

# Citrus College

Citrus Community College District: Academic Affairs

1000 W. Foothill Boulevard, Glendora, CA 91741

Zoom link: <https://us06web.zoom.us/j/81302373857?pwd=Z0EzRzI3bCs5OFM2dIpnS1R1SkNhZz09>

## MINUTES

### Curriculum Committee

Thursday, May 25, 2023; 2:40 - 4:00 p.m.; Hayden Hall

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

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

Guests: **Lea Bagtas (for Patrick Borja), Victoria Dominguez, Junior Domingo, Rudy Gonzales, Ralph Tippins, Paul Swatzel, Tracy Nguyen, Esmeralda Medrano, Noemi Barajas, Ivon McCraven, Robert Chen**

**I. Meeting called to Order** - 2:52 p.m.

**II. Approval of Minutes** - Minutes from 4/27/2023 - **M/S/P** - R. Gutierrez/N. Sullivan

**III. Action Items** - A. Curriculum Handbook - **Tabled**, will bring to first fall meeting.

B. GAME 192 and 193 updates to prereqs and coreqs - **M/S/P** - R. Gutierrez/N. Sullivan

C. Child & Adolescent Studies ADT revision - **M/S/P** - R. Gutierrez/N. Sullivan

D. QuickBooks skill award deactivation - **M/S/P** - R. Gutierrez/N. Sullivan

**IV. Discussion Items** - A. Curriculum co-chair in Curriculum Handbook - Lisa Villa asked the committee about potentially adding a co-chair to the committee who could lead Curriculum Committee meetings in the Chair's absence. The role would allow the faculty member to gain experience/knowledge in case they wanted to pursue the chair position. After discussion, the committee agreed that the role would be called "Assistant Chair" and would be a non-voting faculty member, whose sole responsibility would be acting as back-up in the Chair's absence. Lisa will write this up and bring to the Curriculum Committee in the fall for a vote.

**V. Information Items** - A. List of laboratory classes increasing from .667 LHE lab factor to .75 LHE lab factor, effective fall 2023.

**VI. Public Forum/Announcements**

**VII. Meeting Adjourned** - 4:01 p.m.

| Modified Courses      |   |              |                             |                              |                    |  |
|-----------------------|---|--------------|-----------------------------|------------------------------|--------------------|--|
| Subject & Course Code | Course Title  | Originator   | Added or Revised Requisites | Added or Revised OE Addendum | Semester Effective | Committee Action   |
| CHLD 134              | CHLD 134: Parent-Child Interaction  | L. Simpson   |                             | X                            | Fall 2024          | Consent agenda - M/S/P - R. Gutierrez/N. Sullivan  |
| EAC 092               | EAC 092: Study Skills for Higher Education                                  | S. Aguirre   |                             |                              | Fall 2024          | Consent agenda - M/S/P - R. Gutierrez/N. Sullivan  |
| ETHN 116              | ETHN 116: Introduction to Chicano/Latino Studies                            | P. Rodriguez |                             |                              | Fall 2024          | Consent agenda - M/S/P - R. Gutierrez/N. Sullivan  |
| MATH 065              | MATH 065: Corequisite Support for Introductory Statistics                   | R. Gonzalez  |                             |                              | Fall 2024          | Math 065-180 consent agenda - M/S/P - R. Gutierrez/N. Sullivan - Approved w/ max decrease. <b>For full discussion, see summary below Modified Courses table.</b> |
| MATH 075              | MATH 075: Corequisite Support for Pre-Calculus                              | M. Trad      |                             |                              | Fall 2024          | Math 065-180 consent agenda - M/S/P - R. Gutierrez/N. Sullivan - Approved w/ max decrease.   |
| MATH 080              | MATH 080: Corequisite Support for Calculus for Business and Social Sciences | R. Nguyenhuu |                             |                              | Fall 2024          | Math 065-180 consent agenda - M/S/P - R. Gutierrez/N. Sullivan - Approved w/ max decrease.   |
| MATH 090              | MATH 090: Corequisite Support for Calculus I                                | R. Nguyenhuu |                             |                              | Fall 2024          | Math 065-180 consent agenda - M/S/P - R. Gutierrez/N. Sullivan - Approved w/ max decrease.   |
| MATH 160              | MATH 160: Mathematics for Everyday Living - A Liberal Arts Course           | R. Everest   |                             |                              | Fall 2024          | Math 065-180 consent agenda - M/S/P - R. Gutierrez/N. Sullivan - Approved w/out max decrease. Revision to pre-reqs needed.                                       |

