

Citrus College Curriculum Committee Minutes

Date: Thursday, September 18, 2025

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

Zoom Link: <https://citruscollege-edu.zoom.us/j/89248279997?pwd=OObMJHGvbdBHWmoI594naiXivlfk6.1>

Membership

CHAIR – Michelle Plug - P

VOTING MEMBERS (Quorum of 10)

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

NON-VOTING MEMBERS

1. Faculty:

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

2. Management:

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

3. Classified:

- a. Catalog/Schedule Analyst: Gwen Harris - Z
- b. Curriculum Specialist: Vacant
- c. Registrar: Cinthya Arrieta - P
- d. Transcript Evaluators: Darlene Herrera or Michelle Perez - A

4. Student:

- a. ASCC Representative: Vacant

Curriculum Committee Minutes

- A. Meeting Called to Order at 2:48 PM
- B. Approval of Minutes from May 29, 2025 and August 28, 2025 – Tabled, M/S/P - Reyes/Sullivan
- C. Modified Courses
- D. Action Items
- E. Corrections
 - 1. Course Corrections
 - 2. Program Corrections
- F. Discussion Items
 - 1. DEIA+ and Universal Design in the COR – Title 5 updates mean we need to look at our documented procedures and policies to explain how we are incorporating DEIA+ and Universal Design in our Course Outlines of Record. The committee will look at creating a task force to outline a plan.
 - 2. SLOA competencies – Dr. Cathrine Besancon asked the committee to review the Padlet she has created with our SLO competencies and provide feedback including what assessments we are using and what type of guidance we want to provide to faculty. The committee suggested adding communication and expression, ensuring communication as a category is broad enough, separating writing with clarity and fluency from the content and critical thinking, whether the original SLOs created in the early 2000s are still relevant, and ensuring syllabus and course outline match.
 - 3. Curriculum Handbook – Michelle Plug proposed splitting the handbook in two, with one part focused on the CourseLeaf submission process and one part on the overall Curriculum process, allowing for quicker updating of the technical changes and better readability.

G. Information Items

1. Common Course Numbering – We are hoping to get Phase IIA through curriculum this fall. See Michelle Plug’s email with links to the templates. Contact her if you need assistance with CourseLeaf. You can start on Phase IIB now, and we are hoping to get in at least by spring.
2. Hours/Units updates due to revisions to Standardized Attendance Accounting – Gwen Harris and Dr. Dana Hester reviewed that beginning with fall 2027, courses will be paid based on lecture/lab units versus lecture/lab hours. We have approximately 280 courses where our lecture and/or lab hours don’t align with the standard calculation of 18 lecture hours or 54 lab hours to make up one unit. This results in “dangling” or unpaid hours. With the exception of some CTE courses where the extra hours are needed for licensing or accreditation, we will need to review the classes to see how we can align the hours and units. One possibility is adopting activity hours, which have a 36 hour to one unit conversion. Gwen is working on a spreadsheet that will list the courses per division that are affected and some potential course hour revisions to discuss. We have fall 2025 to review, spring 2026 for any needed union contract updates and fall 2026 to submit any revisions.
3. Six Year Review – We have a little over 200 courses for this year and from last cycle. Please let faculty know to review these as we’d like to get as many done in fall as possible. October 30th deadline to submit curriculum in enough time for the catalog.
4. Tech Review deadlines for last Curriculum Committee: Submit curriculum by October 15th to meet end of year catalog deadlines for 2026-2027.
5. Revised 2.0 ADTs – Three ADTs need to be revised: Physics, Chemistry and Elementary Education for Teaching. Physics and Chemistry are UC transfer aligned, not just CSU. Physics the first to be approved to 66 units. We would like these submitted for the fall; there is an 18 month window for submission.

