

Citrus College

**Citrus Community College District: Academic Affairs
1000 W. Foothill Boulevard, Glendora, CA 91741**

Zoom link: <https://us06web.zoom.us/j/81302373857?pwd=Z0EzRzI3bCs50FM2dlpnS1R1SkNhZz09>

MINUTES

Curriculum Committee

Thursday, April 27, 2023; 2:40 - 4:00 p.m.; Hayden Hall

2022 - 2023 Membership * indicates voting member (Quorum - 9)

Curriculum Chair: Lisa Villa - P	SLOA Coordinator*: Dr. Cathrine Besancon
COUN Faculty*: Raquel Gutierrez - P	Articulation Officer: Michelle Plug
CTCE Faculty*: Dave Brown - P	Librarian*: Elizabeth Cook - P
CTCE Faculty*: Robert Solis	Program Review Coordinator: Brian Anderson
KIN Faculty*: Traci Rodriguez - P	ASCC Representative: Lizbeth Munguia Renteria
LAL Faculty*: Nicholas Henson - P	Academic Senate President*: Jeremy Clark - P
LAL Faculty*: Mark Gunderson - P	Catalog/Schedule Analyst: Gwen Harris - P
MB Faculty*: Toros Berberryan - P	Curriculum Assistant: Sabrina Lopez - P
MB Faculty*: Patrick Borja - P	Transcript Evaluators: Darlene Herrera/Michelle Perez
NPHS Faculty*: Laura Kinnaman - P	Interim VP Academic Affairs: Dr. Dana Hester - P
NPHS Faculty*: Nora Sullivan - P	A&R Dean: Dr. Gerald Sequiera
SBS Faculty*: Riham Gao - P	LAL Dean: Nickawanna Shaw
SBS Faculty*: Jamie Love	SBS Dean: Dr. Salima Allahbachayo - P
VPA Faculty*: Sean Fitzpatrick	CTCE Dean: Kimberly Mathews
VPA Faculty*: Gino Munoz	Registrar: Cinthya Arrieta
Guests: Eric Rabitoy, John Vaughan, Sonia Kibbe and Noemi Barajas	

I. Meeting called to Order - Lisa Villa called the meeting to order at 2:42 p.m.

II. Approval of Minutes - Minutes from 3/30/2023 - **M/S/P** - R. Gutierrez/N. Sullivan

III. Action Items - A. Update to catalog description for NRS 100, vote to approve for Fall 2023 to match current practice for Accrediting bodies. - **M/S/P** - R. Gutierrez/N. Sullivan

IV. Discussion Items - A. Curriculum Handbook - Lisa Villa reviewed the suggested updates to the Curriculum Handbook: Matching the Curriculum Committee Members section to the agenda lay-out, including the disciplines that fall under each faculty representative, the role of the DEIA+ Reviewer, and adding Total Student Learning Hours. The handbook will be brought to the 5/25 Curriculum Committee for a vote.

B. Tech Review & Curriculum Meeting Schedule - The committee reviewed the proposed meeting for 2023/2024 and agreed to meet on 12/7/23 instead of 12/14/23 for December.

C. AP 4020 Instructional Programs Curriculum & BP 4020 Program Curriculum and Course Development - The committee reviewed the AP and BP and had two small typographical fixes.

D. Creative Scheduling - Lisa Villa invited the committee to discuss creative scheduling in use in their divisions. Examples of successful and creative scheduling included: late start second 8 week classes, scheduling a 1-2 day non-credit course to support/augment an ongoing credit course, hybrid options (BUS/REAL/ACCT) to aid students working daytime, starting a few weeks after a term starts, ending prior to finals week (KIN), starting co-op ed classes late to recruit/promote to current students, hybrid combos with lab/discussion in person on one day and lecture online, promotion through external relations. Suggestions were made to improve the schedule display, including the part-of-term selection for non-standard classes.

V. Information Items - "5.6.5 Two-Thirds Lecture-Hour Equivalent (0.667 LHE) Assignments 5.6.5.1 Effective with the fall 2023 semester, all laboratory classes designated as .667 LHE will be designated as .75 LHE" - Dave Brown reviewed the MOU which increases any course with a lab factor of .667 LHE to .75 LHE for the fall 2023 semester. Gwen Harris will attach a list of the affected courses to the next agenda.