|          |  |              |  |   |           |  |
|----------|--|--------------|--|---|-----------|--|
| MATH 165 | MATH 165:<br>Introductory Statistics                       | R. Gonzalez  |  | X | Fall 2024 | Math 065-180 consent agenda - M/S/P - R. Gutierrez/N. Sullivan - Approved w/out max decrease. Revision to pre-reqs needed. |
| MATH 170 | MATH 170: College Algebra                                  | C. Gong      |  |   | Fall 2024 | Math 065-180 consent agenda - M/S/P - R. Gutierrez/N. Sullivan - Approved w/out max decrease. Revision to pre-reqs needed. |
| MATH 175 | MATH 175: Pre-Calculus                                     | R. Everest   |  |   | Fall 2024 | Math 065-180 consent agenda - M/S/P - R. Gutierrez/N. Sullivan - Approved w/out max decrease. Revision to pre-reqs needed. |
| MATH 180 | MATH 180: Calculus for Business and Social Sciences        | R. Nguyenhuu |  |   | Fall 2024 | Math 065-180 consent agenda - M/S/P - R. Gutierrez/N. Sullivan - Approved w/out max decrease. Revision to pre-reqs needed. |
| MATH 211 | MATH 211: Differential Equations                           | J. Gutierrez |  | X | Fall 2024 | Consent agenda - M/S/P - R. Gutierrez/N. Sullivan  |
| MUSP 256 | MUSP 256:<br>Competitive Collegiate Chamber Music Ensemble | D. Austin    |  |   | Fall 2024 | Consent agenda - M/S/P - R. Gutierrez/N. Sullivan  |
| NC 905   | NC 905: Body Contouring                                    | T. Rodriguez |  |   | Fall 2024 | Consent agenda - M/S/P - R. Gutierrez/N. Sullivan  |

**MATH 065, 075, 080, 090, 160, 165, 170, 175, 180 discussion:**

Curriculum Committee discussed math faculty's proposal to decrease the class max from 40 to 36 for the above classes. Mohamad Trad, Rudy Gonzales, Ralph Tippins and Toros Berberyan explained the rationale behind the proposal: Due to AB705 restrictions on offering basic skills courses, all remaining math courses require more faculty intervention on basic skills. Previously, basic skills courses were capped at 30 to account for the additional faculty attention needed. With the classes under discussion, in-person class maxes per CRN have been reduced to 36 through an agreement with the dean, and online kept at 40. A permanent reduction in max for all modalities would ensure the additional time per student needed.

Dr. Hester praised the work Math has done in transition to AB 705. She noted that online courses have higher attrition rates, which could result in lower census enrollment than in-person if max lowered. Also, currently enrollment still low due to recovery from pandemic. Would request that reduction max be postponed at this time and revisited proactively each term to review trends and retention. Dean Dominguez agreed and added that classroom size already prevents higher class maxes for in-person. Dr. Hester confirmed that success rate gains since 2018 maintained during pandemic, with online slightly behind in-person, which is true for all disciplines' online offerings.

Committee discussed various options beside the proposal as stated, landing on revising the max for co-requisites only, which would mean the paired higher level math course would be reduced to match. Can revisit stand-alone math courses in later terms if results from these co-req decreases support doing so. M/S/P motion to restrict max decrease to 065/075/080/090 - T. Rodriguez/N. Sullivan.

| Action items to courses/programs |           |  |   |                |
|----------------------------------|-----------|--|---|----------------|
| Course/Program Number and Title  | Act. Item | Proposed Change From/To:   | Reason for Change:  | Effective Term |
| GAME 192                         | x         | From: ART 190 prerequisite, ART 150 or ART 191 corequisite<br>To: GAME 190 and GAME 191 prerequisites, ART 150 strongly recommended  | ART 190 and 191 were renamed GAME 190 and 191. Also, the current requisite set-up would block registration.                                       | Fall 2023      |
| GAME 193                         | x         | From: ART 150 and ART 191 prerequisite, ART 192 corequisite<br>To: GAME 190 and GAME 191 prerequisites, ART 150 strongly recommended   | ART 190 and 191 were renamed GAME 190 and 191. Also, the current requisite set-up would block registration.                                       | Fall 2023      |
| Child and Adolescent Studies ADT | x         | * Change first elective header from "Select three (3) of the following courses:" to "Complete three (3) courses (minimum of 9 semester units) from the following; a maximum of two courses may be from the discipline of Child Development:"<br>* Eliminate second electives header and move all electives into one section under this header.<br>* Unit value changes from 22-25 total to 19 total. | ADT template requires 3 courses, not 4. Revision is to bring ADT in line with template  | Fall 2023      |
| Quickbooks                       | x         | * Deactivate skill award   | Instead of revising skill award into a certificate, new certificate created instead. Newly approved cert has identical coursework to skill award. | Fall 2023      |

