



CYPRESS COLLEGE CURRICULUM COMMITTEE

Tuesday, September 29, 2020

<https://cccconfer.zoom.us/j/97745846674>

Passcode: ccmatters

3:00 p.m.

Minutes (Approved 10/6/2020)

Voting Members:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Rassoul Alizadeh (Business) | <input checked="" type="checkbox"/> Allison Gotoh (Science, Engineer, Math) | <input checked="" type="checkbox"/> Silvie Grote (Kinesiology) |
| <input checked="" type="checkbox"/> Juan Garcia (Counseling) | <input checked="" type="checkbox"/> Danny Lind (Social Science) | <input checked="" type="checkbox"/> Marcus McMillan (Fine Arts) |
| <input checked="" type="checkbox"/> Joseph Melodia (Language Arts) | <input checked="" type="checkbox"/> Joyce Peacock (Library) | <input checked="" type="checkbox"/> Larry Ramos (Career Technical Education) |
| <input checked="" type="checkbox"/> Jacky Rangel (Articulation Officer) | <input checked="" type="checkbox"/> Patti Spitler (Health Science) | |

Non-Voting Members:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Terry Carpenter (CNET Specialist) | <input checked="" type="checkbox"/> Silvie Grote (Curriculum Chair) | <input checked="" type="checkbox"/> Marbelly Jairam (Curriculum Specialist) |
| <input checked="" type="checkbox"/> Kathleen Reiland (LAOCRC Dean) | <input type="checkbox"/> Patrick Tuufuli (Admissions & Records) | <input type="checkbox"/> Josh Boynton (A.S. Representative) |

GUEST:

Erin Landry, Renay Laguana-Ferinac, Robert Grantham, Renee Ssensalo, Marissa Lehmeier, Doreen Villasenor, Jane Jepson, Carlos Urquidi

Call to Order: by Silvie Grote at 3:03 p.m.

Establish Quorum and Acknowledge Alternates: None

Adoption of the Agenda: MSP with revisions. Move approval of counseling courses after item 4.

Approval of September 22, 2020 minutes: MSP 9-0-1

Public Commentary (3 minutes per speaker): None

Curriculum Specialist Report: No report

Articulation Officer Report:

CIAC meeting-Articulation officer attended meeting and shared with committee that courses that will meet new area F must be offered by Fall 2021. She also shared that CSU's will update their policy to reflect acceptance of Credit for Prior Learning courses.

UC-Decisions are in and an appeal process will also be available for courses that received denials. AO will work with faculty. In addition, a GE appeal process will be available this spring. UCs will not extend Pass/No Pass for Major beyond Summer 20. Credit for prior learning is evaluated by each UC campus and therefore the credit is received is up to each individual campus. Will be evaluated by individual campus.

Credit for Prior Learning Report:

Juan shared with committee that the catalog language will be updated to reflect CPL policy. He expects to have it ready by mid-October. Chair will share the information through canvas once available.

Division Reports:

Career Technical Education: Rep is working with T-TEN faculty to complete LAOCRC applications.

Library: No report.

Fine Arts: Chair shared that she will be reaching out to faculty about FAME courses and asked rep to follow up once the email comes out as well.

SEM: No report

Counseling: No report

Language Arts: No report

Health Science: Rep inquired about the two HI courses for Spring.

Social Science: No report

Kinesiology: No report

Business: Rep asked chair for clarification on degree applicable courses versus stand alone.

Chair Report:

Academic Senate-Chair could not attend meeting and discussion on the CPL position will be discussed in the next meeting.

Financial aid-Chair reported that financial aid director will attend our next curriculum meeting.

COCI-Kathleen reached out to the State Chancellor’s Office to inquire about the state’s selection of a vendor to replace COCI 2.0. As of now, decision has not been made.

Curriculum Canvas shell-Chair updated level 2 proposals in canvas and reminded representatives to review their CNET queue.

Curriculum training:

Chair reviewed several screens in CNET and related information was discussed. She will post the recording of this training on canvas.

Planning for fall committee meetings:

Chair asked committee to pen ideas about how they would like the structure of future fall meetings and review process of curriculum in CNET.

DEACTIVATE COURSES		
COURSE ID	EFF DATE	JUSTIFICATION
COUN 040 C Action: MSP	2021 Fall	No longer being taught. We are offering the COUN 140 as a dual enrollment course (i.e., at the high school) the COUN 040 is not necessary.
COUN 160HC Action: MSP	2021 Fall	No longer being taught. (COUN 160 IS still being taught.)
COUN 220 C Action: MSP	2021 Fall	Course now offered in social sciences as EDU 200; deactivation.
HS 098LC Action: MSP	2021 Fall	Not used since 2010

NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
AC/R 272 C Fundamentals of Direct Current Electricity Units: 3 Lecture: 1.5 Laboratory: 4.5 Action: MSP	*New Course *Distance Education (Hybrid) *Prerequisite: None *CSU Transfer	20	HVACR PROGRAM STANDARDS Page 5 of 12 STANDARD 5 INSTRUCTIONAL DESIGN & PROGRAM ELEMENTS An organized, systematic plan of instruction, which ultimately mirrors the goals of the HVACR program, shall be used. A listing of objectives and task assignments to achieve the goals must be a major part of the instruction plan. Standard 5.1 Program Design The program design or plan shall consist of using a curriculum outline, organized in logical sequential procedures, with stated tasks, objectives and competencies. The curriculum shall reflect	2021 Fall	This is an updating and expansion of the existing building controls certificate and course offerings.

