

Citrus College Curriculum Committee Minutes

Date: Thursday, August 28, 2025

Location and time: Hayden Hall 101, 2:40PM-4:00PM

Zoom Link: <https://citruscollege-edu.zoom.us/j/87352522799>

Membership

CHAIR – Michelle Plug - P

VOTING MEMBERS (Quorum of 10)

1. Academic Senate President: Lisa Villa - A
2. COUN faculty: Natalie Desimone - P
3. CTE faculty: Tommy Reyes - P
4. CTE faculty: Vacant
5. HSCI faculty: Martha Delgadillo - A
6. KHA faculty: Traci Rodriguez - A
7. LAL faculty: Dr. Nicholas Henson - P
8. LAL faculty: Nicole Povero - P
9. Librarian: Elizabeth Cook – Z (non-voting)
10. MSB faculty: Toros Berbery - P
11. MSB faculty: Patrick Borja - A
12. NPS faculty: Peter Cross - P
13. NPS faculty: Dr. Nora Sullivan - P
14. SBS faculty: Rihao Gao - A
15. SBS faculty: Jamie Love – Z (non-voting)
16. SLOA Coordinator: Dr. Cathrine Besancon - P
17. VPA faculty: Dyane Duffy - P
18. VPA faculty: Gil Marquez - P

NON-VOTING MEMBERS

Faculty:

Articulation Officer: Michelle Plug - P
Program Review Coordinator: Dan Volonte
- A

Management:

COUN dean: Dr. Elaine Lipiz Gonzalez - Z
CTE dean: Kimberly Mathews - A
Enrollment Services dean: Dr. Gerald Sequiera - A
HSCI director: Dr. Salima Allahbachayo - A
KHA dean: Junior Domingo - P
LAL dean: Dr. Kim Orlijan - P
MSB dean: Dr. Bala Sethu Raja - P
NC director: Ivon McCraven - A
NPS associate dean: Jeremy Clark - P
SBS dean: Dr. Jack Beckham – P
VP of Academic Affairs: Dr. Dana Hester - A
VPA dean: Amberly Chamberlain - P

Classified:

Catalog/Schedule Analyst: Gwen Harris - P
Curriculum Specialist: Vacant
Registrar: Cinthya Arrieta - P
Transcript Evaluators: Darlene Herrera or
Michelle Perez – P (both)

Student:

ASCC Representative: Vacant

Guests:

Barry Kuan - Z

Curriculum Committee Minutes

A. Meeting Called to Order at 2:50 pm

B. Discussion Items

C. Information Items

1. Annual training and upcoming year review – Michelle Plug conducted the annual training for the 2025/2026 Curriculum Year.
 - a. Michelle reviewed the curriculum deadlines for the year and the articulation annual submission dates.
 - b. ADTs – We have three required ADT updates.
 - c. Updates to COR – Title 5 updates coming through that will require us to document our DEIA+ and Universal Design processes for curriculum as well as additional areas to the COR like breaking out lecture and lab units. Once chaptered by the state we have 180 days to enact the changes. Updates will be added to the PCAH. Also, both SLOs and textbooks need to be added to public CORs.
 - d. Curriculum/Program development – Michelle reviewed the requirements for different types of curricular and program goals and can assist with submission through CourseLeaf.
 - e. Courseleaf – Michelle created Courseleaf help documents with basic CourseLeaf instructions, a quick guide to common actions and an explanation of workflow. (See pages 9-14 in these minutes.) In her Powerpoint, she also reviewed common pitfalls and solutions.
 - f. Handbook – Michelle will be working on revising this document, possibly splitting into parts and/or posting onto Teams. We'd like to ensure adjuncts have access.
 - g. Honors courses – A reminder that for courses with honor's equivalents, both versions of the course need to be submitted into workflow at the same time.
2. CCN/Cal-GETC updates –
 - a. CCN Phase IIA – Must be active by fall 2026
 - b. CCN Phase IIB – Must be active by fall 2027

Public Forum/Announcements

3. SLO – Catie Besancon reviewed competencies for SLOs. She's interested in getting rid of the Other category, and potentially rolling Information Competency into Critical Thinking. Does Technology need to be separate? Communication and Computation are the focus of this year. See the Competency Area Padlet to add your thoughts.

