



Curriculum Committee
MINUTES
March 21, 2022

Members Present

Dr. Robert White, Chairperson	Laurel Hartley, Sociology
Denise Adams, Dean	Dr. Leslie Henson, English
Dr. Shaun-Adrián Choflá, Family & Community	Kim Kirkwood, Cosmetology
Susan Craig, Allied Health	Patrick McDougall, Physics
Brian Donnelly, Career Counselor	Serey Vann, Articulation Officer
Daniel Donnelly, Multimedia Studies	Jacob Vazquez, Agriculture
Anthony Ferro, Associate Faculty, Kinesiology	Suzanne Wakim, SLO Coordinator
Tia Germar, Library	Dave Welton, Associate Faculty, Radio-TV-Film
	Virginia Guleff, Vice President of Instruction

Members Absent

Guests Present

Donna Davis, Chair, Respiratory Care	Miles Peacock, Faculty, Industrial Technology
Linda Fischer, Faculty, Computer Science	Luke Sathrum, Chair, Sustainable Tech/CSCI
Meredith Marasco, Transcript Evaluator	
Carrie Monlux, Dean	

AGENDA

1. Agenda Approval

Motion to approve the agenda; moving ALH 8 from consent to pending business; L. Hartley, Second: D. Adams, Approval: Unanimous

2. Approval of Minutes

A. February 28, 2022

Motion to approve the minutes; D. Adams, Second: T. Germar, Approval: Unanimous

3. Announcements

The symbol ▼ signifies shifts in shared resources.

A. Meeting Modality

This is our last Zoom Curriculum Committee meeting; the next meeting we'll be back face to face in the President's Boardroom. We will have a remote station at the Chico Center Conference Room (CHC 134).

4. Consent Agenda

A. New Course

1. **ALH 8 - Health Careers Exploration - HESI** (4 Units)

Stand-alone; Effective term: Fall 2022

Moved to Pending Business for further discussion.

B. C-ID Alignment

1. **PSC 10 - Introduction to Environmental Science (C-ID ENVS 100)**

C. Major Modifications

1. **HIST 20 - History of the Middle East**
Change in title (was “Political History of the Middle East”), change in description, objectives, unit titles, methods of instruction, methods of evaluations, materials of instruction, and assignments; *Effective term Fall 2023*
2. **ITEC 55 - Introduction to Industrial Trades ▼**
Change in units (from 3 to 2 units); change in hours (from 25.5 lec/76.5 lab to 17 lec/51 lab); changes in objectives, unit titles, methods of instruction, methods of evaluation, and materials of instruction; *Effective term: Fall 2023*
3. **MUS 88 - Applied Music ▼**
Change in units (from 1 to 0.5 units); change in instructional method and hours (from 34 activity to 25.5 lab); changes in objectives; *Effective term: Fall 2023*
4. **RT 142 - Neonatal and Pediatric Respiratory Care ▼**
Change in instructional methods and hours (from 51 lec to 51 lec/12 lab); changes in unit titles, methods of instruction, methods of evaluation, and materials of instruction: *Effective term: Fall 2023*

D. Minor Modifications

1. **AB 22 - Agriculture Economics**
Changes in objectives, and methods of instruction; *Effective term: Fall 2022*
2. **ENGL 8 - British Literature I**
Removal of Pre-requisite (was “See AB 705 Placement Guidance in the Butte College Catalog”); change in objectives, methods of instruction, methods of evaluation, and materials of instruction: *Effective term: Fall 2022*
3. **ENGL 14 - U.S. Literature I**
Removal of Pre-requisite (was “See AB 705 Placement Guidance in the Butte College Catalog”); change in objectives, methods of evaluation, and materials of instruction: *Effective term: Fall 2022*
4. **ENGL 16 - U.S. Literature II**
Removal of Pre-requisite (was “See AB 705 Placement Guidance in the Butte College Catalog”); change in objectives, methods of instruction, methods of evaluation, and materials of instruction: *Effective term: Fall 2022*
5. **ENGL 20 - Introduction to Poetry**
Change in objectives, methods of instructions, methods of evaluation, and materials of instruction. *Effective term: Fall 2022*
6. **GEOL 32 - Physical Geology with Lab**
Changes in catalog description, unit titles and materials of instruction. *Effective term: Fall 2022*
7. **PSC 10 - Introduction to Environmental Science**
Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, and materials of instruction: *Effective term: Fall 2022*
8. **PSC 50 - Introduction to Weather**
Changes in objectives; *Effective term: Fall 2022*

