



Curriculum Committee

MINUTES

October 7, 2024

Members Present

Donna Davis, Chairperson	Craig Kielb, Automotive
Denise Adams, Dean	Phillip Manning, Drafting/Manufacturing
Kimberly Bartsch, Mathematics	Sarah McArthur, Chemistry
Garrett Fernandez, AS Representative	Erik Shearer, V.P. of Instruction
Anthony Ferro, Associate Faculty, Kinesiology	Rachel Sicke, Counselor
Felicia Flores, Cosmetology	Heather Springer, Equity & Inclusion Specialist
Tia Germar, Library	Elena Tan, Associate Faculty, Japanese
Irma Gonzalez Cuadros, Academic Senate	Dr. Jacob Vazquez, Agriculture
Jessica Jackson, Articulation Officer	Suzanne Wakim, SLO Coordinator
	Dr. Robert White, Dean

Members Absent

Guests Present

Tina Day, CAS	Becky Kenshol, Admissions & Records
Brian Donnelly, Student Enrollment Services	Patrick McDougall, Physics
Teresa Doyle, Dean	Tanna Nielsen, Dual Enrollment
Jeff Jordan, Kinesiology	Jess Vickery, Chemistry

AGENDA

- 1. Agenda Adoption - 1 minute**

Motion to amend agenda to table PAR 303 until next curriculum meeting on 10/21/24; M/S/P
Motion to approve agenda as amended; M/S/P
- 2. Minutes Approval - 1 minute**

A. September 23, 2024
Motion to approve minutes; M/S/P (16 Ayes; 1 Abstention)
- 3. General Announcements - 3 minutes**

Curriculum Committee members are invited to make announcements to the committee

 - R. White - Spring 2025 schedules are now available online; students will enroll at the end of month
- 4. Public Comments - 3 minutes**

Members of the public are invited to comment on items not on the agenda

 - None
- 5. Consent Agenda - 2 minutes**

A. New Course(s)

 - 1. ACCT 53 - Governmental & Non-Profit Accounting (3 Units)**
Catalog Description: *This course covers accounting and financial reporting for governmental units and institutions with emphasis on the principles of fund accounting and the comprehensive annual financial*

report as prescribed by the Governmental Accounting Standards Board. Additional topics include the accounting aspects of budgeting and budgetary control for governmental entities and accounting for non-profit organizations.

Contact Hours: 51 Lecture

Discipline: Masters in Accounting

Distance Education: Lecture

Ped Cap: 35

Prerequisite: ACCT 2 or ACCT 20

Program Status: Standalone

Transfer Status/General Education: CSU

Rationale: *Course requested by Butte County*

Effective Term: Fall 2025

2. **KIN 4 - Sports in Film (3 Units)**

Catalog Description: Examines American sports history, the portrayal of sport, and the contributions made by members representing various gender, ethnic, and socio-economic backgrounds as depicted through sports-related films. Topics will cover how representative films' artistic freedom enhance the telling of the story without changing the narrative. The culture, gender, historical context, and socio-economic circumstances will be analyzed through a sports lens.

Contact Hours: 51 Lecture

Discipline: Masters in Kinesiology, and Masters in Physical Education

Ped Cap: 35

Program Status: Standalone

Transfer Status/General Education: UC and Cal-GETC Area 3B

Rationale: *Student success and Cal-GETC Area 3B option*

Effective Term: Fall 2026

3. **PAR 303 - Family Dynamics (0 Unit)**

Catalog Description: This course assists parents and caregivers in learning the characteristics needed for healthy environments and relationships in the home while recognizing the uniqueness of each family dynamic. The focus is on ways parents and caregivers can care for themselves while providing the stability needed to meet the physical and emotional needs of children. Unlimited repeats. Ungraded.

Contact Hours: 25.50 Lecture

Credit Status: Noncredit

Discipline: Adult Education, Masters in Child Development/Early Childhood Education,

Masters in Communication Studies, Parent Education: Noncredit, and Vocational: Noncredit

Noncredit Category: Parenting

Orientation: Exempt

Ped Cap: 25

Program Status: Standalone

Transfer Status: Non-transferable

Rationale: *Butte County community support*

Effective Term: Fall 2025

Item tabled until next meeting

B. Course Modification(s)

1. **AJLE 130 - Law Enforcement Academy; Basic/State Parks Emphasis (45.50 Units)**

Catalog Description: This course prepares the student for a career as a peace officer with an emphasis on the Department of Parks and Recreation (DPR), under the authority of the California Commission on Peace Officer Standards and Training (P.O.S.T.). The curriculum covers learning domains (LDs) ranging from academic subjects in criminal law, investigation and patrol procedures to psychomotor skills in defensive tactics, firearms training, driving skills and officer-violator contacts. The successful completion of this course will allow the student to meet a prerequisite for employment as a peace officer in California (valid for three years after graduation) and lead to the issuance of a Basic Law Enforcement

Certificate from P.O.S.T. after field training and one year of approved field service at a law enforcement agency. Graded only.