H. Public Forum/Announcements – Dana and Michelle thanked Gwen for her contributions to curriculum.

I. Meeting Adjourned at 3:52 pm.

Details on Modified Coursework, Action Items and Corrections

Modified Courses

Title and Course Code	Originator	Effective Date	Committee Decision and Notes
AUTO 230A: Automotive Service and Repair Work Experience A	Priscilla Englert	Fall 2026	Consent – M/S/P – Sullivan/Reyes
AUTO 230B: Automotive Service and Repair Work Experience A	Priscilla Englert	Fall 2026	Consent – M/S/P – Sullivan/Reyes
AUTO 230C: Automotive Service and Repair Work Experience A	Priscilla Englert	Fall 2026	Consent – M/S/P – Sullivan/Reyes
AUTO 230D: Automotive Service and Repair Work Experience A	Priscilla Englert	Fall 2026	Consent – M/S/P – Sullivan/Reyes

Action Items

Program Title	Action	Reason for Change	Effective Term	Committee Decision and Notes
Communication Studies ADT	Deactivate degree	ADT has been replaced by Communication Studies 2.0	Fall 2025	M/S/P – Sullivan/Reyes

Course Corrections

Course Name	Correction	Reason for Change	Effective Term
COS 184	Approve as new Haircutting and Styling course	Initially submitted and approved as a modification of COS 181, which did not allow students who previously took the older version of COS 181 to enroll. Includes additional styling content not in the original COS 181.	Fall 2025
COS 231	Revise prerequisite from COS 181 to COS 184	Replacing updating COS 181 with new COS 184 in prerequisite. Courses are identical in content.	Fall 2025
COUN 120	Add to revised Area E Personal Health and Wellness in district GEs	Update local GE pattern	Fall 2025
COUN 123	Add to revised Area E Personal Health and Wellness in district GEs	Update local GE pattern	Fall 2025
COUN 130	Add to revised Area E Personal Health and Wellness in district GEs	Update local GE pattern	Fall 2025
COUN 203	Add to revised Area E Personal Health and Wellness in district GEs	Update local GE pattern	Fall 2025
COUN 212	Add to revised Area E Personal Health and Wellness in district GEs	Update local GE pattern	Fall 2025
COUN 214	Add to revised Area E Personal Health and Wellness in district GEs	Update local GE pattern	Fall 2025
ENGL 295	Add district general education approval for C2	Eligible per Articulation Officer	Fall 2025
HEAL 161	Add P/NP grading option	Correcting registration issue	Summer 2025
NC AU140	Match updates to mirrored course AUTO 140A in the following fields: lecture hours, minimum qualifications, course content, strongly recommended, methods of assessment, methods of instruction, course assignments	To match recent updates to mirrored course AUTO 140A	Fall 2025

Course Name	Correction	Reason for Change	Effective Term
NC AU148	Match updates to mirrored course AUTO 148 in the following fields: Course title, catalog course description, maximum lecture/lab enrollment, SLOs, course objectives, strongly recommended, methods of instruction, textbooks, course assignments	To match recent updates to mirrored course AUTO 148	Fall 2025
NC AU149	Match updates to mirrored course AUTO 149 in the following fields: Course title, catalog course description, minimum qualifications, maximum lecture/lab enrollment, strongly recommended, methods of instruction, textbooks, course assignments	To match recent updates to mirrored course AUTO 149	Fall 2025
NC ES140	Match updates to mirrored course ESTH 140 in the following fields: Lecture hours, lab hours, methods of assessment, methods of instruction, online education, textbooks, library resources	Additional elements mirrored to match ESTH 140. Also, incorrectly stated as "NC AU140" in 4/24/25 Curriculum Committee agenda/minutes	Fall 2025
VNRS 151L	Increase clinical lab hours from 162 to 184 hours. Remove online education option.	Accreditation required	Fall 2025
VNRS 161L	Increase clinical lab hours from 162 to 184 hours	Accreditation required	Fall 2025
VNRS 180	Decrease clinical lab hours from 94 to 54 hours	Accreditation required	Fall 2025

