



Curriculum Committee Meeting

February 18, 2021

Time: 2:30pm

Approved Minutes

Call to Order: The meeting was called to order at 2:34 pm.

Members Present:

Voting Members: Kimberley Stiemke, Daniel Stackhouse, Kenneth Yu, Khanh Ninh, Karen Bautista, Raine Hambly, Cynthia Ramirez, Alli Stanojkovic, Janet Cagley.

Non-Voting Members: Amabel Arredondo, Shelia Moore-Farmer, Susan Quihuis.

Guests Present:

Names: Tina McClurkin, Alice Niyondagara, Jennifer Carey, Candace Lynch, Mary Helen Albrecht, Marcela Valle.

Reading and Approval of Minutes:

November 2, 2020 minutes reviewed and approved pending correction of EHR.

Motioned by Janet Cagley; seconded by Cyndi Ramirez. Motion is carried by unanimous vote.

November 10, 2020 minutes reviewed and approved.

Motioned by Cyndi Ramirez; seconded by Kenny Yu. Motion is carried by unanimous vote.

Report of Curriculum Chair:

Kimberley gave insight into the challenges faced after Distance Education (DE) addenda were reviewed and approved by the Committee. She shared that 237 DE addenda were approved by the Committee and are either being chaptered in COCI or are in the process of being chaptered. She mentioned that faculty need more training in areas such as accessing courses, adding top codes,

aligning justifications, and methods of instruction. Kimberley is working on a process for course deactivation, which she will share at a later time.

Announcements:

Janet Cagley provided updates on the DE Advisory Group. She informed the Committee that there would be continuing training for accessibility courses starting next month. The new training will provide additional tools in assisting with external resources, websites, purchases, and software. She is also working on institutionalizing the accessibility process from an instructional, financial, and technology standpoint. **Karen Bautista** mentioned she would like to see a method for evaluating software that would consider student accommodations.

The next Curriculum Committee meeting will meet **March 9, 2021**.

Adjournment:

There was a quorum to extend the meeting past 4 pm.

The meeting adjourned at 4:37 pm.

Revised Courses				
Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
CTE- Early Childhood Education				
ECED 100	Early Childhood Development	Does addendum need to be attached? Under Method of Instruction if this is a DE class do, we also need to add Computer Assisted on course cover sheet? IO's no period at end of statements. Outside Assignment Numberings are off either should be A, B, C. or 1, 2, 3. Teaching Materials: Other: should the book be written the same say as the	Approved with modifications. ECED Courses to be approved as new courses. All courses to mention “This course is part of a program approved by the California Department of Social Services for employment in private facilities” under description. Any mention of Apportionment should	Tina McClurkin

Revised Courses

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
		required textbook. ISBN? Required Assignment, III: Numbering is off.	be removed. Update COR with agreed recommendations made by committee in Curricunet	
ECED 105	Family and Community Relationships	<p>Does DE addendum need to be attached? Course Description - We do not always put Textbook required should we remove or put in all descriptions. Also, should remove "(Apportionment)" I do not believe that belongs in the description.</p> <p>May want to include in description: This course is part of a program approved by the California Department of Social Services for employment in private facilities. Should probably be on all courses for this certificate program.</p> <p>Outside Assignments need numbering adjusted. Either A, B, C... or 1, 2, 3</p> <p>SLO #1: How would "Validate established methods to respect diverse backgrounds and special needs children in the context of home and community." be measured?</p>	<p>Approved with modifications. Remove SLO #1- validate not possible. ECED Courses to be approved as new courses. All courses to mention "This course is part of a program approved by the California Department of Social Services for employment in private facilities" under description. Any mention of Apportionment should be removed. Update COR with agreed recommendations made by committee in Curricunet</p>	Tina McClurkin
ECED 110	ECE Program Principles and Practice	<p>Does DE addendum need to be attached? In Course description, do we keep Textbook required? If so, need to add to classes that require a textbook.</p>	<p>Approved with modifications. ECED Courses to be approved as new courses. All courses to mention "This course is part of a program approved by the</p>	Tina McClurkin