			<p>the needs of the community's future work force. Student should receive a syllabus for each course in which they are enrolled.</p> <p>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 than a maximum of 20 students per instructor. Open enrollment programs comprised of 15 or more students at multiple levels of instruction should be two instructor programs.</p> <p>Standard 5.3 Specialized Training Plan Well-defined exit points shall be established for students that opt to specialize in segments of the program. Supplemental / part-time preparatory training to meet the specialized training needs of area employers requires that the instructor devise individual training plans to achieve special objectives or goals.</p> <p>Standard 5.4 Safety Safety shall be taught during the first week of training and throughout the entire training program. Instruction will include all safety rules and special safety practices. Safety equipment such as eye protection and gloves are required equipment. All safety instructions shall be administered before any student is allowed to operate shop and/or lab equipment. All safety tests shall be given to each student and kept on file as documentation. The instructor shall review student safety exams and discuss all questions answered incorrectly by the student with the student. All students shall sign a statement indicating their understanding of all safety procedures discussed in safety lectures and / or covered in exams.</p> <p>Standard 5.5 Work Ethics & Worker Characteristics The development of high personal standards for the student shall be an on-going part of training. The work ethics exhibited by students shall be comparable to those required by industry. Appropriate work ethics and worker characteristics shall be taught as an on-going part of the students' training. Each student will be evaluated continuously for attendance, tardiness, completion of assigned jobs, tasks and lab projects. This evaluation shall be reviewed with the student each month or grading period.</p>		
<p>AC/R 273 C Introduction to Personal Computer Hardware and Software Units: 2 Lecture: 1.5 Laboratory: 1.5 Action: MSP</p>	<p>*New Course *Distance Education (Hybrid) *Prerequisite: None *CSU Transfer</p>	20	<p>HVACR PROGRAM STANDARDS Page 5 of 12 STANDARD 5 INSTRUCTIONAL DESIGN & PROGRAM ELEMENTS An organized, systematic plan of instruction, which ultimately mirrors the goals of the HVACR program, shall be used. (See AC/R 272 C for full class size justification)</p>	2021 Fall	<p>This course is an update and expansion of an existing certificate in automated controls.</p>
<p>AC/R 274 C Instrumentation for Hydronic and Air Distribution Units: 2</p>	<p>*New Course *Distance Education (Hybrid) *Prerequisite: None *CSU Transfer</p>	20	<p>HVACR PROGRAM STANDARDS Page 5 of 12 STANDARD 5 INSTRUCTIONAL DESIGN & PROGRAM ELEMENTS An organized, systematic plan of</p>	2021 Fall	<p>This is an upgrade and expansion of an existing certificate in building automation.</p>

