

CYPRESS COLLEGE
CURRICULUM COMMITTEE
Tuesday, September 17, 2019
TLC) Teaching Learning Center in the LRC.
3:00 p.m.

Minutes
(Approved 9/24/2019)

PRESENT: Silvie Grote, Carmen Dominguez, Terry Carpenter, Bret Clarke, Allison Gotoh, Jane Jepson, Danny Lind, Marcus McMillan, Joseph Melodia, Joyce Peacock, Jacky Rangel, Kathleen Reiland, Patti Spittler

ABSENT: Doug Sallade, Patrick Tuufuli, Thu Pham, Jane Walker

GUEST: Laurie Triefenbach, Bryan Seiling, James Tapia

Recorder: Marbelly Jairam

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

Establish Quorum and Acknowledge Alternates- None

Adoption of the Agenda: MSP

Approval of September 10, 2019 minutes: MSP 6-0-2

Public Commentary (3 minutes per speaker): None

Bryan Seiling-review of Robert's rules and Curriculum in Senate work

Power Point Presentation of Robert's Rule and the Brown Act

Chair Report

Curriculum Timeline- Silvie reviewed Fall curriculum timeline which included curriculum meetings, DCCC meetings, Board meetings, and Jacky's articulation deadlines. A hard copy of this timeline was shared for further distribution.

DCCC update-Silvie reported that Fullerton has a new Digital Marketing Certificate.

Master Data Screen Calculations-Silvie reported that Outside of Class Hours and Total Student Learning hours must be noted in CurricUNET. An excel calculation formula was emailed to committee members in August, posted on the CNET webpage, and will be re-distributed again via email.

LAOCRC update-Kathleen reported that new CTE Top coded programs or substantially changed programs must go through the LAOCRC.

Program Mapper: ADTs

Silvie asked committee members for feedback specifically, courses listed on the discipline map and their relevance to discipline degree requirements and ADT discipline template. Discipline faculty should collaborate with Division counselors and chairs when reviewing these maps. Any proposed changes should be communicated to Jacky.

10-year Master Plan: Curriculum

Committee brainstormed challenges, opportunities, process and support as related to curriculum.

Percentage of courses/coursework for degrees and certificates for completion -
Interpretation of the following language: At least 50% of all course work must be completed at Cypress College
 Postponed to 10/1/2019

Curriculum review demonstration

Silvie began demonstration of sample curriculum review. Committee reviewed several screens in CNET and related information was discussed, including an excel sheet formula on how to calculate outside of class hours and total student learning hours on the Master Data screen. Sample demonstration review will continue in the upcoming meetings.

Meeting Adjourn: 4:59 p.m.

Informational Items:

Removed deactivated courses HUSR 250 C and HUSR 255 C from Community Health Worker Certificate for fall 2019. Board Approved 10-9-2018 **Action: MSP**

DELETE COURSES/CERTIFICATES		
COURSE ID	EFF DATE	JUSTIFICATION
BIOL NO1 C Action: MSP	2020 Fall	This course was originally created when we thought the LRC would be expanded and the math learning center would be expanded into a science learning center. This is no longer expected to happen, therefore we do not expect this course to ever be used.

