

**CYPRESS COLLEGE  
CURRICULUM COMMITTEE  
Tuesday, November 6, 2018  
3:00 p.m.**

**MINUTES**  
(approved 11-20-18)

**PRESENT:** Silvie Grote (chair), Allison Gotoh, Jane Jepson, Mike Kasler, Danny Lind, Joseph Melodia, Joyce Peacock, Jacquelyn Rangel, Kathleen Reiland, Carlos Urquidi, Jane Walker

**ABSENT:** Marcus McMillan, Ann Solis

**GUESTS:** David Soto, Kathleen McAlister

**Recorder:** Terry Carpenter

**Call to Order:** by Silvie Grote at 3:07 pm

**Establish Quorum and Acknowledge Alternates**

**Adoption of the Agenda : MSP**

**Approval of *October 30, 2018 minutes*: MSP**

**Public Commentary (3 minutes per speaker) - none**

**Chair Report**

Kathleen McAlister was asked to speak about Distance Education forms and procedures. She reminded the committee that the DE Addendum is on the Home Page of Curricunet under Links. She reviewed the form and explained how to complete each section. A Resolution that the State Academic Senate is encouraging we adopt, the Online Education Initiative Course Design, was reviewed. The OEI Course Design Rubric sections were discussed and the Reps were asked to take this to their Division faculty along with the old document we currently use and report back to the committee. Silvie will be emailing both of these documents out to the Reps. The Deans have already been using this new Rubric for Faculty Evaluations.

Silvie reported that we will have future speakers for SLOs and Honors subjects.

The Curriculum Task Force will be meeting this Thursday, Nov. 8 to discuss the demos they attended from CourseLeaf and eLumen and the feasibility of one of these to replace the Curricunet system. Silvie will share feedback from the 5 Cypress faculty that attended the last demos. David Soto will be setting up a final demo from each vendor after the committee decides on what information is still needed. Maybe a hands on session to work with each product or a way to see exactly what it would look like for our schools.

Jane Jepson explained a problem regarding Financial Aid due to the backlog of courses and programs not submitted and approved by the State. Some students were denied Financial Aid because newly approved majors were not updated on the list we send to the Department of Education. Financial Aid was advising students to change their majors as a “fix” to this problem however, counselors felt that this was not a very good solution. Jacky checked into the process and the problem has been resolved by adding the Financial Aid office to the approval emails that are sent out to the Registrar and faculty. It was also discovered that the Cal State application did not have our new transfer majors listed and the CSU Chancellor’s Office is working with the CCC Chancellor’s Office to get an updated report for students to file for the new transfer degrees.

Silvie, Jacky, Mike, Kathleen R. and Terry met with Laurie regarding the catalog timeline. A draft was sent out and is being reviewed by these attendees.

Silvie reviewed the C-ID approval process from her log-in as a C-ID CORE reviewer. Particular attention was drawn to the areas that receive the most scrutiny.

Jacky provided an update of the programs submitted to the State, their progress and what was recently approved. She spoke about an ESL ASCCC Resolution that Sonoma ESL faculty have developed for high level ESL courses being submitted for General Education. They are submitting this along with a request to return to the old system of back dating GE submittals. The Resolution has passed and ASCCC will forward the resolution to the CSU and UC segments. The CSU and IGETC GE deadlines have been extended to December 14, 2018. Jacky also updated the committee that UC transfer approvals should be received by November 21, 2018. Jacky has signed up to be a CSU/IGETC reviewer for the 2018-2019 academic year. A new opportunity to learn more about GE courses, criteria and the submission process.

Jane provided comments from the counselors regarding adding information to the schedule description. She asked if instead this could be resolved by adding a link to the catalog description area online. Silvie will check on it.

The Academic Senate President, Craig Goralski, attended a break out session on the curriculum approval process at the ASCCC Fall Plenary and reported at the college Senate meeting that we will be examining our local process of Curriculum approvals in the near future.