Major Modification: Change in hours (from "607 Lec/538 Lab" to "570 Lec/618 Lab"), units (from "46" to "45.50"), unit titles, and materials of instruction

Rationale: *State mandate*

Effective Term: Fall 2025

2. **EDUC 10 - Critical Skills for College Success**

Catalog Description: *This course is designed to teach specific learning skills in general areas such as reading, writing, math, computer literacy, and study strategies. Requirements for the course include the student's participation in three conferences with Center for Academic Success (CAS) instructors; attendance at eight separate Critical Skills Workshops, each covering a different topic; and completion of homework for each workshop attended. Workshop topics are chosen specific to the individual needs of the student in support of a transfer-level content class selected by the student. Pass/No Pass only. Open Entry/Open Exit.*

Minor Modification: Change in disciplines (add "Coaching, Emergency Medical Technologies, Fire Technology, Masters in History, Masters in Library Science, Licensed Vocational Nursing, Masters in Political Science, Masters in Psychology, and Masters in Sociology"), objectives, unit titles, methods of instruction, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2025

3. **MUS 89 - Jazz Composition & Arranging**

Catalog Description: *This course delves into the realm of jazz theory and explores diverse jazz styles from a practical perspective. Through the studies of jazz harmony and melody construction in improvisation, students learn how to arrange and compose for jazz ensembles. Covered topics include historical awareness of the subject, terminology, chord symbols, clear lead sheet notation, transpositions, and scales, rhythms, and harmonies commonly used in jazz and popular music.*

Minor Modification: Change in materials of instruction

Rationale: *UC resubmittal*

Effective Term: Fall 2025

C. Course Deletion(s)

1. **AJLE 1 - Crisis Intervention Training**

Program Status: AA Degree in Social and Behavioral Science (choice)

Rationale: *Course not offered within 5yrs*

Effective Term: Fall 2025

2. **CLP 300 - Career Development**

Program Status: Standalone

Rationale: *Course not offered within 5yrs*

Effective Term: Fall 2025

3. **CLP 334 - Workforce Readiness Strategies**

Program Status: Standalone

Rationale: *Course not offered within 5yrs*

Effective Term: Fall 2025

4. **DRAM 11 - Youth Outreach Theatre**

Program Status: AA-T Degree in Theatre Arts (choice)

Rationale: *Program reorganization*

Effective Term: Fall 2025

5. **DRAM 19 - Choreography for Performance**

Program Status: Certificate in Theatre Arts (choice)

Rationale: *Program reorganization*

Effective Term: Fall 2025

6. **HLTH 10 - Leisure for Healthy Living**

Program Status: CSU Area E, Butte GE

Rationale: *Course not offered within 5yrs*

Effective Term: Fall 2025

7. **HUM 17 - Comparative European Studies**

Program Status: IGETC Area 3B, CSU C2 and D, Butte Area 3 and 4

Rationale: *Course replaced by HIST 21*

Effective Term: Fall 2025

8. **HUM 22 - Greco-Roman Cultures**

Program Status: IGETC Area 3B, CSU C2, Butte Area 3

Rationale: *Course replaced by HIST 23*

Effective Term: Fall 2025

9. **HUM 95 - Special Studies-HUM**

Program Status: Standalone

Rationale: *Course no longer relevant*

Effective Term: Fall 2025

10. **KIN 50 - Stability Ball Fitness**

Program Status: Certificate of Achievement in Fire Technology, and Butte GE

Rationale: *Course not offered within 5yrs*

Effective Term: Fall 2025

D. Program Deletion(s)

1. **AS Degree in Engineering (44-57 Units)**

Rationale: *Program replaced by - AS Degree in Civil Engineering, AS Degree in Computer Engineering, AS Degree in Electrical Engineering, AS Degree in Mechanical Engineering, and AS Degree in Mechatronic Engineering*