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: Postponed to 10/1/2019	*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.
MATH 021 C Preparation for Statistics Units:2 Lecture:2 Laboratory:0 Action: MSP	*New Course *Prerequisite: None *Distance Education *Pass/No Pass	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2020 Fall	This course is designed to help students who enroll in Math 120 since there are no longer any prerequisites for this course due to AB705.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
BIOL 122 C Marine Biology Units: 4 Lecture: 3 Laboratory: 3 Action: MSP	*Outline Update *Textbook Update *Student Learning Outcomes Update	25	Lab-Individual Feedback/Evaluation This course includes a lab component in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports).	2020 Fall	Program Review Outline, SLO's and textbook updated to better reflect course content.
BIOL 125 C Island Biology Units: 2 Lecture: 1.5 Laboratory: 2 Action: MSP	*Outline Update *Advisory revalidated *Schedule Description Update *Textbook Update	25	This course includes a lab component in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports).	2020 Fall	Outline and textbook updated to better reflect course content.
BIOL 174 C Biology of Cells and Tissues Units: 4 Lecture: 3 Laboratory: 3 Action: MSP	*Outline Update *Prerequisite and Advisory revalidated *Textbook Update *Student Learning Outcomes Update	25	This course includes a laboratory component in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports).	2020 Fall	Program Review Outline, SLO's and textbook updated to better reflect course content.
BIOL 220 C Medical Microbiology Units: 4 Lecture: 3 Laboratory: 3 Action: MSP	*Outline Update *Prerequisite revalidated *SAM Code change *Catalog/Schedule Description Update *Textbook Update *Student Learning Outcomes Update	25	The current class size complies with the guidelines for courses in which instructors provide extensive individualized feedback and evaluation for lab exercises (e.g. demonstration of microscopy techniques). Also, there are 24 stations in the laboratory, and the BIO 220 curriculum requires each student to have an individual station, a microscope, and lab supplies so they can complete laboratory activities in a time-efficient and safe manner.	2020 Fall	Program Review Outline, SAM Code, catalog, schedule, SLO's and textbook updated to better reflect course content.
BIOL 277 C Genetics Units: 3 Lecture: 3 Laboratory: 0 Action: MSP	*Outline Update *Prerequisite revalidated *Catalog/Schedule description update *Student Learning Outcomes Update *Textbook Update	35	Lecture/Discussion/Group Learning/Student Presentations While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed	2020 Fall	Program Review Outline, catalog, schedule, SLO's and textbook updated to better reflect course content.

			mostly for concepts and structure.		
BIOL 278 C Molecular Biology Units: 4 Lecture: 4 Laboratory: 0 Action: MSP	*Outline Update *Prerequisite revalidated *Catalog/Schedule Description Update *Textbook Update *Student Learning Outcomes Update	35	Lecture/Discussion/Group Learning/Student Presentations While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2020 Fall	Program Review Outline, catalog, schedule, SLO's and textbook updated to better reflect course content.
COMM 100 C Human Communication Units: 3 Lecture: 3 Laboratory: 0 Action: MSP	*Outline Update *CIP Code Change *Textbook Update *Student Learning Outcomes Update	27	This course fits best in the Individualized Instruction category in that most of the time students are engaged in practicing the communication skills they are learning and the instructor gives each student individual instruction as the class proceeds. However, since we also engage in other methods of instruction we feel that we are able to accomplish our goals with a higher class size of 27.	2020 Fall	Program Review Outline, CIP code, SLO's and textbook updated to better reflect course content.
COMM 100HC Honors Human Communication Units: 3 Lecture: 3 Laboratory: 0 Action: MSP	*Outline Update *CIP Code Change *Textbook Update *Student Learning Outcomes Update	20	The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations.	2020 Fall	Program Review Outline, CIP code, SLO's and textbook updated to better reflect course content.
MATH 010 C Basic Mathematics Units: 4 Lecture: 4 Laboratory: 0 Action: MSP	*Textbook Update	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2020 Fall	Textbook update

MATH 015 C Pre-Algebra Units: 4 Lecture: 4 Laboratory: 0 Action: MSP	*Outline Update *Prerequisite removed *Advisory added: MATH 010 C *Catalog Description Update *Add Distance Education *Textbook Update	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2020 Fall	Program Review Outline, catalog, textbook updated to better reflect course content. Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
MATH 020 C Elementary Algebra Units: 4 Lecture: 4 Laboratory: 0 Action: MSP	*Outline Update *Prerequisite revalidated	35	In Math 20 the instructor does lecture, much of the class time focuses on discussion, and/or group learning. Evaluation is primarily through objective exams. Writing assignments are assessed mostly for concepts, notation, and structure.	2020 Fall	Program Review Outline updated to better reflect course content.
MATH 024 C Pre-Statistics Units: 6 Lecture: 6 Laboratory: 0 Action: MSP	*Outline Update *Prerequisite deleted *Advisory added: MATH 010 C *Add Distance Education *Catalog/Schedule Description Update *Student Learning Outcomes Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2020 Fall	Program Review Outline, catalog, schedule, SLO's and textbooks updated to better reflect course content. Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
MATH 030 C Plane Geometry Units: 4 Lecture: 4 Laboratory: 0 Action: MSP	*Outline Update *Prerequisites revalidated *Add Distance Education	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. •Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2020 Fall	Program Review Outline updated to better reflect course content. Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
MATH 040 C Intermediate Algebra Units: 4 Lecture: 4 Laboratory: 0 Action: Block Vote -MSP	*Outline Update *Prerequisite revalidated *Add AB 705 Multiple Measures Placement *Catalog/Schedule Description Update *Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2020 Fall	Program Review Outline, catalog, schedule and textbooks updated to better reflect course content AB705 implementation