Revised Courses

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
		<p>SLO #2 - spelling, need to fix word indoor. Outside assignments need to fix number. Either use A, B, C... or 1, 2, 3. Required Assignments, J.10.- Keep "Career."</p>	<p>California Department of Social Services for employment in private facilities” under description. Any mention of Apportionment should be removed. Update COR with agreed recommendations made by committee in Curricunet</p>	
<p>ECED 115</p>	<p>Child Health and Safety</p>	<p>Does DE Addendum need to be attached? Course description - Includes textbook required so not sure if should be kept and added to all classes or removed. Would also recommend adding: This course is part of a program approved by the California Department of Social Services for employment in private facilities. So that it shows on all classes in the program. SLO #3 - spelling correction - Describe the responsibilities of... the word of has an extra o. Methods of evaluation need to be numbered. CCA- add s to "disease." -SLO #3- Delete the extra "o" in "of." #4- Delete "d" in "and"</p>	<p>Approved with modifications. ECED Courses to be approved as new courses. All courses to mention “This course is part of a program approved by the California Department of Social Services for employment in private facilities” under description. Any mention of Apportionment should be removed. Update COR with agreed recommendations made by committee in Curricunet</p>	<p>Tina McClurkin</p>
<p>ECED 120</p>	<p>Curriculum for Early Childhood Education, Introduction</p>	<p>Does DE addendum need to be attached? Course cover sheet: Need to change CB11 - Classification to K; Need to change CB24 - Program Status to 1. Course Outline: Prerequisite need to</p>	<p>Approved with modifications. ECED Courses to be approved as new courses. All courses to mention “This course is part of a program approved by the California Department of Social</p>	<p>Tina McClurkin</p>

Revised Courses

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
		<p>change course to ECED 100 to align with new curriculum. Course description just have the textbook question again. Numbering for Outside assignments needs to be adjusted. Pre-req: Should be the new subject code of ECED 100.</p>	<p>Services for employment in private facilities” under description. Any mention of Apportionment should be removed. Update COR with agreed recommendations made by committee in Curricunet</p>	
ECED 200	Program Science and Math	<p>Does DE Addendum need to be attached? Course description - The question if textbook needs to be included. Also, for consistency, might want to include: "This course is part of a program approved by the California Department of Social Services for employment in private facilities." Outside assignments numbering needs to be fixed.</p>	<p>Approved with modifications. ECED Courses to be approved as new courses. All courses to mention “This course is part of a program approved by the California Department of Social Services for employment in private facilities” under description. Any mention of Apportionment should be removed. Update COR with agreed recommendations made by committee in Curricunet</p>	Tina McClurkin
ECED 205	Children with Special Needs	<p>Does DE Addendum need to be attached? no period for IO #7</p>	<p>Approved with modifications. ECED Courses to be approved as new courses. All courses to mention “This course is part of a program approved by the California Department of Social Services for employment in private facilities” under description. Any mention of Apportionment should be removed. Update COR with agreed recommendations made by committee in Curricunet</p>	Tina McClurkin

Revised Courses

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
ECED 210	Infant-Toddler Care and Education	Does DE Addendum need to be attached? IO-#2 caregivers (combine word) Instructional Objective #6: perhaps change wording to "Demonstrate knowledge of designs..."	Approved with modifications. ECED Courses to be approved as new courses. All courses to mention "This course is part of a program approved by the California Department of Social Services for employment in private facilities" under description. Any mention of Apportionment should be removed. Update COR with agreed recommendations made by committee in Curricunet	Tina McClurkin
ECED 215	Language Arts and Literacy in Early Childhood	Does DE Addendum need to be attached? -SLOs #1- add an "l" before "literacy." #2- change "among" to "among" Teaching Materials, Other: Do the books that are listed need to follow the same outline as the required textbooks? ISBN. Required Assignments: numbering is off.	Approved with modifications. ECED Courses to be approved as new courses. All courses to mention "This course is part of a program approved by the California Department of Social Services for employment in private facilities" under description. Any mention of Apportionment should be removed. Update COR with agreed recommendations made by committee in Curricunet	Tina McClurkin
ECED 220	ECE Program: Creative Experiences	Does DE Addendum need to be attached? Required assignments-numbering appears to be off.	Approved with modifications. ECED Courses to be approved as new courses. All courses to mention "This course is part of a program approved by the California Department of Social Services for employment in private facilities" under description. Any mention of Apportionment should	Tina McClurkin