D. Meeting Adjourned at 3:35 pm

New Course Articulation Timeline for Fall 2025

- All newly developed courses must be submitted for UC Transfer Course Agreement (UCTCA) approval prior to consideration for Cal-GETC.
- Please be aware that the UCTCA submission window is limited to a single period in August each year. As a result, final approval for Cal-GETC may take up to two years for new courses.

Articulation Deadlines and Timelines

New Course Proposal Term	Type of Articulation	Curriculum Committee Deadline	External Submission	Effective Term
Fall 2025	CSU Transferability (EO 1067)	December 12, 2025	August 2026	Fall 2026
Fall 2025	UC Transferability (UC-TCA)	December 12, 2025	August 2026	Fall 2027 (Not retroactive)
Fall 2025	Cal-GETC (Standards 1.3)	December 12, 2025	December 2027	Fall 2027 (Not retroactive)
Fall 2025	Common Course Numbering (CCN)	October 30 th , 2025	December 2025 Note: Phase IIA courses apply for Cal-GETC	Fall 2026
Fall 2025	C-ID for ADTs	December 12, 2025	Continuous	Continuous

ADT Updates

Why this matters (quick context)

To implement AB 928 and the Cal-GETC pattern, several Transfer Model Curricula (TMCs) have been updated. Some are technical fixes; others are new “transfer-aligned” versions that start an 18-month implementation clock for colleges to align local ADTs. Naming is shifting away from calling them “2.0,” even though the effect is similar.

Key terms

TMC: Statewide Transfer Model Curriculum that local ADTs must follow

FDRG: Faculty Discipline Review Group (discipline faculty who steward the TMC)

ICC: Intersegmental Curriculum Council (approves TMC changes)

CIAC: California Intersegmental Articulation Council

UCTP: UC Transfer Pathway–aligned degree (superseded where the TMC is now transfer-aligned)

What changed and what to do

ADT / Area	Status / What changed	What to do now (Fall 2025 workflow)	Longer-term
Spanish	Submission form mistakenly referenced CSU GE; should be Cal-GETC. ICC treated earlier changes as technical; FDRG will revisit to ensure they’re substantive/consensus-based.	Submit Cal-GETC documentation for courses. Use the corrected submission form once reposted. No structural ADT change needed right now.	Monitor FDRG outcome; adjust if a revised TMC is issued.
Elementary Teacher Education (ETE)	Revised TMC due to Cal-GETC Area 2 change (Math for Future Teachers removed). Some local ETE ADTs may already be compliant; others need a tweak. Note: Not labeled “2.0” because the TMC title was changed.	Audit your local ETE ADT: if it relies on Math for Future Teachers, prepare a minor modification for Fall 2025 compliance.	If further adjustments roll out, align within normal local timelines.
Mathematics	New transfer-aligned TMC (revised core). Starts the 18-month clock to replace the prior version systemwide.	For any Fall 2025 changes, you may still use the previous Math TMC. Begin mapping to the new transfer-aligned core.	Implement the new Math ADT within 18 months of the TMC approval date; sunset the old version.
Physics	New transfer-aligned TMC with substantial core changes; first TMC approved	For Fall 2025 adjustments, use the previous Physics TMC	Adopt the new Physics ADT within 18

	to allow ADTs up to 66 units. 18-month clock starts.	form if needed. Start mapping to the new core and planning unit changes.	months; sunset the old.
UCTP Physics	Sunset because the new Physics TMC is transfer-aligned.	If you offer a local UCTP Physics ADT, deactivate it.	—
Chemistry	Current TMC cannot be made Cal-GETC-compliant using the full pattern. FDRG has drafted a transfer-aligned TMC, but unit challenges remain. Chancellor's Office will provide guidance.	Hold major changes to the Chemistry ADT pending official guidance.	Monitor for a new transfer-aligned Chemistry TMC and implementation instructions.
Anthropology	Minor updates as part of the regular five-year review.	Apply routine updates when posted.	—
Social Justice Studies / Ethnic Studies	SJS TMC not modified/eliminated. Chicano/a Studies TMC released. Other Ethnic Studies core TMCs and a new Women's & Gender Studies TMC are in development.	Consider opportunities for new ADTs (e.g., Chicano/a Studies) when posting is live.	Watch for additional Ethnic Studies TMCs; SJS FDRG is discussing SJS's future.

