![Napa Valley College logo](Napa Valley College)

Curriculum Committee
October 7, 2022
9:00 – 10:30 a.m.
Via Zoom—Recording Link (Passcode: g5%@AUAh)

Minutes

This meeting was conducted virtually pursuant to Government Code section 54953(e)(1)(A) and the Memorandum from Napa County Executive Officer Minh C. Tran and Public Health Officer Karen Relucio, M.D., dated September 27, 2021, regarding Recommendation for Continued Remote Attendance at Brown Act meetings.

Members Present: Arcia Alvarado, Seth Anderson, Rhue Bruggeman, Shawna Bynum, Naomi Chianese, Jerry Dunlap, Bob Freschi, Paul Gospodarczyk, Josh Hanson, Bob Harris, Stacey Howard, Brian Larsen, Karen Larsen, Tia Madison, Nancy McEnery, Eric Martinez, Katherine Rhyno, Shawntel Ridgle, Bob Van der Velde
Members Absent: Douglas Marriott
Public Present: Nicole Carrier, Michelle Hinchcliff, Diego Fernandez

1.0   Welcome and Call to Order

- Meeting called to order at 9:01 a.m.

2.0   Adoption of the Agenda

- M/S/P (10 ayes)

3.0   Approval of Submitted Minutes from September 16, 2022
+Attachments

- M/S/P (9 ayes)

4.0   General Announcements
Curriculum Committee members are invited to make announcements to the committee.

- HBCU Caravan on campus 10/27 from 11am-1pm in the quad – Bring your students out!

5.0   Public Comment
Members of the public are invited to comment on items on the agenda.

- Arcia Alvarado will be the student rep on our committee

6.0   Information Items

6.1   Minor Revisions to Brown Act
The Governor has recently signed several bills that will modify the Brown Act under which we hold our meetings. AB 2449 allows members to participate remotely under limited, specified circumstances if at least a quorum of members meet in a singular physical location within the District's jurisdiction. SB 1100 will allow the presiding officer to remove an individual for disrupting a meeting. AB 2647 clarifies requirements for posting documents for meetings.

6.2   Passage of AB 1705
Also signed into law is AB 1705, which clarifies and extends the requirements of AB 705. With very few limited exceptions, students must be placed in transfer-level sections of Math and English. For students who need extra academic support, expanded tutoring and low-unit corequisite courses are encouraged. By July 2025, community colleges must place students in STEM majors into a sequence of no more than two

transfer-level courses in preparation for calculus (or show that additional preparation will improve students' probability of completing calculus).

- Both Math and English departments are already fully in compliance with this law.

6.3   Conversations Regarding Updates to Title 5 Regulations for Local GE
+Attachment
As part of the process of implementing AB 928, the ASCCC has begun seeking feedback from local senates on revising the part of Title 5 governing general education for the Associate Degree to better align with the new proposed lower-division general education pathway for CSUs and UCs (CalGETC). Resolution on this will likely be debated at Fall Plenary Session.

6.4   Annual Curriculum Approval Certification with CCCCO
+Attachment
Each year the Chancellor's Office requires community colleges to submit a certification form documenting that all credit and noncredit curriculum has been properly approved, that units and hours are calculated correctly, and that course outlines comply with Ed Code, Title 5, and the *PCAH*. The Faculty Co-Chair has reviewed all of these requirements and believes that the college is fully meeting them.

7.0   Consent Item - M/S/P (14 ayes)

7.1   AB 361 Conditions for Virtual Meetings
+Attachments
The committee will acknowledge the AB 361 conditions have been met. This item must be placed on the agenda to be reviewed every 30 days.

7.2   General Education Placement
The following courses have been unanimously recommended for local General Education placement by the GE Subcommittee at its meeting on September 21, 2022.

7.2.1   Approve ETHS 111 for local GE Areas C and E
Approve ETHS 111: Native American Studies for placement in local GE Area C: Humanities and Area E: Multicultural/Gender Studies. This GE placement is proposed to be retroactive to the current Fall 2022 semester. This course has already been approved for CSU GE Area F: Ethnic Studies and CSU GE Area C2: Humanities.

7.2.2   Approve ETHS 114 for local GE Areas C and E
Approve ETHS 114: Women's Ethnic Heritage in the United States for placement in local GE Area C: Humanities and Area E: Multicultural/Gender Studies. This GE placement is proposed to be retroactive to the current Fall 2022 semester. This course has already been approved for CSU GE Area F: Ethnic Studies and CSU GE Area C2: Humanities.

7.2.3   Approve ETHS 115 for local GE Areas C and E
Approve ETHS 115: Critical Mixed Race Studies for placement in local GE Area C: Humanities and Area E: Multicultural/Gender Studies. This GE placement is proposed to be retroactive to the current Fall 2022 semester. This course has already been approved for CSU GE Area F: Ethnic Studies and CSU GE Area C2: Humanities.

7.2.4   Approve ETHS 161 for local GE Areas C and E
Approve ETHS 161: Asian Pacific Islander American Studies for placement in local GE Area C: Humanities and Area E: Multicultural/Gender Studies. This GE placement is proposed to be retroactive to the current Fall 2022 semester. This course has already been approved for CSU GE Area F: Ethnic Studies and CSU GE Area C2: Humanities.