Revised Courses

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
			be removed. Update COR with agreed recommendations made by committee in Curricunet	
ECED 225	Program Music and Movement	Under Resources- Please list specific websites that have been checked for accessibility. Does DE Addendum need to be attached?	Approved with modifications. ECED Courses to be approved as new courses. All courses to mention “This course is part of a program approved by the California Department of Social Services for employment in private facilities” under description. Any mention of Apportionment should be removed. Update COR with agreed recommendations made by committee in Curricunet	Tina McClurkin
ECED 400	Child Care Supervision & Administration	How is attendance a method of evaluation? Does DE Addendum need to be attached? For instructional objectives #2 and #3 add "demonstrate"	Approved with modifications. Remove attendance as a method of evaluation. ECED Courses to be approved as new courses. All courses to mention “This course is part of a program approved by the California Department of Social Services for employment in private facilities” under description. Any mention of Apportionment should be removed. Update COR with agreed recommendations made by committee in Curricunet	Tina McClurkin

Revised Courses

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
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Motioned by Janet Cagley; seconded by Karen Bautista. Motion is carried by unanimous vote.

Basic Skills/ High School

ABED 106	Literacy& Basic Skills Beginning	Concerned about the accessibility of the software programs, particularly the PDX OER resource and the Southwest Adult Basic I could not locate an accessibility statement for Rosetta Stone or Newsela. Course Cover: Need TOP Code; CB08 Lists as Not Basic Skills, but Discipline and Course Category lists as Basic Skills should this be changed?	Removed “Math” and placed in another course. Condition applies to accessibility and OER resources and embed it in Canvas as to meet accessibility. Using it as a reference content and create a canvas page1:12 min. Note content to be embedded in canvas for accessibility put under software for disclaimer.	Jennifer Carey
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Janet Cagley motioned to approve course; it was seconded by Kenny Yu. Motion was carried by unanimous vote.

New Courses for new CDCP Programs

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
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English as a Second Language

ESLA 182	ESL Speaking Skills-Beginning	Reviewed Changes Needed Please list specific OER resources. Reviewed Changes Needed Minor punctuation edits: SLO's need periods. Should Methods of Evaluation be in an outline format?	Hours to remain as a range. Update COR with agreed recommendations made by committee in Curricunet.	Alice Niyondagara
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New Courses for new CDCP Programs

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
		Reviewed Changes Needed Should DE be listed as a method of instructions?		
ESLA 183	ESL Speaking Skills, Intermediate to Advanced	Reviewed Changes Needed Please list specific OER resources. Have software/websites been checked for accessibility? Does DE Addendum need to be attached? Reviewed Changes Needed Please list specific OER resources. Have software/websites been checked for accessibility? Does DE Addendum need to be attached? Reviewed Changes Needed Minor format edit: Methods of evaluation missing outline format issue	Course description to be less than 50 words. Justification needs to be specifically to the course and not a general program. Purchased need to ask for vpac Update COR with agreed recommendations made by committee in Curricunet.	Candace Lynch
ESLA 229	ESL Integrated Skills, Beginning Literacy	Reviewed Changes Needed Please list specific OER resources. Have software/websites been checked for accessibility? Does DE Addendum need to be attached? Concern about hours listed: 216-252 CC#V.B.3. spelling error "ellectronic" should be "electronic"	Update COR with agreed recommendations made by committee in Curricunet.	Candace Lynch
ESLA 230	ESL Integrated Skills-Beginning Low	Reviewed Changes Needed Please list specific OER resources. Have software/websites been checked for accessibility? Reviewed Changes Needed CC#1C1 - comma after graphs SLO's need periods. SLO #1 needs a "space" between	Update COR with agreed recommendations made by committee in Curricunet.	Alice Niyondagara