Effective Term: Fall 2025

2. **AS Degree in Social and Behavioral Science (18 Units)**

Rationale: *Program replaced by - AA Degree in Arts and Humanities, AS Degree in Mathematics and Science, and AA Degree in Social Science*

Effective Term: Fall 2025

3. **Certificate of Achievement in Honors (16-17 Units)**

Rationale: *Students unable to complete program (PRR approved 9/16/2024)*

Effective Term: Fall 2025

[Motion to approve consent agenda as amended; M/S/P](#)

6. Action Item(s) - 10 minutes

A. Course Modification(s)

1. **CLP 101 - Career, Education and Life Choices**

Catalog Description: *This is an introductory personal development course where students learn the skills for goal setting, budget projection, career and educational research, decision-making, and personal management. The course culminates in a 10-year action plan to fulfill educational and career goals.*

Minor Modification: Change in discipline (add "Masters in Child Development, and Masters in Family and Consumer Studies/Home Economics"), objectives, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2025

[Brian Donnelly represented CLP 101](#)

- [This course is offered mainly for high schools students as a dual enrollment](#)

[Motion to place on consent; M/S/P](#)

B. Course Deletion(s)

1. **ANTH 2H - Honors Physical Anthropology**

Program Status: CA in Honors, IGETC Area 5B, CSU Area B2, and Butte Area 5

Rationale: *CA in Honors deleted (PRR approved 9.16.24)*

Effective Term: Fall 2025

2. **ANTH 4H - Honors Cultural Anthropology**

Program Status: AS in Health Occupation Preparation (choice), CA in Honors, IGETC Area 4, CSU Area D, and Butte Area 4

Rationale: *CA in Honors deleted (PRR approved 9.16.24)*

Program Prerequisites: AS Degree in Accelerated Track Registered Nursing, AS Degree in Accelerated Track Registered Nursing: LVN to ADN, AS Degree in Registered Nursing, and AS Degree in Registered Nursing: LVN to ADN

Effective Term: Fall 2025

3. **ANTH 34 - Native Americans Today**

Program Status: AA-T Degree in Anthropology (List C choice), AA Degree in Multicultural and Gender Studies (required core choice), AA Degree in Social and Behavioral Science (required core choice), IGETC Area 4, CSU Area D, and Butte Area 4

Rationale: *Course not offered within 5yrs*

Effective Term: Fall 2025

4. **ART 2H - Honors Prehistoric to Gothic Art History Survey**

Program Status: AA-T in Art History (required core choice), AA-T in Studio Arts (List A choice), AS-T in Film, Television and Electronic Media (List B choice), AA in Ceramics (choice), AS in Computer Animation and Game Development (choice), AA in Graphic Design (required core choice), AS in Graphic Design for Print (required core choice), CA in Honors, IGETC Area 3A, CSU Area C1, and Butte Area 3

Rationale: *CA in Honors deleted (PRR approved 9.16.24)*

Effective Term: Fall 2025

5. **ART 4H - Honors Renaissance to Contemporary Art History Survey**

Program Status: AA-T in Art History (required core choice), AA-T in Studio Arts (List A choice), AS-T in Film, Television and Electronic Media (List B choice), AA in Ceramics (required core choice), AA in Graphic Design (required core choice), AS in Graphic Design for Print (required core choice), CA in Honors, IGETC Area 3A, CSU Area C1, and Butte Area 3

Rationale: *CA in Honors deleted (PRR approved 9.16.24)*

Effective Term: Fall 2025

6. **BCIS 12 - Business Writing Skills**

Program Status: Standalone

Rationale: *Course not offered within 5yrs*

Effective Term: Fall 2025

7. **BIOL 9H - Honors Current Issues in Biology**

Program Status: CA in Honors, IGETC Area 5B, CSU Area B2, and Butte Area 5

Rationale: *CA in Honors deleted (PRR approved 9.16.24)*

Effective Term: Fall 2025

8. **CDF 62 - Creative Art Activities for Children**

Program Status: Standalone

Rationale: *Course not offered within 5yrs*

Effective Term: Fall 2025

9. **CMST 2H - Honors Public Speaking**

Program Status: AA-T in Communication Studies 2.0 (required core choice), AA-T in Elementary Teacher Education (required core choice), AA in Communication Studies (required core choice), AA in Language Arts (choice), AS in Administration of Justice (required core choice), AS in Agriculture Science (required core choice), AS in Health Occupations Preparation (choice), AS in Business Management (required core choice), AS in Marketing (required core choice), AS in Small Business/Entrepreneurship (required core choice), CA in Business Management (required core choice), CA in Marketing (required core choice), CA in Retail Management (required core choice), CA in Honors (required core choice), IGETC Area 1C, CSU Area A1, and Butte Area 1B

