**CURRICULUM COMMITTEE [DRAFT]**

Minutes

April 01, 2016

Present: Lars Campbell, Jackie Curry, Megan Feagles, Bev Forney, Sue Goff, Carrie Kyser, Terry Mackey, Brenda Marks (Alternate Chair), Mike Mattson, Lilly Mayer, Jeff McAlpine, Tracy Nelson, Gwenda Richards Oshiro, Cynthia Risan, April Smith, Dru Urbassik (recorder), Bill Waters, Carol Dodson, Jackie Flowers

Not Present: Mathew Altman, Dustin Bare, Chippi Bello, Dave Bradley, Sue Caldera, Phillip King, Barry Kop, Lupe Martinez, Nicole Rosevear, Polly Schultz (Chair), Tara Sprehe, Shelly Tracy

Guests: Alice Lewis

1. **Welcome & Introductions**—Brenda Marks
2. **Minutes**

The March 4th meeting minutes were approved.

* April Smith, Tracy Nelson, and Bev Forney were added to the list of attendees

1. **Consent Agenda**

Item #1: Course Number Changes

Item #2: Course Credit/Hours Change

Item #3: Course Title Change

Item #4: Outlines Reviewed for Approval

**Action: Committee voted to approve consent agenda.**

1. **Informational items**

***Credit Hour Calculator***

*Bill Waters*

An ISP for CCC’s Credit Hour/Clock Hour Standard was created by a subcommittee lead by Bill Waters. This standard describes the CCC credit hour policy and how the credit hours function. BT-271 Advanced Business Projects was an outline that was submitted that also happens to be a perfect example of a mixture of lecture/lab and lab hours. How do we determine the credit hours for situation like this?

Bill created and excel tool that allows reviewers and submitters to double check credit hours and contact hours.

* The tool is set for 33 contact hours, but there is a range of 30-36 hours that are acceptable
* The tool can be used to determine credit hours or contact hours
* Credits to hours
  + Enter total number of credit hours wanted (blue fields)
  + Result will show the number of contact number needed
* Hours to credits
  + Enter total number of contact hours (blue fields)
  + Result will show the number of credit hours
* Questions
  + Labs do not have outside lab work.
    - Does that mean that the lab reports are to be completed in class?
    - If that is not possible we need to look at this
  + Why do we need to distinguish where the work is taking place?
    - The Feds and CCWD determine where this work is taking place
    - NCCWU states that we must follow these determinations
    - Affects how students pay and how instructors are paid
  + What about hybrid courses?
    - Students do work that take the place of what would be in-class lecture
      * That satisfies the requirements for lecture
    - Students are still required to complete homework assignments outside of the work that replaces in-class lecture time
      * This satisfies the out of class time requirements
  + Can we change the language?
    - This is not our language, we must follow it
* The credit hour calculator has been posted to the *Additional Documents* folder on the Curriculum Committee website

1. **Old Business**

*None*

1. **New Business**

***Suggested AGS Requirement Change***

Communication Requirement  
 *Alice Lewis*

* AGS degree was updated between the 2014-15 and 2015-16 academic years
  + In 2014-15 the degree included related instruction
  + Related instruction was removed for the 2015-16 academic year
* There are still some questions about what does the AGS degree do for CCC and for our students
* What are the intended communication outcomes for students from this degree
* Prior to the 2015-16 year students were able to take a variety of courses for the human relations requirement
  + 27 different options
  + We now have one, COMM-111 Public Speaking
    - The catalog states that COMM-112 could also be taken, but students are not taking that course for this requirement at this time.
    - We are offering 15 sections of COMM-111 during the Spring 2016 term and they are all full
  + Over the course of a year we serve approximately 1000 students. We awarded about 300 AA degrees and 200 AGS degrees last year. All of these students take COMM-111 Public Speaking. This means that approximately 600 seats needed for COMM-111 throughout the year.
    - If only 75% of our students are here for an AA degree, we still have 450 that need public speaking
    - That equates to 15 sections of COMM-111
    - In order to easily accommodate these students we really need about 18 sections
    - Resources within the department make it difficult for the department to serve all the students who need public speaking
  + What can we do to fix this situation?
    - What is the skill set we want for the communication requirement?
    - What do we want students to get out of the AGS degree?
* Jackie was on the task force that determined the new 2015-16 communication requirement
  + There is some overlap from the AGS and ASOT students
    - This is something the committee took into consideration before they chose COMM-111 as the AGS communication requirement
  + There was a need to elevate the level of the AGS degree. The committee did not want to do this by strengthening the math requirement, so they elevated the communication requirement
  + The approach was not to lower the level of the course, but to lower the number of courses that were required for any one element.
  + The changes were modeled off of what we are doing with the other AA degrees and keep the AGS at the same level, since they decided not to do related instruction
* There is not an opposition to what changes were made or the reasons behind the decisions. Though, the department is asking for the communication requirement to be reviewed again to see if there is a better solution that would allow us to meet students’ needs.
  + Perhaps the addition of COMM-218
  + or the addition of COMM-218 and COMM-219
* The AGS varies from school to school.
  + We are the only school that states that students have to take COMM-111 for the ASOT
  + The AGS is mirroring the ASOT. We wanted to keep students from taking a large number of PE and health courses, but instead force them to take more substantial courses in several areas
* Stephanie Schafer, Jackie flowers, Sarah Steidl and two others were on the original sub-committee
  + Was headed by Steffen
  + Bill states to put his name on it
* Terry asks that we keep in mind guided pathways when altering these requirements
* Advisors have seen the new AGS be a barrier for many students with the communication, math, and other requirements. Some advisors would like to lobby for a more flexible degree to help these students
  + Substitutions can be made for those students with previous credits who want to complete a degree
  + Lots of athletes also take the AGS degree
* Next steps
  + Bring the sub-committee/group back together
  + Have them work with Alice Lewis
  + Bring back changes to CC
  + Jackie flowers, Stephanie Schaffer, a representative from the English department, as representative from the Math department, a representative from Advising, Sarah Steidl, and Matthew Altman

***Outline Review Reminder***

*Bill Waters*

Bill encouraged all the review teams to please look at their outlines. There was only one outline on the consent agenda for today’s meeting. We need to get through the remaining outlines this year. Review teams might be changing in the near future. More info to come. Dru will send out an updated outline review spreadsheet on 04/01/16.

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| **Next Meeting for 2015-16: April 15, 2016 CC127 8-9:30am** |