E. Pedagogical Cap Change

1. **ITEC 55 - Introduction to Industrial Trades ▼**
From 35 to 20; *Effective term: Fall 2023*

5. Pending Business

1. **ALH 8 - Health Careers Exploration - HESI (4 Units)**
[The course was moved from the Consent agenda for further discussion.](#)

- L. Henson – I had sent a message to Bob pertaining to this course, requesting it be pulled from the consent agenda so as a committee we could discuss further. I realized there was some problematic language within the COR.
- R. White – Objective three has language, specifically the word “professional”; Leslie would like to discuss. The concern lies with this word potentially being code for asking people to conform to white middle class communication norms. We want the course objective to demonstrate equitable language without the word “professional” attached to it. Susan, are you amenable to these changes?
- S. Craig – Whatever you’d like is fine; I would, however, like Leslie to send me the documentation indicating there’s something politically incorrect with the use of the word professional.
- L. Henson – Sure; I can do that. The word “professional” can have implicated bias as what passes as professional and unprofessional can be dependent on race or class.
- D. Adams – How then do we move forward with verbiage in the health care realm?
- L. Henson – Remove the word professional and it should be fine.
- R. White – Final verbiage for objective three:
Demonstrate effective verbal, non-verbal, and written communication skills to establish and enhance the therapeutic/helping relationship in health occupations.
- D. Adams – How are these issues handled in English or history courses; in student papers or research studies? Are faculty doing as you’ve suggested inserting dialect in some of those writings? Are these same thoughts in play? Embracing non-white dialect?
- L. Henson – Nothing as far as policy, but faculty have taken on this same position.
- D. Adams – Definitely more conversation to follow. Suzanne suggested a flex workshop, this is great though.
- *Moved to Pending Business for further discussion.*

6. **New Business**

A. State Mandated Pre-Requisite Changes - (Information Only)

1. **BIOL 41 – Cell and Molecular Biology**
From (CHEM 1 and MATH 124 or equivalent) to (CHEM 1 and Intermediate Algebra or equivalent); *Effective Fall 2022*
2. **BIOL 42 – Organismal Biology**
From (MATH 124 or equivalent) to (Intermediate Algebra or equivalent); *Effective Fall 2022*
3. **BIOL 43 – Ecology and Evolution**
From (MATH 124 or equivalent) to (Intermediate Algebra or equivalent); *Effective Fall 2022*
4. **CHEM 1 – General Chemistry I**
From (CHEM 110 or CHEM 11 or one year of high school Chemistry and MATH 124 or equivalent) to (CHEM 110 or CHEM 11 or one year of high school Chemistry; and Intermediate Algebra or equivalent); *Effective Fall 2022*
5. **MATH 4 – Concepts in Mathematics for Teachers I**
From (MATH 116 or MATH 124 or equivalent) to (Intermediate Algebra or equivalent); *Effective Fall 2022*
6. **MATH 5 – Concepts in Mathematics for Teachers II**
From (MATH 116 or MATH 124 or equivalent) to (Intermediate Algebra or equivalent); *Effective Fall 2022*
7. **MATH 11 – Math for Liberal Arts**
From (MATH 116 or MATH 124 or equivalent) to (Intermediate Algebra or equivalent); *Effective Fall 2022*
8. **MATH 12 – Mathematics for Business Decisions**
From (MATH 116 or MATH 124 or equivalent) to (Intermediate Algebra or equivalent); *Effective Fall 2022*