Rationale: *CA in Honors deleted (PRR approved 9.16.24)*

Effective Term: Fall 2025

10. **CNST 50 - Construction Cost Estimating II**

Program Status: Standalone

Rationale: *Course not offered within 5yrs*

Effective Term: Fall 2025

11. **ECON 20H - Honors Economic History of the U.S.**

Program Status: CA in Honors (choice), IGETC Area 4 and US History, CSU Area C2, D and US History, Butte Area 3 and 4

Rationale: *CA in Honors deleted (PRR approved 9.16.24)*

Effective Term: Fall 2025

12. **ENGL 53H - Honors World Literature**

Program Status: CA in Honors (choice), IGETC Area 3B, CSU Area C2, Butte Area 3

Rationale: *CA in Honors deleted (PRR approved 9.16.24)*

Effective Term: Fall 2025

13. **FREN 1 - First Semester French**

Program Status: AA in Language Arts (choice), CSU Area C2, and Butte Area 3

Rationale: *Course not offered within 5yrs*

Effective Term: Fall 2025

14. **FREN 2 - Second Semester French**

Program Status: AA in Language Arts (choice), IGETC Area 6, CSU Area C2, and Butte Area 3

Rationale: *Course not offered within 5yrs*

Effective Term: Fall 2025

15. **FREN 95 - Special Studies-FREN**

Program Status: Standalone

Rationale: *Course not offered within 5yrs*

Effective Term: Fall 2025

16. **GEOG 100 - Review for ESRI Certification**

Program Status: Standalone

Rationale: *Course not offered within 5yrs*

Effective Term: Fall 2025

17. **HAL 300 - Cooking for Wellness**

Program Status: Standalone

Rationale: *Course not offered within 5yrs*

Effective Term: Fall 2025

18. **HON 11 - Honors Capstone**

Program Status: CA in Honors (choice), IGETC Area 3B, CSU Area C2, and Butte Area 3

Rationale: *CA in Honors deleted (PRR approved 9.16.24)*

Effective Term: Fall 2025

19. **HON 95 - Special Studies-HON**

Program Status: Standalone

Rationale: *CA in Honors deleted (PRR approved 9.16.24)*

Effective Term: Fall 2025

20. **ITAL 2 - Second Semester Italian**

Program Status: AA in Language Arts (choice), IGETC Area 6, CSU Area C2, and Butte Area 3

Rationale: *Course not offered within 5yrs*

Effective Term: Fall 2025

21. **ITAL 101 - Intermediate Conversational Italian**

Program Status: Standalone

Rationale: *Course not offered within 5yrs*

Effective Term: Fall 2025

22. MSP 52 - Portfolio Design and Production

Program Status: Standalone

Rationale: *Course not offered within 5yrs*

Effective Term: Fall 2025

23. PSC 30H - Honors Introductory Astronomy

Program Status: CA in Honors (choice), IGETC Area 5A, CSU Area B, and Butte Area 5

Rationale: *CA in Honors deleted (PRR approved 9.16.24)*

Effective Term: Fall 2025

24. PSY 1H - Honors Principles of Psychology

Program Status: AA-T in Kinesiology (List A choice), CA in Honors (choice), IGETC Area 4, CSU Area D, and Butte Area 4

Rationale: *CA in Honors deleted (PRR approved 9.16.24)*

Effective Term: Fall 2025

25. SOC 30H - Honors Sociology of Inequality

Program Status: CA in Honors (choice), IGETC Area 4, CSU Area D, and Butte Area 4

Rationale: *CA in Honors deleted (PRR approved 9.16.24)*

Effective Term: Fall 2025

- The committee discussed the process to delete courses, and it was confirmed these deletions were approved by the departments
- Tech Review Committee will discuss concerns about certifying Cal-GETC GE for historical purposes

Motion to block items B.1-B.25 and place on consent: M/S/P

7. Discussion Item(s)

A. Curriculum Committee Chair Nominations – Donna Davis

- Summary of Experience Qualifications (Patrick McDougall and Jacob Vazquez)
- The Curriculum Committee Chair replacement process was discussed
- The two nominations will be forwarded to Academic Senate for consideration on 10/16/24