New Courses for new CDCP Programs

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
		students' needs.		
ESLA 231	ESL Integrated Skills-Beginning High	Please list specific OER resources. Have software/websites been checked for accessibility? CS - needs Tops. WR - CC#1B1 - hyphen -classroom-relate. CC#1B5 - Should 'Wh' be 'Why?' CC#1C3 - space after graphs CC#1D1 - spelling - Object Reviewed Changes Needed Possible formatting errors: potentially missing content on pages 3 & 4 Potentially missing information under course content C under "Reading"	Update COR with agreed recommendations made by committee in Curricunet.	Alice Niyondagara
ESLA 232	ESL Integrated Skills-Intermediate Low	Please list specific OER resources. Have software/websites been checked for accessibility? Cynthia Ramirez CS – Top Code SLO's need periods. Methods of evaluation require outline format. Entry Level Skills and Knowledge: #1 states: "Read, write, speak and comprehend English at the beginning high level" is a requirement prior to entering this "Intermediate Low" course?	Update COR with agreed recommendations made by committee in Curricunet.	Alice Niyondagara
ESLA 233	ESL Integrated Skills, Intermediate High	Please list specific OER resources. Have software/websites been checked for accessibility? Does DE Addendum need to be attached? Methods of evaluation require outline format	Update COR with agreed recommendations made by committee in Curricunet.	Candace Lynch

New Courses for new CDCP Programs

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
ESLA 234	ESL Integrated Skills, Advanced	Please list specific OER resources. Have software/websites been checked for accessibility? Does DE Addendum need to be attached? CC - make all same font as rest of WR. Reviewed Changes Needed Methods of Evaluation require outline format	Update COR with agreed recommendations made by committee in Curricunet.	Candace Lynch
<i>Janet Cagley motioned to vote on a range of hours for ESLA courses; Khanh seconded. Motion carried.</i>				
<i>Janet Cagley motioned to approve courses; it was seconded by Alli Stanojkovic. Motion was carried by unanimous vote.</i>				

CDCP Programs		
Title	Action/ Discussion	Action/ Outcome
English as a Second Language- Narratives		Approved
<i>Motioned by Khanh Ninh; seconded by Janet Cagley. Motioned is carried by unanimous vote.</i>		
Early Childhood Education – Narratives	Raine discussed that she had met with the Department of Social Services and agreed to break program out to four levels. Tier one is a certificate to work as a preschool assistant teacher. Tier II and III certificates requirement to work as a preschool teacher in a private facility. Difference is that one certificate provides students with an option adds infant toddler course for more specialized training to work as an infant toddler teacher. Tier IV Preschool Director needs to have ECED course	Approved with the following revisions: Prereqs: subject codes should reflect the new codes. -Instructional Objs #1- Don't capitalize "Financial." -Methods of eval #2- Correct the word "Listining" to "Listening." Update and add MEDO 118 to all tiers. Tier III change description eight core classes Tier IV change description to eleven core courses Tier IV update course hours
<i>Motioned by Rain Hambly; seconded by Karen Bautista. Motioned carried by unanimous vote.</i>		

Courses not reviewed by the Committee	
ABE 440	Writing Your Life Story for Older Adults
CRAE 101	Ceramics for Older Adults
CRAE 103	China Painting for Older Adults
EMER 404	Growing and Maintaining a Home-based Business
DSSS 171	Basic Academic Writing
BMGR 500	Accounting Fundamentals for Bookkeepers
BMGR 501	Accounting Principles for Bookkeepers
BMGR 502	Payroll Fundamentals for Bookkeepers