MATH 041 C Combined Algebra I and II Units: 6 Lecture: 6 Laboratory: 0 Action: Block Vote- MSP	*Outline Update *Prerequisite revalidated *Add AB 705 Multiple Measures Placement *Catalog/Schedule Description Update *Textbook update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2020 Fall	Program Review Outline, catalog, schedule and textbooks updated to better reflect course content AB 705 Implementation
MATH 100 C Liberal Arts Mathematics Units: 3 Lecture: 3 Laboratory: 0 Action: MSP	*Outline Update *Prerequisite revalidated *Add Distance Education	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2020 Fall	Program Review Outline updated to better reflect course content. Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands
MATH 110 C Math for Prospective Teachers Units: 4 Lecture: 4 Laboratory: 0 Action: MSP	*Outline Update *Prerequisites revised and revalidated *Catalog Description Update *Textbook Update *Add Distance Education *Student Learning Outcomes Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams.	2020 Fall	Program Review Outline, catalog, schedule, SLO's and textbooks updated to better reflect course content Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands
MATH 120 C Introduction to Probability and Statistics Units: 4 Lecture: 4 Laboratory: 0 Action: MSP	*Outline update *Prerequisite revalidated *Catalog/Schedule Description Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2020 Fall	Program Review Outline, catalog, and schedule updated to better reflect course content
MATH 141 C College Algebra Units: 4 Lecture: 4 Laboratory: 0 Action: MSP	*Outline Update *Prerequisite revalidated *Catalog Description Update *Add Distance Education *Student Learning Outcome Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2020 Fall	Program Review Outline, catalog description and SLO's updated to better reflect course content. Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands

MATH 142 C Trigonometry Units: 4 Lecture: 4 Laboratory: 0 Action: Block Vote- MSP	*Outline Update *Prerequisite revalidated *Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams.	2020 Fall	Program Review Outline and textbook updated to better reflect course content.
MATH 150AC Calculus I Units: 4 Lecture: 4 Laboratory: 0 Action: Block Vote- MSP	*Outline Update *Prerequisite revalidated *Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation is primarily through objective exams.	2020 Fall	Program Review Outline and textbook updated to better reflect course content.
MATH 150BC Calculus II Units: 4 Lecture: 4 Laboratory: 0 Action: MSP	*Outline update *Prerequisite revalidated and revised *Catalog/Schedule Description Update *Textbook Update *Student Learning Outcomes Update	35	In Math 150B, while the instructor does lecture, much of the class time focuses on discussion. Evaluations are primarily through objective exams in which the student's written work is graded.	2020 Fall	Program Review Outline, catalog, schedule, SLO's and textbook updated to better reflect course content.
MATH 250AC Multivariable Calculus Units: 4 Lecture: 4 Laboratory: 0 Action: MSP	*Outline Update *Prerequisite revalidated *Catalog/Schedule Description Update *Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. •Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2020 Fall	Program Review Outline, catalog, schedule, textbook updated to better reflect course content.
MATH 250BC Linear Algebra and Differential Equations Units: 5 Lecture: 5 Laboratory: 0 Action: MSP	*Outline Update *Prerequisite revalidated *Catalog/Schedule Description Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2020 Fall	Program Review Outline updated to better reflect course content.