Program Corrections

Program Name	Correction	Reason for Change	Effective Term
Accounting A.S.	Add BUS 160H	Add course as honors equivalent to existing course	Fall 2025
Accounting Certificate of Achievement	Add BUS 160H	Add course as honors equivalent to existing course	Fall 2025
Automotive Research and Development Certificate of Achievement	Add in PHIL 108H as an alternative to PHIL 108	Add course as honors equivalent to existing course	Fall 2025
Barbering A.S.	Correct title to remove "Program" from name	Correction to fix error in titling	Fall 2025
Barbering Certificate of Achievement	Correct title to remove "Program" from name	Correction to fix error in titling	Fall 2025
Business A.S.	Add BUS 160H. Update MATH 165/165H to STAT C1000/C1000H and updated footnotes.	Add course as honors equivalent to existing course, and Common Course Numbering updates	Fall 2025
Business – Accounting Emphasis A.S.	Add BUS 160H. Update MATH 165/165H to STAT C1000/C1000H and updated footnotes.	Add course as honors equivalent to existing course, and Common Course Numbering updates	Fall 2025
CPA Exam Preparation: Accounting Subjects Requirement	Add BUS 160H	Add course as honors equivalent to existing course	Fall 2025
CPA Exam Preparation: Business-Related Subjects Requirement	Add BUS 160H and update MATH 165/165H to STAT C1000/C1000H	Add course as honors equivalent to existing course, and Common Course Numbering updates	Fall 2025

Program Name	Correction	Reason for Change	Effective Term
Criminal Justice A.S.	Remove deactivated courses AJ 106 and 111.	Remove deactivated courses	Fall 2025
English Literature AA	Add ENGL 294H; update ENGL 101/101E/101H to ENGL C1000/C1000E/C1000H, and ENGL 104/104H to ENGL C1001/C1001H.	Add course as honors equivalent to existing course, and Common Course Numbering updates	Fall 2025
Human Resources Management – Level II Certificate of Achievement	Add BUS 160H	Add course as honors equivalent to existing course	Fall 2025
Law, Public Policy and Society ADT	Update ENGL 101 to ENGL C1000, ENGL 104 to ENGL C1001, MATH 165 to STAT C1000, POLI 103/103H to POLS C1000/C1000H, and SPCH 101 to COMM C1000; removed COUN 145; updated footnote re: MATH 065 to STAT S1000.	Common Course Numbering updates; remove non Cal-GETC approved courses.	Fall 2025
Liberal Arts – Humanities AA	Add ENGL 294H, HUM 102H, PHIL 102H as honors equivalents to their non honors versions. Remove SPAN 201H.	Add courses as honors equivalent to existing courses; remove deactivated course	Fall 2025
Management – Level II Certificate of Achievement	Add BUS 160H	Add course as honors equivalent to existing course	Fall 2025
Nutrition and Dietetics ADT	Remove deactivated ECON 100, update PSY 101/101H to PSYC C1000/C1000H, MATH 165 to STAT C1000, and SPCH 101/101H to COMM C1000/C1000H. Updated footnote re: MATH 065 to STAT S1000.	Common Course Numbering and course deactivation updates	Fall 2025
Peace Studies AA	Add PHIL 108H	Add course as honors equivalent to existing course	Fall 2025

Program Name	Correction	Reason for Change	Effective Term
Real Estate A.S.	Add BUS 160H	Add course as honors equivalent to existing course	Fall 2025
Real Estate Broker Certificate of Achievement	Add ACCT 101H and BUS 160H	Add honors equivalent courses to existing courses	Fall 2025
Real Estate Sales Certificate of Achievement	Add BUS 160H	Add course as honors equivalent to existing course	Fall 2025
Small Business Management Level II Certificate of Achievement	Add BUS 160H	Add course as honors equivalent to existing course	Fall 2025
Social Sciences AA	Add ETHN 101H. Remove SPAN 201H. Update POLI 103/103H to POLS C1000/C1000H, PSY 101/101H to PSYC C1000/C1000H, and SPCH 101/101H to COMM C1000/C1000H	Add courses as honors equivalent to existing courses; remove deactivated course; Common Course Numbering updates	Fall 2025
Social Justice Studies, General ADT	Remove CHIN 101, JPN 101, SPAN 101. Update MATH 165 to STAT C1000 and PSY 101/101H to PSYC C1000/C1000H. Updated footnote re: STAT S1000.	Common Course Numbering updates; remove non Cal-GETC approved courses.	Fall 2025
Vocational Nursing Certificate of Achievement	Update units on VNRS 170, 171L and 180.	Updates due to federal regulations	Fall 2025
Vocational Nursing A.S.	Update units on VNRS 170, 171L and 180.	Updates due to federal regulations	Fall 2025