658~~

Reece, Urry, Cain, Wassernam, Minorsky, Jackson Campbell Biology, 11th Edition, 2016, Pearson Education, ISBN-10: 0134093410 or 13:9780134093413

Effective: Fall 2018
Approved: 11/21/2018

4. Action

A. **BUS 34A Microsoft Word, Beginning (Oberg/Haynes: MSF)**

Changing hybrid delivery hours NOT APPROVED.

Hybrid Delivery

A combination of traditional classroom and online instruction will be utilized. ~~Each semester 17 lecture hrs and 34 hrs lab will be taught face to face by the instructor and 8.5 lecture hrs and 42.5 hrs lab will be instructed online through the technology platform adopted by the District, currently Moodle.~~ *Each semester a minimum of 17 lecture hrs and a minimum of 17 hrs lab will be taught face-to-face by the instructor with the remaining course hours instructed online through the technology platform adopted by the District.* Traditional class instruction will consist of lectures, visual aids, and group presentations. Online delivery will consist of participation in forum-based discussions and posts, web links, email communications, lecture posts, and online lectures.
Effective: Spring 2018

Bring course back to Garret for clarification of why the lab hours were changed. Committee was uncomfortable with so few lab hours being taught face-to-face.

B. **BUS 34B Microsoft Word, Advanced (Oberg/Haynes: MSF)**

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A combination of traditional classroom and online instruction will be utilized. ~~Each semester 17 lecture hrs and 34 hrs lab will be taught face to face by the instructor and 8.5 lecture hrs and 42.5 hrs lab will be instructed online through the technology platform adopted by the District, currently Moodle.~~ *Each semester a minimum of 17 lecture hrs and a minimum of 17 hrs lab will be taught face-to-face by the instructor with the remaining course hours instructed online through the technology platform adopted by the District.* Traditional class instruction will consist of lectures, visual aids, and group presentations. Online delivery will consist of participation in forum-based discussions and posts, web links, email communications, lecture posts, and online lectures.
Effective: Spring 2018

Bring course back to Garret for clarification of why the lab hours were changed. Committee was uncomfortable with so few lab hours being taught face-to-face.

C. **MATH 60 Intermediate Algebra (Aschenbach/Shannon: MSC, 1 abstain Aschenbach)**

Approved adding hybrid delivery for incarcerated students.

Hybrid Delivery for Incarcerated Students

Hybrid delivery for incarcerated students shall consist of correspondence instruction for the lecture hours and face-to-face for the lab hours. ~~In cases when students are effected by lockdown or other unforeseen prison enforced circumstance that disrupts regularly scheduled faculty instruction to students and places delivery of required~~

~~instructional hours in jeopardy, the interrupted lab hours will be provided to those students in a face-to-face delivery.~~

Method of Evaluation – Hybrid Delivery for Incarcerated Students

For hybrid delivery for incarcerated students, evaluation will consist primarily of the same methods used in traditional face-to-face delivery: exercises/assignments, objective and essay examinations, and classroom projects or activities, and correspondence delivery: Assigned readings, instructor-generated typed handouts, typed lecture materials, exercises and assignments equal to face-to-face instructional delivery. Written correspondence and a minimum of six opportunities for feedback will be utilized to maintain effective communication between instructor and student.

Effective: Spring 2018

There has been a problem with the students not being successful with math courses strictly as correspondence. Providing the lab hours face to face will give the students the opportunity to get support from the instructor. They need the math courses to complete the degree. There isn't enough class availability to teach 102 hours face-to-face. Students would be doing homework in the lab was a concern. Jackson stated it would be no different from the on campus face-to-face lab. This gives the students a chance to ask questions on problems they are having trouble with. Dr Buckley thanked Jackson for trying to find a solution for student success. There still needs to be 2 hours of outside work for each lecture hour. The mix of correspondence and lab could get a little muddy as to where homework is being done. Is this ok with the Chancellor's office?

We need to remove the language referring to lockdown situations as this needs greater discussion regarding all courses we provide out at the institutions.

D. Math 103 Beginning Algebra (Aschenbach/Shannon: MSC 1 abstain Aschenbach)

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Effective: Spring 2018

5. **Discussion**

6. **Future Dates**

Curriculum/Academic Standards Meeting 2017-2018 Schedule for First and Third Tuesdays at 3:00 PM in HU 102 (TECC)

Note: Additional meetings may be scheduled as needed.

Fall	Spring
	January 30 th
December 5 th	February 20 th
	March 6 th & 20 th
	April 17 th
	May 1 st & 15 th

Information

Cheryl shared some information from the ASCCC Curriculum Regionals. With some Title 5 changes that took effect this past summer, we'll need to develop a BP and AP to locally define our minimum acceptable unit value and intermediate unit values. CCLC is developing a sample BP for distribution through their board policy service, but APs will need to be developed locally. Napa Valley College is the only college with an approved AP right now, and their AP is available for use as a starting point for other colleges. Another announcement was that the minimum unit value for Certificates of Achievement is changing from 18 to 16 for more consistency with federal financial aid guidelines. We'll need to look to see how many local Certificates of Accomplishment we have between 16-17.5 units and prepare those for submission for Chancellor's Office approval. We'll also now have the opportunity to submit low unit certificates as low as 8 units for Chancellor's Office approval; short-term programs of 8 units or more are eligible for some financial aid, so again the change is being made for better consistency with related guidelines.

Reminder: The following instructional programs are due. Curriculum Review (course outlines) should be done early in the process.

Instructional Program Reviews Due

Agriculture – May 2014
Human Services-Sept 2015
Agriculture-Sept 2016
Child Development-Sept 2016
Humanities-Sept 2016
Basic Skills – Sept 2017
Gunsmithing – Sept 2017
Human Services – Sept 2017
Allied Health – Sept 2017
Welding – Sept 2017

Any Person Having Business Not on the Agenda

Adjournment (Kelley/Oberg @ 4:23)

Future Agenda

*FS 50 Company Officer (2B) General Administrative Functions
FS 96 Low Angle Resource Operations
Adding Art 21 to Studio Arts degree*