VI. Public Forum/Announcements

VII. Meeting Adjourned at 3:45 p.m.

New Courses						
Subject & Course Code	Course Title	Originator	Requisites	OE Addendum	Semester Effective	Committee Action
DENT 300	DENT 300: Orthodontic Assistant Permit	D. Brewster	X		Fall 2024	M/S/P- R.Gutierrez/ N. Sullivan
NC 504	NC 504: Social Skills for Success	D. Fernandez		X	Fall 2024	M/S/P- R.Gutierrez/ N. Sullivan
NC 505	NC 505: Skills for Career Success	D. Fernandez		X	Fall 2024	M/S/P- R.Gutierrez/ N. Sullivan
NC 690	NC 690: Bloodborne Pathogens	D. Fernandez		X	Fall 2024	M/S/P- R.Gutierrez/ N. Sullivan
NC 691	NC 691: HIPAA and Introduction to EHR	D. Fernandez			Fall 2024	M/S/P with corr to spell out "EHR" in title - R.Gutierrez/ N. Sullivan
NC 705	NC 705: Art - Still-Life Drawing for Older Adults	D. Fernandez			Fall 2024	M/S/P- R.Gutierrez/ N. Sullivan
NC 706	NC 706: Art - Portrait Drawing for Older Adults	D. Fernandez			Fall 2024	M/S/P- R.Gutierrez/ N. Sullivan

Modified Courses						
Subject & Course Code	Course Title	Originator	Added or Revised Requisites	Added or Revised OE Addendum	Semester Effective	Committee Action
ART 127	ART 127: Display and Exhibition Design	M. Hillman			Fall 2024	Consent agenda - M/S/P - R. Gutierrez/N. Sullivan
ART 143	ART 143: Beginning Ceramics - Handbuilding	M. Hillman			Fall 2024	Consent agenda - M/S/P - R. Gutierrez/N. Sullivan
ART 145	ART 145: Ceramic Design and Decoration	M. Hillman			Fall 2024	Consent agenda - M/S/P - R. Gutierrez/N. Sullivan

ART 147	ART 147: Ceramics: Tile and Mosaic - Intermediate	M. Hillman			Fall 2024	Consent agenda - M/S/P - R. Gutierrez/N. Sullivan
ART 149	ART 149: Studio Problems in Ceramics	M. Hillman			Fall 2024	Consent agenda - M/S/P - R. Gutierrez/N. Sullivan
ART 241	ART 241: Advanced Ceramics II	M. Hillman		X	Fall 2024	Consent agenda - M/S/P - R. Gutierrez/N. Sullivan
CM 140	CM 140: Construction Materials, Methods and Assembly	R. Loya	X		Fall 2024	Consent agenda - M/S/P - R. Gutierrez/N. Sullivan
CM 282	CM 282: Principles of Structural Design	R. Loya			Fall 2024	Consent agenda - M/S/P - R. Gutierrez/N. Sullivan
ENGL 104H	ENGL 104H: Argumentative Writing and Critical Thinking - Honors	R. Rudd			Fall 2024	Consent agenda - M/S/P - R. Gutierrez/N. Sullivan
MTRK 152A	MTRK 152A : Medium and Heavy Truck Engine Service, Diagnosis, and Repair	M. Rubio	X		Fall 2024	Consent agenda - M/S/P - R. Gutierrez/N. Sullivan
NC 650	NC 650: Introduction to Microsoft Office Applications	D. Fernandez		X	Fall 2024	Consent agenda - M/S/P - R. Gutierrez/N. Sullivan
NC 652	NC 652: Computer Keyboarding and Document Processing	D. Fernandez		X	Fall 2024	Consent agenda - M/S/P - R. Gutierrez/N. Sullivan
SOC 202	SOC 202: Contemporary Social Problems	G. White			Fall 2024	Consent agenda - M/S/P - R. Gutierrez/N. Sullivan
THEA 105A	THEA 105A: Improvisation for the Theatre - Beginning	C. Brown		X	Fall 2024	Consent agenda - M/S/P - R. Gutierrez/N. Sullivan
THEA 105B	THEA 105B: Improvisation for the Theatre - Intermediate	C. Brown		X	Fall 2024	Consent agenda - M/S/P - R. Gutierrez/N. Sullivan

THEA 130	THEA 130: Introduction to Scenic Design & Art Direction for Theatre and Film	J. Holbrook			Fall 2024	Consent agenda - M/S/P - R. Gutierrez/N. Sullivan
THEA 227	THEA 227: Concert Touring Technician	D. Volonte			Fall 2024	Consent agenda - M/S/P - R. Gutierrez/N.
THEA 228	THEA 228: Concert Touring Assistant	D. Volonte			Fall 2024	Consent agenda - M/S/P - R. Gutierrez/N. Sullivan
THEA 229	THEA 229: Concert Touring Lighting Designer	D. Volonte			Fall 2024	Consent agenda - M/S/P - R. Gutierrez/N. Sullivan
THEA 230	THEA 230: Concert Touring Production Manager	D. Volonte			Fall 2024	Consent agenda - M/S/P - R. Gutierrez/N. Sullivan
THEA 231	THEA 231: Concert Touring Technical Director	D. Volonte			Fall 2024	Consent agenda - M/S/P - R. Gutierrez/N. Sullivan
THEA 232	THEA 232: Concert Touring Master Electrician	D. Volonte			Fall 2024	Consent agenda - M/S/P - R. Gutierrez/N. Sullivan
THEA 270	THEA 270: Introduction to Production Management	J. Holbrook			Fall 2024	Consent agenda - M/S/P - R. Gutierrez/N. Sullivan