**REVISED DEGREES/CERTIFICATES**

DEGREE		EFF DATE	JUSTIFICATION																																				
Air Conditioning/ Refrigeration  <b>ACTION: MSP</b>	<b>Air Conditioning Building Commissioning Certificate</b> Required courses are listed in suggested sequence: <table border="1" data-bbox="352 352 1040 909"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>AC/R100 C</td> <td>Principles of Thermodynamics and Heat Transfer</td> <td>3</td> </tr> <tr> <td>AC/R110 C</td> <td>Air Conditioning I</td> <td>3</td> </tr> <tr> <td>AC/R120 C</td> <td>Piping Practice, Tools and Safety</td> <td>2</td> </tr> <tr> <td>AC/R036 C</td> <td>Refrigerants, Charging and Recovery</td> <td>1</td> </tr> <tr> <td>AC/R137 C</td> <td>Blueprints and Dimension Analysis</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/R115 C</td> <td>Gas Heat Transfer Systems</td> <td>3</td> </tr> <tr> <td>AC/R135 C</td> <td>Solar Energy for Heat and Cool</td> <td>2</td> </tr> <tr> <td>AC/R145 C</td> <td>Load Calculations for Heating and Cooling</td> <td>2</td> </tr> <tr> <td>AC/R035 C</td> <td>Building Commissioning</td> <td>2</td> </tr> <tr> <td colspan="2">Total Units</td> <td>23</td> </tr> </tbody> </table>			Units	AC/R100 C	Principles of Thermodynamics and Heat Transfer	3	AC/R110 C	Air Conditioning I	3	AC/R120 C	Piping Practice, Tools and Safety	2	AC/R036 C	Refrigerants, Charging and Recovery	1	AC/R137 C	Blueprints and Dimension Analysis	2	AC/R105 C	Electricity for Air Conditioning and Refrigeration I	3	AC/R115 C	Gas Heat Transfer Systems	3	AC/R135 C	Solar Energy for Heat and Cool	2	AC/R145 C	Load Calculations for Heating and Cooling	2	AC/R035 C	Building Commissioning	2	Total Units		23	2019 Fall	Change AC/R 115 title to Gas Heat Transfer Systems and change Units from 2 to 3.  Remove AC/R 125 C  Total units from 24 to 23
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AC/R100 C	Principles of Thermodynamics and Heat Transfer	3																																		
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Total Units		19																																		

Air Conditioning/ Refrigeration  <b>ACTION: MSP</b>	<b>Heat Pump Certificate</b>		2019 Fall	Removed AC/R C 137 C, AC/R 115 C, AC/R 125 C, AC/R 145 C  Added AC/R 106 C  Total units from 24 to 19	
	Required courses are listed in suggested sequence:				
		Units			
	AC/R100 C	Principles of Thermodynamics and Heat Transfer			3
	AC/R110 C	Air Conditioning I			3
	AC/R120 C	Piping Practice, Tools and Safety			2
	AC/R036 C	Refrigerants, Charging and Recovery			1
	AC/R105 C	Electricity for Air Conditioning and Refrigeration I			3
	AC/R230 C	Heat Pumps			2
	AC/R106 C	Electricity for Air Conditioning and Refrigeration II			3
AC/R135 C	Solar Energy for Heat and Cool	2			
Total Units		19			

DELETE DEGREES/CERTIFICATES					
DEGREE		EFF DATE	JUSTIFICATION		
Air Conditioning/ Refrigeration  <b>ACTION: MSP</b>	<b>Electrical Systems Core Certificate</b>		2019 Fall	No longer offered in the program	
	Required course are listed in suggested sequence				
		Units			
	AC/R036 C	Refrigerants, Charging and Recovery			1
	AC/R055 C	Technician Customer Relations			2
	AC/R105 C	Electricity for Air Conditioning and Refrigeration I			3
	AC/R115 C	Gas Heating and Carbon Monoxide			2
	AC/R125 C	Boiler and Hydronic Heating			2
	AC/R135 C	Solar Energy for Heat and Cool			2
	Total Units				12