



## Curriculum Committee Meeting

April 8, 2021

Time: 1:00 p.m.

Approved Minutes

Call to Order: The meeting was called to order at 1:06 pm.

### **Members Present:**

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

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

**Guest Present:** Ty Volcy

### **Reading and Approval of Minutes:**

Tabled

### **Report of Curriculum Chair:**

Kimberley informed the committee that a number of courses did not go through in the last DCCC meeting. Courses that were approved were the Parenting courses and all other courses will be reviewed in the April 9<sup>th</sup> DCCC meeting.

**Adjournment:** Meeting adjourned at 1:17 pm.

**New Courses**

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
<b>Older Adults / Emeritus</b>				
EMER 104	Needlecrafts, Knitting, Crochet for Older Adults	<p>Minor punctuation errors: Course Description: comma after crocheted IO#1 - comma after fibers SLO#1 - comma after crochet</p> <p>Should there be a Student Materials list: yarn, threads, etc.? WR-Course Content I.: change "fort" to "for"</p> <p>CS-Justification: should "Addition of distance education addendum" be added?</p> <p>Will students be allowed to work on their own projects? If so, should that be mentioned? If the class is for older adults, will any time be spent on discussing the various tools available to aid with decreased or compromised vision (visor lights, Ott lights, magnifying eyeglasses) or manual dexterity (compression gloves), etc.?</p> <p>Do these classes participate in any type of craft, art, or fashion show, where the students have the</p>	<p>Eliminate Correspondence in addendum.</p> <p>Methods of eval #2 needs to be rewritten.</p> <p>Kenny will update SLO</p> <p>Course Approved</p>	Kenny Yu

**New Courses**

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
		<p>opportunity to exhibit their projects?</p> <p>Do these classes support any type of charitable organizations with their completed projects? If so (to any of the above), should this be mentioned in the Proposed Catalog/Couse Description?</p> <p>Action: Methods of evaluation #2 sounds more like an SLO.</p>		

*Janet Cagley motioned to approve the course; it was seconded by Karen Bautista. Motion carried by unanimous vote.*

**LEAP/ Parenting**

<p>PARN 102</p>	<p>Connected Parenting</p>	<p>Action: Reviewed Changes Needed Teaching Materials-Other: Make sure the youtube links are accessible.</p> <p>Action: Reviewed Changes Needed Suggestion: synthesize key points in the course description to improve the syntax.</p> <p>Is it imperative that URL's are listed under Teaching Materials (others)? (List company/website)</p> <p>Action: Reviewed Changes Needed WR-SLO: Add "of" to "Upon completion..."? 1. Change "obtain" to "develop"?</p> <p>CS-Justification: Is there supposed to be an addendum? If so, should "Addition of</p>	<p>First SLO, how will this be assessed?</p> <p>Methods of Eval- Remove quizzes and include Role play.</p> <p>DE Learning Objectives- Delete narratives as long as everything can be completed in Canvas. If it can't- describe how it can be done.</p> <p>Course Description does not flow, maybe consider revising it.</p> <p>Approved with modifications</p>	<p>Jamie De La Mora</p>
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## New Courses

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
		distance education addendum" be added to this section? (Does not because it is considered a new course)		
<i>Janet Cagley to approve course; it was seconded by Karen Bautista. Motion was carried by unanimous vote.</i>				

## Revised Courses

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
<b>Basic Skills/ High School Diploma</b>				
ABED 105	NOCE Learning Center		<p>Fully online</p> <p>Pg. 5 DE Addendum uncheck other boxes</p> <p>Pg. 6 add under student to content-content on websites use Quizlet.cm, TEAS related Study Tools. Should be listed under other materials.</p> <p>Pg. 5 Orientations using websites- Uncheck other orientation.</p> <p>Approved with modifications</p>	

**Revised Courses**

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
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*Kenn Yu motioned to approve courses; it was seconded by Karen Bautista. Motion was carried by unanimous vote.*

**CTE / Early Childhood Development**

MEDO 118	Pediatric First Aid & CPR	<p>Action: Reviewed Changes Needed WR-Course Description: should the specific CA requirement be listed? Ex.: child safety, pediatric CPR, daycare provider, etc.?</p> <p>ISO: Should the CA state codes be referenced? Or should "daycare providers" be added to the second sentence: "This course satisfies the daycare provider requirements as stated in the California state code."- *not necessarily for private facilities, does not need to be referenced.</p> <p>SLO: Add "of" to "Upon completion..."</p> <p>Should the age range be listed? Ex.: "3 months - 12 years"?</p> <p>Teaching Materials: Other: add "Teacher prepared materials"? No, do not need to add due to state mandated curriculum</p>	<p>No teaching material need</p> <p>No changed needed</p> <p>Course Approved</p>	Tina McClurkin
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*Khanh Ninh motioned to approve course; it was seconded by Raine Hambly. Motion was carried by unanimous vote.*

Action/ Discussion	Action/ Outcome	Who/ When
Course Deactivation Process	<p>Faculty initiate process of deletion will begin with department approved minutes/ documentation.</p> <p>Tied into Curricunent once initial department documentation has been provided.</p>	<p>Cyndi Ramirez motioned to approve process of deactivation for courses; Karen Bautista seconded.</p>
Second meeting in April	<p>April 29<sup>th</sup> meeting instead of May meeting. No May meeting necessary if committee meets for a second time in April.</p>	<p>Cyndi Ramirez motioned to amend meeting date to April 29<sup>th</sup>; Kenny Yu seconded.</p>