9. **MATH 13 – Survey of Calculus**
From (MATH 116 or MATH 124 or equivalent) to (Intermediate Algebra or equivalent);
Effective Fall 2022
10. **MATH 17 – Investigative Introductory Statistics**
From (MATH 116 or MATH 124 or equivalent) to (Intermediate Algebra or equivalent);
Effective Fall 2022
11. **MATH 18 – Introduction to Statistics**
From (MATH 116 or MATH 124 or equivalent) to (Intermediate Algebra or equivalent);
Effective Fall 2022
12. **MATH 20 – Trigonometry**
From (MATH 116 or MATH 124 or equivalent) to (Intermediate Algebra or equivalent);
Effective Fall 2022
13. **MATH 26 – College Algebra**
From (MATH 116 or MATH 124 or equivalent) to (Intermediate Algebra or equivalent);
Effective Fall 2022
 - R. White – We need to discuss Math 124, Intermediate Algebra and AB 705. MATH 124 is a focused concern, the course is a non-transfer level course which appears as a prerequisite to many other courses. However, students by default, need to be placed in a transfer level math course. The problem lies with the UC system requirement for courses which meet competency, they must have intermediate algebra listed as a prerequisite. Courses have a prerequisite course (of MATH 124) which we don't offer, leaving students without the opportunity to complete, unless they'd taken it in high school. I attended an Articulation Officer meeting with the UC, they are aware of the issue, yet will not allow the prerequisite of MATH 124 to be removed. The language must stand in order for the needed course to be given transferrable consideration. We've agreed to new language as it speaks to the prerequisite on the COR. The new prerequisite language will read ". . .Intermediate Algebra or equivalent". Additionally, certain courses currently requiring the MATH 124 prerequisite will have new "sibling" courses established offering support within the course. These will be recognizable by the "S" as part of the course number (i.e., MATH 26S).
 - P. McDougall – For students not having a math background, is there a path for them to get to Calculus?
 - R. White – Yes, they would take Math 20S and Math 26S. Once these new courses are developed, we will then be in compliance with AB705.
 - *The committee endorsed these prerequisite changes.*

B. Course Deletions - (Information Only)

1. **AGS 104B – Organic Farming Techniques**
2. **AUT 41 – Specialized Automotive Electronics and Microcomputers**
3. **AUT 42 – Advanced Specialized Automotive Electronics and Microcomputers**
4. **ART 39 – Business of Graphic Design**
5. **BIOL 11 - Zoology**
6. **BIOL 12 - Botany**
7. **BIOL 13 – Cell and Molecular Biology**
8. **DRAM 4 – Creative Drama and Theatre for Children**
9. **EDUC 100 – On Course for Student Success**
10. **EDUC 20 – Tutoring Methods**
11. **ENGL 45 – Latino Literature and its Latin American Roots**
12. **ESL 354 – Training-Specific Vocation ESL**
13. **FSC-203Z – Fire and Safety Training Orientation**
14. **HLTH 20 – Current Health Issues in Athletics**
15. **IDST 12 – Strategies for Success in Online Learning**
16. **KIN 36 – Gentle Aerobics and Movement**

17. **KIN 76 - Aikido**
18. **LATN 3 - Third Semester Latin**
19. **MATH 108 - Beginning Algebra**
20. **MATH 110 - Geometry**
21. **MATH 118 - Pre-Statistics and Pre-Liberal Arts Math**
22. **MATH 216 - Basic Math**
23. **MATH 217 - Pre-Algebra**
24. **READ 223 - Strengthening Reading I**
 - R. White - When courses aren't offered for more than five years, we archive them. Above, is the current listing of those courses which will be moved to an obsolete status.
 - *The committee endorsed these deletions.*