Naming note: "2.0" vs "transfer-aligned"

Expect new TMCs to be labeled "transfer-aligned" rather than "2.0." Elementary Teacher Education may not display "2.0" because its TMC title changed; functionally it is the updated pattern.

Practical next steps (checklist)

ETE: Confirm whether your current ADT uses Math for Future Teachers; if yes, prepare a minor modification for Fall 2025.

Math & Physics: Start curriculum mapping to the new transfer-aligned cores; note the 18-month implementation window from the TMC approval date.

Physics units: If needed, plan for the ≤66-unit ADT and any local catalog/degree audit updates.

UCTP Physics: If offered locally, initiate deactivation.

Chemistry: Pause until Chancellor's Office guidance is published; keep stakeholders informed.

Spanish: Use Cal-GETC documentation; switch to the corrected submission form when reposted.

Ethnic Studies: Track Chicano/a Studies and other forthcoming TMCs for potential new ADTs.

Communication: Brief Counseling, Articulation, and Curriculum teams on immediate vs. 18-month items.

Slide-ready summary (copy/paste)

Spanish: Use Cal-GETC docs; corrected form coming.

ETE: Revised TMC due to Cal-GETC Area 2; some colleges need a small mod for Fall 2025.

Math: New transfer-aligned TMC → 18-month clock; use old TMC for Fall 2025 changes.

Physics: New transfer-aligned TMC; ≤66 units allowed; 18-month clock; sunset UCTP Physics.

Chemistry: Current TMC can't meet full Cal-GETC; await CO guidance; draft has unit issues.

Anthro: Minor five-year updates.

SJS/Ethnic Studies: SJS unchanged; Chicano/a Studies TMC released; more in development (incl. WGS).

Citrus College

Common Course Numbering (AB 1111) – Phase II Crosswalk

Overview

The following crosswalk outlines the alignment of Citrus College courses with the AB 1111 Common Course Numbering (CCN) system and C-ID (Course Identification Numbering System) for Phase II implementation.

Updates include the removal of Anatomy, Physiology, and Chemistry (Phase III).

The process is divided into two implementation phases, targeting Fall 2026 and Fall 2027, respectively.

Phase II-A (Target Effective Fall 2026)

Common Course Number (CCN)	C-ID	Citrus College Course(s)
ARTH C1100 - Survey of Western Art: Prehistory → Medieval	ARTH 110	ART 100A / 100AH
ARTH C1200 - Survey of Western Art: Renaissance → Contemporary	ARTH 120	ART 100B / 100BH
ENGL C1002 – Introduction to Literature	ENGL 120	ENGL 102
ENGL C1003 – Critical Thinking & Writing through Literature	ENGL 110	ENGL 103†
ECON C2001 – Principles of Microeconomics	ECON 201	ECON 102
ECON C2002 – Principles of Macroeconomics	ECON 202	ECON 101 / 101H
HIST C1001 – United States History to 1877	HIST 130	HIST 107 / 107H
HIST C1002 – United States History since 1865	HIST 140	HIST 108 / 108H

Phase II-B (Target Effective Fall 2027)

Common Course Number (CCN)	C-ID	Citrus College Course(s)
ANTH C1000 – Intro to Biological Anthropology with Lab	ANTH 110 + 115L	ANTH 212 + ANTH 212L

ANTH C1001 – Intro to Biological Anthropology (lecture)	ANTH 110	ANTH 212
ANTH C1001L – Biological Anthropology Lab	ANTH 115L	ANTH 212L
ASTR C1000 – Introduction to Astronomy with Lab	—	ASTR 116
ASTR C1001 – Introduction to Astronomy (lecture)	—	ASTR 115 / 115H
ASTR C1001L – Introduction to Astronomy Lab	—	N/A (lab embedded in ASTR 116)
BIOL C1000 – Introduction to Biology with Lab	—	BIOL 105 / 105H
CDEV C1000 – Child Growth and Development	CDEV 100	PSY 206
COMM C1004 – Interpersonal Communication	COMM 130	SPCH 100 / 100H
MATH C2211 – Calculus I (Late Transcendentals)	MATH 211	MATH 190
MATH C2221 – Calculus II (Late Transcendentals)	MATH 221	MATH 191
SOCI C1000 – Introduction to Sociology	SOCI 110	SOC 201 / 201H

Additional Notes

- Honors sections (such as ART 100AH, HIST 107H/108H, SPCH 100H) correspond to the same C-ID and CCN course families.
- † ENGL C1003 is mapped to the 'through literature' course variant; local confirmation is recommended during approval.
- For Astronomy, Citrus College offers ASTR 116 (with lab) and ASTR 115/115H (lecture). There is no standard-alone astronomy lab course available locally.
- Calculus courses utilize the Late Transcendentals approach (MATH 211/221).