| Correction items to courses/programs |       |   |  |                |
|--------------------------------------|-------|---|--|----------------|
| Course/Program Number and Title      | Corr. | Proposed Change From/To:                      | Reason for Change:                       | Effective Term |
| ART 100BH                            | X     | Added C-ID "ARTH 120"                         | C-ID approved                            | Fall 2021      |
| DENT 125                             | X     | Changed DENT 101 in prerequisites to DENT 104 | DENT 101 has been renumbered as DENT 104 | Fall 2023      |
| DENT 201                             | X     | Changed DENT 101 in prerequisites to DENT 104 | DENT 101 has been renumbered as DENT 104 | Fall 2023      |
| DENT 202                             | X     | Changed DENT 101 in prerequisites to DENT 104 | DENT 101 has been renumbered as DENT 104 | Fall 2023      |

|   |   |  |  |           |
|---|---|--|--|-----------|
| DENT 204                                      | X | Changed DENT 101 in prerequisites to DENT 104  | DENT 101 has been renumbered as DENT 104   | Fall 2023 |
| DENT 205                                      | X | Changed DENT 101 in prerequisites to DENT 104  | DENT 101 has been renumbered as DENT 104   | Fall 2023 |
| ENGL 102                                      | X | Removed ESL 101  | ESL 101 is inactive  | Fall 2023 |
| ENGR 135                                      | X | Added PHYS 201H as a prerequisite  | Annual audit of course prerequisites to add honor's equivalent courses where applicable. | Fall 2023 |
| KIN 105                                       | X | Add to E3 District General Education pattern   | All kinesiology activity courses are assigned to E3                                      | Fall 2023 |
| PHYS 202                                      | X | Added PHYS 201H as a prerequisite  | Annual audit of course prerequisites to add honor's equivalent courses where applicable. | Fall 2023 |
| PHYS 203                                      | X | Added PHYS 201H as a prerequisite  | Annual audit of course prerequisites to add honor's equivalent courses where applicable. | Fall 2023 |
| PHYS 210                                      | X | Added PHYS 201H as a prerequisite  | Annual audit of course prerequisites to add honor's equivalent courses where applicable. | Fall 2023 |
| PHYS 225                                      | X | Added PHYS 110H and PHYS 201H as prerequisites   | Annual audit of course prerequisites to add honor's equivalent courses where applicable. | Fall 2023 |
| PHYS 226                                      | X | Added PHYS 201H as a prerequisite  | Annual audit of course prerequisites to add honor's equivalent courses where applicable. | Fall 2023 |
| Automotive Technology A.S.                    | X | Updated AUTO 166 from 3.5 to 4 units and total degree units to 52.5.                                   | Course units updated effective fall 2023.  | Fall 2023 |
| Dental Assisting A.S.                         | X | DENT 101 renumbered as DENT 104 and changed from 3.5 to 4 units. DENT 202 reduced from 4.5 to 4 units. | Course units updated effective fall 2023.  | Fall 2023 |
| Dental Assisting Certificate of Achievement   | X | DENT 101 renumbered as DENT 104 and changed from 3.5 to 4 units. DENT 202 reduced from 4.5 to 4 units. | Course units updated effective fall 2023.  | Fall 2023 |
| Writing Competency Certificate of Achievement | X | Removed deactivated ESL 101 from prerequisites   | Course deactivation effective fall 2023.   | Fall 2023 |

| New Programs   |              |   |                    |                                  |
|--|--------------|---|--------------------|----------------------------------|
| Program Title  | Originator   | Justification   | Semester Effective | Committee Action                 |
| Basic Still-life and Portrait Drawing for Older Adults - NC Cert of Competency | D. Fernandez | To help encourage older adults to learn new creative thinking, self-reflection, and social connection skills. Non-credit cert.  | 2024-2025          | M/S/P - R. Gutierrez/N. Sullivan |
| Life Skills - NC Cert of Competency  | D. Fernandez | To help encourage adults with disabilities to pursue higher education, vocational opportunities, and social experiences. Non-credit cert.   | 2024-2025          | M/S/P - R. Gutierrez/N. Sullivan |
| Medical Front Office Clerk - NC Cert of Competency                             | D. Fernandez | Offering students opportunities to acquire the knowledge, skills, and competencies to enter positions in a medical front office setting, as well as a pathway to credit healthcare programs. Non-credit cert. | 2024-2025          | M/S/P - R. Gutierrez/N. Sullivan |