C. Distance Education

1. **CSCI 17 - Computer and Network Security/Security+**
Online modality; Lecture/Hybrid/Lab; *Effective term: Fall 2022*
2. **CSCI 18 - Ethical Hacking**
Online modality; Lecture/Hybrid/Lab; *Effective term: Fall 2022*
3. **CSCI 19 - Computer Networking Fundamentals**
Online modality; Lecture/Hybrid/Lab; *Effective term: Fall 2022*
4. **CSCI 24 - CompTIA Advanced Security Practitioner+**
Online modality; Lecture/Hybrid/Lab; *Effective term: Fall 2022*
5. **CSCI 40 - Cisco Networks Level 1**
Online modality; Lecture/Hybrid/Lab; *Effective term: Fall 2022*
6. **CSCI 41 - Cisco Networks Level 2**
Online modality; Lecture/Hybrid/Lab; *Effective term: Fall 2022*
7. **CSCI 42 - Cisco Networks Level 3**
Online modality; Lecture/Hybrid/Lab; *Effective term: Fall 2022*
8. **CSCI 74 - Networking with Windows Server 2016**
Online modality; Lecture/Hybrid/Lab; *Effective term: Fall 2022*
 - L. Fischer - COVID allowed us to take advantage of the many platforms offered in this industry. We'd like to continue offering these courses in an online or hybrid setting. We need to allow students currently working in industry to move forward with their studies. Students will utilize the same software, regardless if they're in a face to face classroom, or in an online environment. The software allows me to track the amount of time individual students spend in the lab and it also allows me to jump in and assist.
 - R. White - Do you plan on offering these courses face to face?
 - L. Fischer - Yes, when suitable. For this area of study, student enrollments are up, and this is because we're offering this course of study in an online environment. We want to continue to carry the momentum forward.
 - R. White - If you plan to have them all online, why don't you change all the units to lecture?
 - L. Fischer - If I'm jumping in a virtual lab, it's still a lab. I have specific lab times, when students can work; or students can arrange an appropriate meeting time with me.
 - S. Wakim - What makes lab, lab? Is it the room? It's not the physical space, it's the ability "to do stuff".
 - L. Fischer - Students are actively doing a "thing". I'm there if they need my assistance.
 - R. White - We're not restricted in the homework we can offer.

- L. Fischer – If students are doing homework, then I wouldn't jump in and assist as I do currently in this lab environment.
- R. White – I don't view it as a "space", it's the supervision piece.
- S. Wakim – That's activity, which is about faculty watching the student. Lab is students doing something physical.
- A. Ferro – Basically you're offering an open lab online where you're there much like a classroom and students come to the lab and they're working with you, based on need.
- L. Fischer – Yes, exactly; and my office hours are separate from that.

Motion to place on consent; D. Adams, Second: L. Hartley, Approval: Unanimous

Note: CSCI 74 should be moved to an obsolete status.

D. Distance Education (Information Only)

1. PSC 30H – Honors Introductory Astronomy

Online modality; Lecture/Hybrid; *Effective term: Fall 2022*

The committee endorsed PSC 30H.

E. New Program

1. Certificate in Hair Styling (15 Units) *Effective term: Fall 2022*

Kim Kirkwood addressed the committee regarding the Cosmetology degree programs/pathways

- K. Kirkwood – The certificate in hairstyling is a new program which is currently under review by the State Board of Cosmetology. We can offer this short program, with licensure potentially being slightly delayed. The State's projection for approval is within the next 12 months. This program is comprised of 600 hours (no chemical work) and with this, students can then sit State Boards. Students take the prerequisite work, then the first four classes. This is a good opportunity (pathway) for students just wanting to do haircutting. Students can then return to finish the program in its entirety if they so desire.
- D. Adams – Students can return to complete the next level of certificates?
- K. Kirkwood – Yes, definitely; with approximately 400 additional hours students can complete these hours and again, sit State Boards.
- D. Adams – Do you sit two separate exams?
- K. Kirkwood – That was part of the conversation with the State; they may keep as is, adding a specific component which speaks to the sanitation curriculum.

Motion to place on consent; D. Adams, Second: S. Choflá, Approval: Unanimous

F. Program Modifications

1. AS in Cosmetology

Changes in catalog description, and PLOs; change in core requirements (from COS 100-108 to COS 10, 11, 12, 19, 20, 21, 23, and 29); change in units (from 35 to 28.5); *Effective term: Fall 2022*

- *Moved to Pending Business for further discussion.*

2. CA in Cosmetology

Changes in catalog description, and PLOs; change in core requirements (from COS 100-108 to COS 10, 11, 12, 19, 20, 21, 23, and 29); change in units (from 35 to 28.5); *Effective term: Fall 2022*

- *Moved to Pending Business for further discussion.*

3. Certificate in Manicuring

Changes in catalog description; change in core requirements (from COS 108 to COS 10, 11, 12, and 32); change in units (from 10 to 12.5); *Effective term: Fall 2022*

- K. Kirkwood – Due to the reduction of program hours by the State Board of Cosmetology (SB 803), we, with Bob's assistance, went through and revised the entire curricular format to allow students to complete the program in two semesters.
- We're moving away from the old format, where students enrolled in seven courses broken out across a semester in six-week modules; the new format is made up of four courses per

term. We also have the potential to offer the lecture classes online, allowing students to work at a different pace.