Citrus College — CourseLeaf Instructions

This quick handout provides step-by-step guidance for using CourseLeaf to approve or edit courses, including six-year reviews and routine updates. Use this as a reference when navigating the workflow.

1. Log in to CourseLeaf

Use your Citrus College network credentials to log in to CourseLeaf. You may access CourseLeaf via the Curriculum webpage or the direct link.

2. Navigate to Approve Pages

- On the CourseLeaf home screen, click the link: [Click here to navigate to Approve Pages].
- Locate your role:
 - If you are the **Originator**, select your name.
 - If you are a **Curriculum Representative**, select your division.

3. Edit the Course

- Find the course using the search function. Enter the subject abbreviation and course number, then click **Search**.
- Click the green **Edit** button to open the editing window.
- For six-year reviews, select **Substantial Modification** to trigger the full review process.

4. Approve or Submit

- After making edits, scroll to the bottom and click **Save and Start Workflow** to submit for approval.
- If you are approving, click **Approve** to finalize and advance the proposal.

Helpful Tips

- Watch for CourseLeaf “CIM Update” emails — they notify you when your action is needed.
- If you need to make edits before approving, select **Edit**, save changes, then return and click **Approve**.
- For Honors, Online Education, and SLO updates, follow the specific workflow paths as outlined in the Curriculum Handbook.

CourseLeaf Helpful Quick Guide

Part A — Logging In and Editing Your Course (Originator)

- Log in: Access CourseLeaf using your Citrus credentials.
- Find your course: Search for your course by subject and number, then open the course page.
- Edit: Click the green Edit button to make updates.
- Six-Year Review: If conducting a six-year review, select Substantial Modification to initiate the full review process.
- Submit for routing: Scroll down and click Save and Start Workflow. Once submitted, the proposal is locked until it returns to you.

Part B — Making Edits After Technical Review (TR)

- When Technical Review is complete, the proposal is routed back to the Faculty Originator, and you will receive a CourseLeaf "CIM Update" email.
- Log in again: Sign back into CourseLeaf.
- Access Approve Pages: On the home screen, click the link "Click here to navigate to Approve Pages."
- Open your queue: In Approve Pages, select your name (Originator) to review items assigned to you.
- Address TR comments: Open the proposal, click Edit, make necessary changes, and Save.
- Approve and advance: Click Approve to send the proposal to Curriculum. If there are no TR comments, simply Approve to move it forward.

For Approvers (Curriculum Rep, Articulation Officer, etc.)

- Log in and navigate to Approve Pages from the home screen.
- Choose your role (e.g., Curriculum Rep, your Division) in Approve Pages.
- Open the item. For minor corrections, use Edit, save, and then click Approve.
- Approval is required from both the Curriculum Representative and the Articulation Officer for the proposal to progress.

Quick Workflow Overview

- Originator → Division Dean (FYI) → Honors Coordinator (if Honors) → Curriculum Rep (approve) → Articulation Officer (approve) → Technical Review → Faculty Originator (edits & Approve) → Curriculum Committee → VPAA → Board → Chancellor's Office (COCI) → Banner activation.

Common Pitfalls and Solutions

- Not selecting Substantial Modification for six-year reviews — be sure to select it to trigger full routing.

- Failing to click Save and Start Workflow after editing — this prevents the proposal from advancing.
- Forgetting to Approve after TR — the item stays in your queue until you approve it.
- Attempting to edit when the item is in someone else's queue — proposals are locked until returned to you.