**Courses with .667 Lab Factor, Increasing to .75 Lab Factor Effective Fall 2023**

| <b>COURSE</b> | <b>COURSE<br/>NUMBER</b> | <b>TITLE</b>                   | <b>Current Lab<br/>Factor</b> | <b>Current LHE</b> | <b>New Lab<br/>Factor</b> | <b>New LHE</b> |
|---------------|--------------------------|--------------------------------|-------------------------------|--------------------|---------------------------|----------------|
| AUTO          | 100                      | Auto Tech & Maintnce/Consumer  | 0.667                         | 0.667              | 0.75                      | 0.750          |
| AUTO          | 141                      | Engine Mech MLR                | 0.667                         | 1.001              | 0.75                      | 1.125          |
| AUTO          | 144                      | Automotive Chassis MLR         | 0.667                         | 2.001              | 0.75                      | 2.250          |
| AUTO          | 145                      | Auto Brakes MLR                | 0.667                         | 2.001              | 0.75                      | 2.250          |
| AUTO          | 146                      | Auto Electrical Systems        | 0.667                         | 2.001              | 0.75                      | 2.250          |
| AUTO          | 147                      | Auto HVAC MLR                  | 0.667                         | 1.334              | 0.75                      | 1.500          |
| AUTO          | 148                      | Engine Performance MLR         | 0.667                         | 2.001              | 0.75                      | 2.250          |
| AUTO          | 149                      | Diesel Engine Management       | 0.667                         | 2.001              | 0.75                      | 2.250          |
| AUTO          | 191                      | Smog Level II                  | 0.667                         | 1.001              | 0.75                      | 1.125          |
| AUTO          | 291                      | Engn Performance & Enhancement | 0.667                         | 2.001              | 0.75                      | 2.250          |
| AUTO          | 296                      | Cylinder Head Development      | 0.667                         | 2.001              | 0.75                      | 2.250          |
| AUTO          | 297                      | Cylinder Block Development     | 0.667                         | 2.001              | 0.75                      | 2.250          |
| AUTO          | 299                      | Engine Dynamometer Operation   | 0.667                         | 2.001              | 0.75                      | 2.250          |
| AUTO          | 140A                     | Vehicle Maintenance            | 0.667                         | 2.001              | 0.75                      | 2.250          |
| COS           | 141                      | Introduction to Cosmetology    | 0.667                         | 4.447              | 0.75                      | 5.000          |
| COS           | 151                      | Citrus Salon Experience        | 0.667                         | 3.706              | 0.75                      | 4.167          |
| COS           | 161                      | Haircolor                      | 0.667                         | 5.744              | 0.75                      | 6.458          |
| COS           | 181                      | Haircutting                    | 0.667                         | 4.447              | 0.75                      | 5.000          |
| COS           | 185                      | Skin Care                      | 0.667                         | 1.482              | 0.75                      | 1.667          |
| COS           | 186                      | Nail Care                      | 0.667                         | 1.482              | 0.75                      | 1.667          |
| COS           | 191                      | Hairstyling                    | 0.667                         | 4.447              | 0.75                      | 5.000          |
| COS           | 201                      | Chemicals                      | 0.667                         | 4.447              | 0.75                      | 5.000          |
| COS           | 202                      | Chemicals                      | 0.667                         | 4.447              | 0.75                      | 5.000          |
| COS           | 211                      | Barbering Techniques           | 0.667                         | 2.001              | 0.75                      | 2.250          |
| COS           | 221                      | Hair Extension Techniques      | 0.667                         | 2.001              | 0.75                      | 2.250          |
| COS           | 231                      | Citrus Salon                   | 0.667                         | 3.706              | 0.75                      | 4.167          |
| ESTH          | 140                      | Esthetician I                  | 0.667                         | 8.004              | 0.75                      | 9.000          |
| ESTH          | 141                      | Esthetician II                 | 0.667                         | 8.004              | 0.75                      | 9.000          |
| ESTH          | 142                      | Salon Success - Full-time      | 0.667                         | 2.927              | 0.75                      | 3.292          |
| ESTH          | 144                      | Salon Success Pt I -PartTime   | 0.667                         | 1.482              | 0.75                      | 1.667          |
| ESTH          | 145                      | Esth. Salon Success Part II    | 0.667                         | 1.482              | 0.75                      | 1.667          |
| OFF           | 120                      | Microsoft Excel                | 0.667                         | 0.667              | 0.75                      | 0.750          |
| OFF           | 260                      | Computer Key and Docu Process  | 0.667                         | 1.334              | 0.75                      | 1.500          |
| OFF           | 294                      | Microsoft Word                 | 0.667                         | 0.667              | 0.75                      | 0.750          |