



**CYPRESS COLLEGE
CURRICULUM COMMITTEE**
Tuesday, October 1, 2019
(TLC) Teaching Learning Center in the LRC.
3:00 p.m.

**Minutes
(Approved 10/8/2019)**

PRESENT: Silvie Grote (chair), Carmen Dominguez, Terry Carpenter, Bret Clarke, Allison Gotoh, Marcus McMillan, Joseph Melodia, Joyce Peacock, Thu Pham, Jacky Rangel, Larry Ramos, James Tapia (sub SS), Jane Walker, Patti Spittler

ABSENT: Patrick Tuufuli, Jane Jepson

GUEST: David Booze, Kathleen McAllister, David Soto, Laurie Triefenbach

Recorder: Marbelly Jairam

Call to Order: by Silvie Grote at 3:04 p.m.

Establish Quorum and Acknowledge Alternates- James Tapia (sub SS)

Adoption of the Agenda: MSP

Approval of September 24, 2019 minutes: MSP 10-0-0

Public Commentary (3 minutes per speaker): None

Distance Education Report: Kathleen McAlister, DE Coordinator

Kathleen provided updates on Distance Education guidelines as it relates to Title 5. As part of the update, Fully Online, Partially Online, and Online with in-person proctored assessment were defined. The updates will be reflected in the DE Addendum starting Spring 2020.

Articulation Report: Jacky Rangel, Articulation Officer- No report

Chair Report

- 1) Program Template- David and Laurie presented to committee on Program Template Language-they made recommendations and future discussions will take place in next week's curriculum meeting. Marbelly will share presentation with the committee.
- 2) 20-21 Curriculum cycle-A list of courses and programs that need review for the upcoming curriculum cycle was distributed to curriculum reps. An electronic copy will be send to Deans and Curriculum Reps.
- 3) Presentation on Coding-Silvie shared with committee that she attended a presentation on CB 21, CB 25 and CB 26 coding in the context of Guided Pathways. Recording is available on ASCCC website.

ADTs-continuing discussion (completion 10/1/2019)- For the past weeks (curriculum meeting 9/17/2019 and 9/24/19)-Silvie asked members to review- along with department coordinators, faculty and discipline counselors - their discipline ADTs in Program Mapper; specifically, to review individual courses listed on the discipline map and their relevance to discipline degree requirements and ADT discipline template. In the discussion, consideration of pros and cons of matching ADT template to the Map in Program Mapper was encouraged.

50% rule-continuing discussion (completion 10/1/2019) - For the past few weeks (curriculum meetings 9/10/2019, 9/17/2019 and 9/24/2019) - Jacky asked the committee for their interpretation of the following statement that is noted in the catalog,

-At least 50% of all course work must be completed at Cypress College

At this time, the evaluators use the number of courses in their evaluation process. Some divisions are interested in using the number of units. Current practice will continue unless Divisions specifically reach out to David Booze and ask to use Units instead of Courses in the evaluation process or add specific language when submitting Program revisions and new proposals.

10-year Master Plan: Curriculum-continuing discussion (completion 10/1/2019) - For the past few weeks (curriculum meetings 9/17/2019 and 9/24/2019) - committee brainstormed challenges, opportunities, process and support as related to curriculum. Silvie invited the committee to attend the District-Wide Master Plan Open Forums that are taking place in the CCCPLX, 3rd Floor from 2-6 p.m. on October 2, 2019. She will email Divisions reps with a document that summarizes our past discussions.

Multiple Degrees- Motioned to move Multiple Degrees to 10/8/2019.

Curriculum review demonstration- No review conducted due to time constrains.

Informational Items:

FSA for Interdisciplinary Studies- INDS 200 and INDS 201 change of FSA from FSA S75 Travel Services to FSA B60 Interdisciplinary Studies. **Action: MSP**

Courses were previously approved on April 30, 2019 (reference Agenda 4/30/19) and a discussion took place on May 14, 2019 (reference 5/14/2019 minutes) at the curriculum meeting in which Jane reviewed and defined Interdisciplinary Studies and Transdisciplinary Degree. She asked that the INDS FSA code be considered to add to the FSA list of options. Discussion included the possibility of multiple FSAs for the INDS 200 and INDS 201 new courses. Motion to include INDS FSA code for curriculum purposes. **Action: MSP**

Meeting Adjourn: 5:00 p.m.

NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
CTRP 063 C Internship: Legal Videography Units:1.5 Lecture:1 Laboratory:1.5 Action: Tabled for 10/15/2019-Committee requested additional documentation-evidence for the need of an internship experience and specific hours that students would need to complete. Bret Clarke will reach out to originator.	*New Course *Prerequisite: None	25	Internship classes are normally composed of 25 students.	2020 Fall	The field of legal videographer is expanding nationwide providing accurate recordings of legal proceedings in a variety of venues.
REVISE COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
AC/R 220 C Introduction to Air Conditioning controls Units: 2 Lecture:1.5 Laboratory:1.5 Action: MSP	*Outline Update *Title change from A/C Controls and Energy Management *Advisory revalidated	25	HVAC EXCELLENCE Standard 5.2 – Students per Instructor: The number of students per instructor shall be reasonable and allow for individual instruction. Classes should consist of no more that a maximum of 20 students per instructor. Open enrollment programs comprised of 15 or more students at multiple levels should be two instructor programs. The Air Conditioning & Refrigeration Department is aligning itself to this standard. This standard is not only for the quality of education allowing for more individual instruction, but also takes into account safety and health reasons as this industry is involved with the handling of hazardous materials such as refrigerants, oxygen and acetylene and oils. Also, the handling of electrical circuits at higher voltages demands more care.	2020 Fall	Outline and title updated to better reflect course content. Update course name to integrate into a controls program under development.