7.2.5   Approve HIST 165 for local GE Areas B and E
Approve HIST 165: African American History for placement in local GE Area B: Social and Behavioral Sciences and Area E: Multicultural/Gender Studies. This GE placement is proposed to be retroactive to the current Fall 2022 semester. This course has already been approved for CSU

GE Area D: Social Sciences, IGETC Area 4: Social and Behavioral Sciences, and US 1 (U.S. History/American Institutions).

7.2.6   Approve ANTH 222 for local GE Area A
Approve ANTH 222: Introduction to Forensic Anthropology for placement in local GE Area A: Natural Science, effective Fall 2023. Course will be submitted for CSU GE Area B2: Life Science and IGETC Area 5B: Biological Science with anticipated Fall 2023 effective term.

7.2.7   Approve HUMA 166 for local GE Area C
Approve HUMA 166: Environmental Justice and the Humanities for placement in local GE Area C: Humanities, effective Fall 2023. Course will be submitted for CSU GE Area C2: Humanities and IGETC Area 3B: Humanities with anticipated Fall 2023 effective term.

7.2.8   Approve ARTH 145 for local GE Area C
Approve ARTH 145: Art of the Ancient Americas for placement in local GE Area C: Humanities, effective Fall 2023. Course will be submitted for CSU GE Area C1: Arts and IGETC Area 3A: Arts with anticipated Fall 2023 effective term.

7.2.9   Approve SPAN 270 for local GE Area C
Approve SPAN 270: Introduction to Hispanic Cultures for placement in local GE Area C: Humanities, effective Fall 2023. Course will be submitted for CSU GE Area C2: Humanities and IGETC Area 3B: Humanities with anticipated Fall 2023 effective term.

8.0   Discussion Items (60 minutes)

8.1   Planning for Launch of CourseLeaf
The Faculty Co-Chair and Curriculum Analyst updated the committee on recent progress on CourseLeaf. The "Sync Test" occurred on 9/26 and was successful in resolving any remaining issues with integration points between CourseLeaf forms and Colleague. We are now moving into the final "Quality Assurance" phase of our project and expect to launch the new site in mid-October.

- Sites for course and program forms are now live. We will share permanent links on log in info as soon as feasible.

- We will be able to accept new courses now (although courses approved just last year will first need to be manually transferred to CourseLeaf).

- File transfer server (SFTP) stopped working in June and is still not working. We're trying to find a way to get program data into CourseLeaf. Nothing has been lost.

- Backup of CurricUNET records is continuing and should be complete later this month.

- Faculty co-chair will be sending out an email to all faculty with an update about CourseLeaf.

- We will be offering drop-in Zoom office hours and training sessions (and will be recording them).

8.2   DEI and Curriculum Processes
+Attachment
The committee reviewed recent recommendations from the California Community Colleges Curriculum Committee (5C) on incorporating DEI principles into curriculum processes and discuss how we would like to implement this at the local level. The November 2021 *Rostrum* article "Moving the Needle" also provides some specific recommendations for equity in CORs that we might consider.

- Faculty Chair would like to provide more robust language on this in our instructions to faculty in Chapter 5 of the Curriculum Handbook and include this in the checklist for faculty authors.

- Some colleges have developed a cultural curriculum audit for faculty going through program review.

- Comment: it would be great to have a flex day workshop on revising course outlines with DEI in mind.

- Suggestion to have a module on this in the Instructional Design Institute.

- Suggestion to have this be included in a Faculty Resources LibGuide from the library.

8.3 Curriculum Handbook Chapter 6: Course Outline of Record +Attachments

The committee will discuss major revisions to Chapter 6 of the Curriculum Handbook, which includes specific details and instruction for each of the fields on the COR. Much of this language (including links) has been incorporated directly into CourseLeaf forms through "help bubbles." We can continue to revise these instructions based on the needs of the committee.

- Question about how easy it will be to edit the help bubbles on the forms in the future.

- We have the ability with CourseLeaf to update these with a single click.

8.4 Issues with Unit Changes in Course Modifications

The Curriculum Analyst will discuss issues that sometimes arise when revising the units for an existing COR and review Chancellor's Office definitions of substantive changes that require a new control number.

- Discussion on whether we need to establish guidelines or a process on drastically changing the number of units or course content. In this case, is the modified course still equivalent to the old course?

- This may also cause issues for other programs or for transfer student.

- For Articulation, the baseline for whether a course needs to be resubmitted is whether the number of units decreases or more than 50% of the course content has changed.

- Question: when the unit change of a course is approved by curriculum does it automatically change in all of the places where that course appears in the catalog?

- No, it all must be done manually by curriculum analyst.

- CourseLeaf should now show links to all the places in the catalog where a course appears, which should make tracking this easier. We should also be able to bundle proposals in the future.

- We might include some language about program impact in the units section of the COR.

- Developing a process for bundling the course and impacted programs seems like best practice.

9.0 Future Items

9.1 Trainings on CourseLeaf for Curriculum Committee members, faculty, and campus at large
9.2 Updated checklists for curriculum authors and reviewers
9.3 Revision of Curriculum Handbook Chapters 6 through 9
9.4 Work Experience Education (AP 4103)
9.5 Other

10.0 Adjourn

- Meeting adjourned at 10:15 a.m.