Motion to forward the Chair nominations to Academic Senate for consideration; M/S/P

B. DRAFT Curriculum Committee Bylaws – Donna Davis/Dr. Robert White

- Suggested bylaw changes and technical edits to clarify language:
 - “Vice President of Instruction” changed to “Chief Instructional Officer”
 - Added “one vote per member”
 - Clarified the Curriculum Committee positions
 - Changed quorum to 50% to match Academic Senate’s bylaws, and added “participating voting members vote yes”
 - Supermajority requirement items added “agenda amendment and public comment time extension”
 - Agenda statement added “The following statement must appear on agenda: Items not on the consent agenda may be approved in one meeting with a supermajority vote (over 2/3 of participating members vote yes).”
 - Verified that the Curriculum Committee is a subcommittee of Academic Senate
 - Added proposals may also originate in the “Office of Instruction”
 - Added “Compliance with title 5 section 55002 and the most recent version of the Program Course Approval Handbook (PCH)” to approval of credit courses
 - Added “Compliance with title 5 section 55061c, California Education Code sections 66745 et seq. and the most recent version of the Program Course Approval Handbook (PCH)” to approval of programs
 - Changed course not offered for two consecutive academic years will be considered for deletions

- Clarified that program deletions are forwarded to Program Research and Recommendation for approval prior to placement on Board agenda
- The committee discussed:
 - Quorum of participating members and abstentions count as a no vote
 - Recommendation to add “Chairperson may vote to make or break a tie” (B.1 a)
 - Scheduling and Curriculum Analyst as a non-voting position was added to positions
 - The need to add the agenda statement is to comply with The Brown Act rules to ensure public transparency
 - Reasons to waive the two-meeting rule (last standing meeting, regulatory requirements, common course numbering, and/or articulation)
 - The need for the Office of Instruction to assist departments with curriculum development to adhere to deadlines; department approval is still required
 - The current process for course deletions and recognizing this change will give students an honest representation of what they can expect to take in the catalog
 - Tech review and how it is a subset of the curriculum committee and comprised of curriculum committee members
 - The tech review committee positions and the relevance of the positions for technical compliance
 - SLO Coordinator and Equity and Inclusion Specialist position roles on tech review; new title 5 regulations in Fall 2026, which requires DEIA committee training to develop curriculum requires more follow-up

Motion to amend draft bylaws to include the following items and place on consent; M/S/P

- B.1 a - “Curriculum chairperson may vote to make or break a tie”
- B.1 - L. Curriculum Analyst (non-voting)
- E.2 e - Changed to Technical Review Team (“subset of the Curriculum Committee”)
- H.3 - Change to “Program Research and Recommendation”

C. Common Course Numbering (CCN) Policy – Erik Shearer

- Office of Instruction will create the course outline of record (COR) in CurriQunet to match Part 1 content (identical and required) from CCN template
- Any Part 2 content (optional) must be essential for articulation/**accreditation**
 - No requirements for UC/CSU to retain course-to-course articulations
 - Add “accreditation” to end of sentence
- Student-facing communication may also be added to the course description by the Office of Instruction, such as C-ID designation, grading policy, repeatability, and open entry/open exit
- Any additional content the department wants to include should be incorporated in the syllabus
 - Common curriculum will help facilitate transfer for our students
 - CCN templates will originate in the Office of Instruction as administrative modifications; approval

Motion to amend CCN Policy to add “accreditation” to the end of bullet #2 and place on consent; M/S/P

D. Common Course Numbering (CCN) Procedure – Erik Shearer

- Scheduling Center will:
 - Create the COR update in CurriQunet and load in all Part 1 (identical and required) information
 - Evenly distribute COR content hours for the unit titles
 - Email COR to Department Chair for review
- Department Chair will:

- Review hours in unit titles section **and add accreditation content as needed**
- Work with Articulation Officer to determine if any articulation content needs to be added
- Articulation Officer will:
 - Review content added to Part 2 (optional)
 - Email reviewed content to Scheduling Center for input into CurrIQunet
- Tech Review will:
 - Review final content of COR to assess for technical revisions
 - Send forward to Curriculum Committee for approval
- Scheduling Center will:
 - Process the final course outline
 - Add to Curriculum Committee agenda

Motion to amend CCN Procedure to include “add accreditation content as needed” to the end of first sentence in bullet #2 and place on consent; M/S/P

E. Future Meetings

- October 21, 2024
- November 4, 2024

8. **Adjournment**

Motion to adjourn; M/S/P