Correction items to courses/programs				
Course/Program Number and Title	Corr.	Proposed Change From/To:	Reason for Change:	Effective Term
NC 602	x	No minimum quals to Health and Safety: Noncredit	No minimum quals included in original proposal.	Spring 2023
NC 605	x	No minimum quals to Health and Safety: Noncredit	No minimum quals included in original proposal.	Spring 2023
NC 658	x	No minimum quals to Health and Safety: Noncredit	No minimum quals included in original proposal.	Spring 2023
NC 659	x	No minimum quals to Health and Safety: Noncredit	No minimum quals included in original proposal.	Spring 2023
NC 718	x	No minimum quals to Vocational (short term): Noncredit	No minimum quals included in original proposal.	Spring 2023
REAL 232	x	Shortened catalog description This course fulfills the 15-hour requirement for the Uniform Standards of Professional Appraisal Practice, which is required by the State of California Office of Real Estate Appraisers (OREA) for the Trainee Appraiser License. Taught by an experienced AQB Certified USPAP Instructor. This course cannot be used as a substitute for the 7-Hour USPAP Update course. 18 lecture hours.	Catalog Description too long	Spring 2023

New Programs				
Program Title	Originator	Justification	Semester Effective	Committee Action
Entry Level Healthcare Skills Certificate of Competency	D. Fernandez	Citrus College does not yet offer an entry level healthcare provider certificate. These courses could help prepare students for the more advanced healthcare career options on campus.	2024-2025	M/S/P- R. Gutierrez/N. Sullivan

Modified Programs				
Program Title	Originator	Justification	Semester Effective	Committee Action
Construction Management A.S.	M. Fischer	Alignment with industry accreditation requirements for core construction units and Program SLOs	2024-2025	M/S/P- R. Gutierrez/N. Sullivan
Diesel Engine Service, Diagnosis and Repair Technician Certificate of Achievement	M. Rubio	Updating certificate to include a new program introductory course	2024-2025	M/S/P- R. Gutierrez/N. Sullivan

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**Academic Year, Fall 2023-Spring 2024 Curriculum Committee and Technical Review will meet
on Thursdays at 2:40 p.m. to 4:00 p.m. in Hayden Hall**

Date	Meeting	Notes
8/31/2023	Curriculum Committee	First Meeting - Training
9/7/2023	Tech Review	
9/21/2023	Curriculum Committee	
10/5/2023	Tech Review	Winter 2024 Textbook deadline
10/19/2023	Curriculum Committee	
11/2/2023	Tech Review	Spring 2024 Textbook deadline
11/16/2023	Curriculum Committee	
11/30/2023	Tech Review	Fall 2024 Curriculum Approval deadline
12/7/2023 or 12/14/2023	Curriculum Committee	1. Articulation - CSUGE, IGETC, <u>2024/2025 Catalog</u> deadline 2. Summer/Fall 2024 Schedule deadline 3. New Programs/Certificates/AA Degrees deadline
3/7/2024	Tech Review	
3/21/2024	Curriculum Committee	
4/4/2024	Tech Review	1. Summer 2024 Textbook deadline 2. Spring Curriculum Approval deadline
4/25/2024	Curriculum Committee	<i>UC New Course deadline</i> <i>CSU New Course deadline</i>
5/9/2024	Tech Review	1. Emergency Courses/Programs ONLY 2. SLO/Textbooks ONLY 3. Fall 2024 Textbook Deadline
5/30/2024	Curriculum Committee	Last Full Curriculum Meeting
6/6/2024	Curriculum Committee	All Committee Training and Development Activity

Explanation of deadlines:

Fall Curriculum Approval Deadline: Courses must be on the agenda at this meeting to be reviewed by committee prior to the end of the term. Locally approved proposals not approved by the Chancellor's Office in time for local catalog publication deadline will be published in the Spring addendum.

Textbook Deadline: Textbook updates must be approved by the Tech Review by this date.

Catalog Deadline: Any changes that will appear in the 2024-2025 catalog must be approved by this date.

CSUGE/IGETC deadline: Any course that you would like to have listed as meeting CSUGE/IGETC requirements for Fall 2024 must be approved by this date. (Must already be UC approved).

UC New Course deadline: Any new course that you would like to have listed as UC transferable for Fall 2024 must be approved by this date.

CSU New Course deadline: Any new course that you would like to have listed as CSU transferable for Fall 2024 must be approved by this date.

New Programs/Certificates/Degrees: Any new program, degree, or certificate that you would like to have available for students in Fall 2024 should be approved by this date.