- S. Wakim – Can you show us the PLO's for the program? My question, did these PLO's come from another type of institution, or did the department develop them inhouse?
- K. Kirkwood – Inhouse; written originally by Ron Morrison back in the early 1970's. We maintain them, as they represent current standards.
- S. Wakim – These are relatively vague; do we want to add something specific?
- D. Adams – For objective four, could we say “Perform all tasks and skills in an orderly manner, establishing the methodical habits, without sacrificing artistic skills”? Does that work for you both, Kim and Suzanne?
- K. Kirkwood – This works for me.
- S. Wakim – Yes, sounds good; and for objective three, could we revise to have it simply read “Communicate effectively and appropriately”?
- R. White – The difference between the AS and Certificate should be the GE. The agenda should have that noted.
- S. Choflá – I want to applaud Kim and her colleagues for the amount of time they've invested in this program.
- K. Kirkwood – One significant change in SB 803 was the removal of the high school diploma requisite. description that did change from the State Board, I know that in the SB 803 change, they removed the high school diploma or GED as required; students must be 17 years old to enroll. Students do, however, need a high diploma or GED to be eligible for financial aid.
- R. White – It seems strange to have transfer level courses which don't require a high school diploma.
- D. Adams – These are transferable? Wow.
- R. White – If we're going to allow students who don't have a high school diploma into the program, we may need to revisit whether or not they're transferable.
- K. Kirkwood – Question, are there any other programs with State oversight which require a high school diploma or GED?
- D. Adams – Yes, some. We may be in trouble if we place restrictions on a program which the State doesn't require. We need a bit more information before we proceed in this area.
- R. White – Okay; I'll check the information.
- D. Adams – Thank you; my concern lies within creating barriers which prevent applicants from a program, this may not bode well.
- K. Kirkwood – This is my thought to some level.
- S. Choflá – If students aren't allowed to transfer, this is a barrier.
- K. Kirkwood – Maybe we need to simply clean up the language.
- R. White – We won't make that decision now; we'll bring it back for the next meeting.
- D. Welton – Should we look at the Career Opportunity section? There seems to be some extra words. Can we say “In the TV and film industry. . .” instead of “motion picture and film industry”?
- K. Kirkwood – Sounds good.
- D. Welton – Everything looks great; thank you.
- D. Adams – Is Esthetician coming? That's what I want to do for my retirement work.
- K. Kirkwood – It would be nice to be able to offer Esthetician; the reality is we don't have the facility to accommodate Esthetician. We do have a lot of interest, though.
- R. White – Thanks, Kim. Anyone have any additional questions? Further discussion?

Motion to place the Certificate in Manicuring on consent; L. Hartley, Second: S. Choflá, Approval:

Unanimous

G. Program Deletion

1. Certificate in Cosmetology to Barbering Crossover *(information only)*

Effective term: Spring 2022

- R. White -- We're deleting the Certificate in Cosmetology to Barbering Crossover certificate. We'll somehow build that into the existing program until we can get the program set up.

7. Miscellaneous Agenda Items

A. COI Project discussion

Bob White addressed the committee

Before COVID hit, we were working on this COI project. Hopefully, we now can have some time to get back on track with it. We're looking to form a task force of Curriculum Committee members. If there aren't any volunteers, I'll try to rope folks in. The idea is to construct, what I like to call, "Go Bags". For instance, when we have outreach activities, we as faculty provide support, take a bin full of stuff which is to be used at tables when Student Services has activities like Discovery Days or Thursday Night Market Takeover. Departments can opt in to attend and represent their programs. Make sort of a fun competition of it. The idea is to create COI based outreach program "go bags" to be used as table settings at such activities. The goal is to entice new and continuing students.