Lecture: 1.5 Laboratory: 1.5 Action: MSP			instruction, which ultimately mirrors the goals of the HVACR program, shall be used. (See AC/R 272 C for full class size justification)		
AC/R 275 C System Networking Units: 3 Lecture: 1.5 Laboratory: 4.5 Action: MSP	*New Course *Distance Education (Hybrid) *Prerequisite: None *CSU Transfer	20	HVACR PROGRAM STANDARDS Page 5 of 12 STANDARD 5 INSTRUCTIONAL DESIGN & PROGRAM ELEMENTS An organized, systematic plan of instruction, which ultimately mirrors the goals of the HVACR program, shall be used. (See AC/R 272 C for full class size justification)	2021 Fall	This is an upgrade and expansion of an existing certificate in Building automation.
AC/R 276 C Automation Hardware Units: 2 Lecture: 1.5 Laboratory: 1.5 Action: MSP	*New Course *Distance Education (Hybrid) *Prerequisite: None *CSU Transfer	20	HVACR PROGRAM STANDARDS Page 5 of 12 STANDARD 5 INSTRUCTIONAL DESIGN & PROGRAM ELEMENTS An organized, systematic plan of instruction, which ultimately mirrors the goals of the HVACR program, shall be used. (See AC/R 272 C for full class size justification)	2021 Fall	This course is an upgrade and expansion an existing certificate in building automation.
AC/R 277 C Control Logic Programming Units: 3 Lecture: 1.5 Laboratory: 4.5 Action: MSP	*New Course *Distance Education (Hybrid) *Prerequisite: None *CSU Transfer	20	HVACR PROGRAM STANDARDS Page 5 of 12 STANDARD 5 INSTRUCTIONAL DESIGN & PROGRAM ELEMENTS An organized, systematic plan of instruction, which ultimately mirrors the goals of the HVACR program, shall be used. (See AC/R 272 C for full class size justification)	2021 Fall	This course is an upgrade and expansion of an existing certificate in building automation.
AC/R 278 C Building Performance/Energy Auditing Units: 3 Lecture: 1.5 Laboratory: 4.5 Action: MSP	*New Course *Distance Education (Hybrid) *Prerequisite: None *CSU Transfer	20	HVACR PROGRAM STANDARDS Page 5 of 12 STANDARD 5 INSTRUCTIONAL DESIGN & PROGRAM ELEMENTS An organized, systematic plan of instruction, which ultimately mirrors the goals of the HVACR program, shall be used. (See AC/R 272 C for full class size justification)	2021 Fall	This course is an upgrade and expansion of the existing certificate in building automation.
AC/R 279 C Building Automation Control Systems Units: 2 Lecture: 1.5 Laboratory: 1.5 Action: MSP	*New Course *Distance Education (Hybrid) *Prerequisite: None *CSU Transfer	20	HVACR PROGRAM STANDARDS Page 5 of 12 STANDARD 5 INSTRUCTIONAL DESIGN & PROGRAM ELEMENTS An organized, systematic plan of instruction, which ultimately mirrors the goals of the HVACR program, shall be used. (See AC/R 272 C for full class size justification)	2021 Fall	This course is an upgrade and expansion of an existing certificate in building automation.
AC/R 280 C Automation Capstone Project Units: 2 Lecture: 1.5 Laboratory: 1.5 Action: MSP	*New Course *Distance Education (Hybrid) *Prerequisite: None *CSU Transfer	20	HVACR PROGRAM STANDARDS Page 5 of 12 STANDARD 5 INSTRUCTIONAL DESIGN & PROGRAM ELEMENTS An organized, systematic plan of instruction, which ultimately mirrors the goals of the HVACR program,	2021 Fall	This course is an upgrade and expansion of an existing certificate in building automation.

			shall be used. (See AC/R 272 C for full class size justification)		
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REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
COUN 100 C College Orientation Units: 1 Lecture: 1 Laboratory: 0 Action: MSP	*Outline Update *Add Distance Education (fully and hybrid) *Advisory revalidated *Catalog/Schedule Description Update *Textbook Update	25	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. Per Title 5, Section 56028 (d).	2021 Spring	Outline, add distance education, advisory revalidated, catalog/schedule description, and textbook updated to better reflect course content.
COUN 140 C Educational Planning Units: 1 Lecture: 1 Laboratory: 0 Action: MSP	*Outline Update *Class fee from \$6 to \$0 *Class Size from 45 to 35 *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. Further, access to multiple websites for research and data entry necessitate appropriate class size and resources not currently available (no dedicated COUN space nor resources to accommodate more than 35 students). Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure	2021 Spring	Outline, class size, removal of class fee, catalog/schedule description, and textbook updated to better reflect course content
COUN 144 C Women, Careers & Specialty Issues Units: 2 Lecture: 2 Laboratory: 0 Action: MSP	*Outline Update *Title change from Women and Careers *Add distance education (fully and hybrid) *Class fee from \$6 to \$0 *Catalog/Schedule Description Update *Student Learning Outcomes *Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2021 Fall	Outline, title, add distance education, removed class fee, catalog/schedule description, SLOs, and textbook updated to better reflect course content.
COUN 145 C Job Readiness and Career Management Units: 2 Lecture: 2 Laboratory: 0 Action: MSP	*Outline Update *Course Classification Code change from I to D *Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2021 Fall	Outline, course classification code, and textbook updated to better reflect course content.
COUN 150 C Academic and Life Success Units: 3 Lecture: 3 Laboratory: 0 Action: MSP	*Outline 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.	2021 Spring	Outline and textbook updated to better reflect courses content.

COUN 151 C Career and Life Planning Units: 3 Lecture: 3 Laboratory: 0 Action: MSP	*Outline Update *Schedule Description Update *Student Learning Outcomes 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.	2021 Fall	Outline, schedule description, SLOs, and textbook updated to better reflect course content.
COUN 160 C College/University Transition Units: 1 Lecture: 1 Laboratory: 0 Action: MSP	*Outline Update *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.	2021 Fall	Outline and schedule description updated to better reflect course content.
HS 165 C Ethical and Legal Issues Units: 1.5 Lecture: 1.5 Laboratory: 0 Action: MSP	*Outline Update *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.	2021 Fall	Outline and textbook updated to better reflect course content.

Meeting Adjourned: 4:55 p.m.