

**CYPRESS COLLEGE  
CURRICULUM COMMITTEE  
Tuesday, April 2, 2019  
3:00 p.m.**

**MINUTES**  
(approved 4-9-19)

**PRESENT:** Silvie Grote (chair), Bret Clarke, Allison Gotoh, Jane Jepson, Presten Jimenez (Student Rep), Danny Lind, Marcus McMillan, Joyce Peacock, Jacky Rangel, Kathleen Reiland, Carlos Urquidi, Jane Walker

**ABSENT:** Carmen Dominguez, Joseph Melodia, Patrick Tuufuli,

**GUESTS:** David Soto

**Recorder:** Terry Carpenter

**Call to Order:** by Silvie Grote at 3:05 pm

**Establish Quorum and Acknowledge Alternates** – no alternates

**Adoption of the Agenda: MSP** to re-order item #6 and item #8

**Approval of *March 19, 2019 minutes: MSP 9-0-1*** minor change on page 2

**Public Commentary (3 minutes per speaker):**

David Soto reminded the committee of the CourseLeaf demo on April 23, 12:00-4:00 pm in the LLRC, TLC room and the eLumen demo on April 24, same times and room. The demos at Fullerton went well, full of content and questions. Silvie and Kathleen both attended. The demos at Cypress will be open to all the campuses to attend.

Danny Lind inquired about the level 2 approvals and where they are stalled.

**Chair Report**

The official invite to the software demos was sent out today to the Task Force Committee and Silvie will email that out to All Faculty. David Soto is arranging with Peter Maharaj to provide equipment to tape the demos for future reference.

Silvie asked each Curriculum Rep if they are interested in attending the Cypress Software demos and would like to request a substitute for their classes. She asked that they send her specific information with the name of the instructor and the times they would be substituting. This information will be sent to Carmen to provide the funds for the substitutes.

The April 1 Curriculum Launch deadline has been extended due to the delay in level 2 approvals. Silvie will draft an email regarding the delay and send it out to the Reps to inform their faculty. There will not be Tech Review counterparts established this year,

Silvie will review all the courses. Silvie reviewed the new and old approval processes. Jacky distributed information on the new ASSIST website which included our login details. She reviewed the screens and how to find comparable courses. Jacky will email this information to Terry to send out to the committee and to add to the Home page in Curricunet.

Jacky informed the committee that in order to submit the NEW courses for the UC transfer deadline for the fall 2020 curriculum, they need to be expedited and approved by the committee by April 30 to go to the last DCCC meeting May 10 and to Board June 11.

Silvie attended the ASCCC Region D Area meeting and reviewed some of the Resolutions that are being proposed. The CSUs are proposing a decrease in American Institutions units from 6 to 3 and there was discussion whether CCs should initiate a resolution in favor of 6 units. The CB21 Rubrics for Coding Course Outlines and other approved resolutions were reviewed with the committee. New Homeland Security FSA is being proposed; Kathleen wrote a letter to the Senate to advocate for consideration of expanding the minimal qualifications beyond the currently proposed master degrees. The Reps were asked to provide feedback at the next meeting in order to inform the Senate before they vote on the resolutions at the ASCCC Spring Plenary on April 11-12.

Silvie shared about the ASCCC's Paper on the SCFF (also posted on the ASCCC.org). The Senate suggests the following:

1. level the point system for Associate and Transfer Awards
2. keep performance at 10% in the Funding Formula
3. give one award per student per year

There is no additional information regarding the review of the 2019-2020 catalog.

Kathleen provided information on CTE Online Pathways and that she submitted the paperwork applying for a \$500,000 one-year grant. This is for virtual college not online college. The development process would begin July 1. Kathleen will email the details to the committee.

### **Curriculum Rep Rotation Schedule**

The spring 2019 Rep rotation term ends for Health Science, Social Sciences and Career Technical Education. Silvie will inquire with the Senate next week whether the call for new reps will be sent out by the Senate or Curriculum Committee. Those currently serving may submit their names to continue as Reps.

### **Class Size Document – Discussion (completion 4/9)**

The DCCC asked that each college consider discussing guidelines for using the Class Size Planning and Resource document. Think about how we use the guidelines, is it still relevant, does the current language work. The Reps should discuss this in their departments and get a sense from faculty of how they apply the document, and provide feedback to the committee. This item will be on the May 7 Curriculum agenda. Kathleen will ask the office of Research for additional data.

### **Discussion of ByLaws – continued (completion 4/9)**

A hard copy of current edits was distributed and email with an electronic version will

follow. The ByLaws will be completed at the next meeting on April 9.