What I want from a task force, is to determine what the rubrics will be; provide support for folks who need a better understanding of the project. The Office of Instruction has approved some funding for utilizing the MakerSpace in creating swag, signage etc., The winning plans will receive additional outreach budget bumps of about \$1,000. Faculty who participate will receive flex credit for time spent on this project. Costs incurred in the MakerSpace will be covered by the Office of Instruction, with limitations, of course. The opportunities are amazing – T-shirts, mugs etc., The Curriculum Committee will rank the entries; they'll be five COI. We'll have a student representative to give the student perspective. The idea would be to set the table up with an appealing display for students with all the programs of that specific COI. Those two rankings will produce who the winner is. The details will be created by the task force, with the idea being to create a box of stuff to store for events. I did speak with Tammera in regards to partnering with Student Services for these outreach events. The task force will also create a rubric for judging and create a procedures for selecting a winner. Hopefully, we'll have this onboards in Fall Of 2022 or Spring of 2023. Additionally, we'll create a messaging plan, being mindful of equity and inclusion. So, I'm looking for volunteers.

- B. Donnelly – I did some flex activity development for this project, and created a basic outline. Keep in mind, though I won't be on the Curriculum Committee next year.
- J. Vasquez – I can help.
- A. Ferro – I'd love to help, as long as it doesn't fall during practice.
- R. White – We can figure out a schedule. I'll put your name in.
- S. Choflá – I'd like to be included, as well.
- R. White – Thanks, all!

B. C-ID Alignment – Exact Verbiage Between C-ID Descriptor and Butte Course

Donna Davis addressed the committee.

- D. Davis – One of the things we notice with C-ID, chances of course approval increase when all descriptors are included on the COR.
- S. Vann – We can always add to the descriptors; however, it's advised to use all of the descriptors provided.
- D. Davis – This increases the probability of approval.
- R. White – A unique descriptor can make it through, but if the noted descriptors are used in addition, there isn't danger of the course being rejected.

C. Curriculum Timeline – Title IV Compliance

Donna Davis and Heather Rau addressed the committee.

- H. Rau – We’ve revised the program proposal timeline, moving the submission date to November. We need our students attached to the right catalog year, per Title 4. Our goal is to roll the catalog in October (previously late May-early June). We currently don’t have a way to move students to the correct catalog year via our application process. For Financial Aid reasons, students must be tied to the correct catalog year. Adjusting our timeline will allow us to do so; to be compliant with Title 4. This will allow students to be paid correctly. Modifications made during a Spring semester will be online the following year.
- R. White – Things used to move a lot slower, now however, there’s a lot of movement. To ensure we’re on task, this adjustment of the calendar is necessary.
- H. Rau – We’re working on Curriculum Tracks to hopefully one day flip the switch to ensure students are attached to the correct program(s).
- R. White – Should we make a motion of support to this?
- H. Rau – This is more of a notice of change, giving faculty and departments the information needed to bring curriculum through in accordance with the new timeline.
- D. Adams – What about those programs with State mandates?
- H. Rau – We’ll always make the necessary changes which are required due to State mandate.
- D. Adams – We’ll need to publicize this effectively, as this is a relatively big shift.
- L. Hartley – Can I get a copy of the timeline?
- R. White – Shelly, can you forward a copy to the committee?
- D. Adams – What is the targeted implementation date?
- R. White – Fall semester 2022.
- S. Choflá – Can we discuss having a global calendar centrally located on our website? We have a lot of dates to track, it’d be nice to have them in one place.
- V. Guleff – Let’s work on this. When we update things, we should update the master schedule and have it available.
- S. Knifong – The timeline we’re discussing, lives on the Curriculum webpage along with all of the Curriculum Committee related information.

D. Next Meeting – April 4, 2022

- R. White – Our next meeting will be face to face in the Administrative Boardroom. A space in CHC will be set up.
- A. Ferro – Will this be the way we move forward?
- R. White – In accordance with the Brown Act, we need to hold these types of meetings in a public space. We’ll utilize CHC 134 at the Chico Center for members wanting to participate via Zoom.

9. Adjournment

Motion to adjourn; S. Craig, Second: D. Adams, Approval: Unanimous