Helpful Tips

- Watch for CourseLeaf "CIM Update" emails that tell you when action is needed.
- Use Approve Pages to find your queue whenever you have an item to review or after Technical Review.
- For small changes before approving, use Edit, save, then click Approve.
- If Curriculum sends a proposal back, address requested changes and click Approve to return it for further review.
- Check the proposal's Workflow history in CIM to track progress and next steps.
- Coordinate early with Articulation regarding transfer/GE requirements and timelines.
- For Honors, Online Education, and SLO updates, follow the specific workflows outlined in the Curriculum Handbook.

Citrus College — Course Approval Flow (Detailed)

This handout breaks out the Curriculum Rep, Articulation Officer, and Technical Review steps, and shows what happens after Technical Review, Curriculum, VPAA, Board, and submission to the Chancellor's Office (COCI) and Banner.

A. Local Course Approval — Step-by-Step

1. Originator

Drafts and submits the course in CourseLeaf (CIM). After submission, the proposal is locked until it is routed back for your action.

2. Division Dean (FYI)

Receives an FYI; may review and comment.

3. Honors Coordinator (if Honors course)

Reviews ****before the Curriculum Representative**** if the course is an Honors course.

4. Curriculum Representative

Reviews and ****must approve**** for the course to move forward.

5. Articulation Officer

Reviews transfer/GE impacts and ****must approve**** to advance.

6. Other Reviewers

Library Representative, Financial Services Representative, Online Education Coordinator (informal), and SLO Coordinator (informal) may review and comment.

7. Technical Review (TR) & TR Chair

Checks the proposal for consistency, formatting, and compliance. TR Chair routes it back to the ****Faculty Originator**** with any comments.

8. Faculty Originator — after Technical Review

- ****If TR has comments:**** Address the comments, make edits, then ****Approve**** to move the course forward.
- ****If no comments:**** ****Approve**** to move the course directly to Curriculum.

9. Curriculum Committee & Chair

Committee reviews rigor, units, requisites, and fit.

Outcomes:

- ****Approve**** → moves to Vice President of Academic Affairs (VPAA)
- ****Send back**** → questions/changes for faculty; after revision, Originator approves and it returns to Curriculum
- ****Table**** → hold pending further information/changes

10. Vice President of Academic Affairs (VPAA)

Reviews and approves locally, then moves the item ****forward to the Board****.

11. Board of Trustees

Reviews and approves the course.

12. Chancellor's Office (COCI)

After Board approval, the course is ****submitted to the Chancellor's Office**** (COCI) for state review/chaptering.

13. Banner Activation

Once approved at the state level, the ****Curriculum Office activates the course in Banner**** for catalog and scheduling.

B. Quick Flow (at a glance)

Originator → Division Dean (FYI) → Curriculum Rep → Articulation Officer → Technical Review → Faculty Originator (address comments / approve) → Curriculum Committee → VPAA → Board → Chancellor's Office (COCI) → Banner

C. Notes and Tips

- Watch for CourseLeaf "CIM Update" emails; when it's your turn, use ****Approve Pages**** to move it forward.
- If Curriculum sends it back, respond to questions or changes, then approve to return it to Curriculum.
- Effective terms are typically the next Fall catalog year (textbook/SLO updates may differ).
- Coordinate early with Articulation for transfer/GE timelines.

D. Reviewer Roles at This Stage (Explicit Listing)

After Division Dean (FYI), the proposal routes to specific roles. Use the list below instead of the phrase "first look reviewers." Two approvals are required to advance: Curriculum Representative and Articulation Officer.

- Department faculty — may comment.
- Honors Coordinator — if the course is an ****Honors**** course, this check occurs ****before**** Curriculum Representative review.
- Curriculum Representative — ****approval required**** to advance.

- Articulation Officer — ****approval required**** (transfer/GE impacts).
- Library Representative — may comment.
- Financial Services Representative — may comment.
- Online Education Coordinator — participates in review; may comment (informal at this stage).
- SLO Coordinator — participates in review; may comment (informal at this stage).

E. Replacement for Previous Step Labels

Where earlier drafts said “First Look Reviewers,” use this explicit sequence instead:

1) Department faculty → 2) Honors Coordinator (for Honors courses) → 3) Curriculum Rep (approve) → 4) Articulation Officer (approve) → 5) Library → 6) Financial Services → 7) Online Education Coordinator (informal) → 8) SLO Coordinator (informal) → 9) Technical Review.