DELETE DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION						
Energy and Sustainable Technologies Action: MSP	Geothermal Energy Certificate Required courses are listed in suggested sequence: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 15px;"></td> <td style="width: 50%;"></td> <td style="width: 10%; text-align: center;">Units</td> </tr> <tr> <td>EST100 C</td> <td>Renewable and Sustainable Energy</td> <td style="text-align: center;">3</td> </tr> </table>			Units	EST100 C	Renewable and Sustainable Energy	3	2020 Fall	No student and job demand for program in this area. Basic geothermal heat pumps
		Units							
EST100 C	Renewable and Sustainable Energy	3							

	<table border="1"> <tr><td>EST110 C</td><td>Tools and Safety</td><td>2</td></tr> <tr><td>EST120 C</td><td>Digital Controls and Inverters</td><td>2</td></tr> <tr><td>AC/R105 C</td><td>Electricity for Air Conditioning and Refrigeration I</td><td>3</td></tr> <tr><td>AC/R100 C</td><td>Principles of Thermodynamics and Heat Transfer</td><td>3</td></tr> <tr><td>EST150 C</td><td>Advanced Geo-thermal Concepts</td><td>3</td></tr> <tr><td colspan="3"> </td></tr> <tr><td>Total Units</td><td></td><td>16</td></tr> </table>	EST110 C	Tools and Safety	2	EST120 C	Digital Controls and Inverters	2	AC/R105 C	Electricity for Air Conditioning and Refrigeration I	3	AC/R100 C	Principles of Thermodynamics and Heat Transfer	3	EST150 C	Advanced Geo-thermal Concepts	3				Total Units		16		are covered in AC/R Heat Pump Certificate.						
EST110 C	Tools and Safety	2																												
EST120 C	Digital Controls and Inverters	2																												
AC/R105 C	Electricity for Air Conditioning and Refrigeration I	3																												
AC/R100 C	Principles of Thermodynamics and Heat Transfer	3																												
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Total Units		16																												
Energy and Sustainable Technologies Action: MSP	<p>Wind Energy Certificate</p> <p>Required courses are listed in suggested sequence:</p> <table border="1"> <thead> <tr><th></th><th></th><th>Units</th></tr> </thead> <tbody> <tr><td>EST100 C</td><td>Renewable and Sustainable Energy</td><td>3</td></tr> <tr><td>EST110 C</td><td>Tools and Safety</td><td>2</td></tr> <tr><td>EST120 C</td><td>Digital Controls and Inverters</td><td>2</td></tr> <tr><td>AC/R105 C</td><td>Electricity for Air Conditioning and Refrigeration I</td><td>3</td></tr> <tr><td>EST140 C</td><td>Wind Turbine Drive Trains</td><td>3</td></tr> <tr><td>EST145 C</td><td>Wind Turbine Power Generation</td><td>3</td></tr> <tr><td colspan="3"> </td></tr> <tr><td>Total Units</td><td></td><td>16</td></tr> </tbody> </table>			Units	EST100 C	Renewable and Sustainable Energy	3	EST110 C	Tools and Safety	2	EST120 C	Digital Controls and Inverters	2	AC/R105 C	Electricity for Air Conditioning and Refrigeration I	3	EST140 C	Wind Turbine Drive Trains	3	EST145 C	Wind Turbine Power Generation	3				Total Units		16	2020 Fall	No student and job demand for program in this area.
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EST140 C	Wind Turbine Drive Trains	3																												
EST145 C	Wind Turbine Power Generation	3																												
Total Units		16																												
Media Arts Design Action: MSP	<p>Multimedia Production Basics</p> <p>Required courses are listed in numeric sequence:</p> <table border="1"> <thead> <tr><th></th><th></th><th>Units</th></tr> </thead> <tbody> <tr><td>MAD119 C</td><td>Multimedia Mobile Design</td><td>3</td></tr> <tr><td>MAD184 C</td><td>Digital Video Explorations</td><td>3</td></tr> <tr><td>MUS108 C</td><td>Introduction to Music Technology</td><td>3</td></tr> <tr><td>MUS127 C</td><td>Music in Film</td><td>3</td></tr> <tr><td colspan="3"> </td></tr> <tr><td>Total Units</td><td></td><td>12</td></tr> </tbody> </table>			Units	MAD119 C	Multimedia Mobile Design	3	MAD184 C	Digital Video Explorations	3	MUS108 C	Introduction to Music Technology	3	MUS127 C	Music in Film	3				Total Units		12	2020 Fall	Program and courses no longer valid. Both MAD and MUS departments discussed deletion of certificate.						
		Units																												
MAD119 C	Multimedia Mobile Design	3																												
MAD184 C	Digital Video Explorations	3																												
MUS108 C	Introduction to Music Technology	3																												
MUS127 C	Music in Film	3																												
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