



**CURRICULUM COMMITTEE
MEETING MINUTES**

Facilitator: Sean Moore – Curriculum Committee Chair

Recorder: Jennifer Hill / Time Keeper: Susan Johnson

Date: April 6, 2021 / Time: 2:00 p.m. - 3:30 p.m. / Location: Via Zoom - <https://cccconfer.zoom.us/j/98274239232>

Vision:

Compton College will be the leading institution of student learning and success in higher education.

Mission Statement:

Compton College is a welcoming and inclusive community where diverse students are supported to pursue and attain student success. Compton College provides solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for completion of programs of study, transition to a university, and securing living-wage employment.

Present: Corina Diaz, Hassan Elfarissi, Harvey Estrada, Amber Gillis, Jennifer Hill, Charles Hobbs, Susan Johnson, Todd Kler, Don Mason, Melain McIntosh, Jose Martinez, Maya Medina, Sean Moore, Brittany Olayele, Hoa Pham, David Turcotte, and Abdirashid Yahye.

Absent: Genesis Batalla

Guests: Shay Brown, Kendahl Radcliffe

Meeting was called to order at 2:04 p.m.

1. Approval of Agenda:

Don made a motion to approve the agenda for April 6, 2021; Harvey seconded. Approved.

2. Approval of Minutes:

David made a motion to approve the March 16, 2021 minutes, Amber seconded. Approved.

3. Reports:

a) Articulation Officer

- Melain followed up on last month’s OER textbook discussion. She included the document, “About Open Educational Resources” with information on a variety of questions, including campus contents, articulation requirements, selection guidelines, COR issues, etc.
- There was some discussion on “recommended” vs “required” textbook lists in the CORs. Jennifer pointed out that this issue was addressed extensively shortly after reaccreditation, and that union contract stipulates that all faculty can select their own course content.

b) DEFC

- Susan Johnson stated DECS will review outstanding DE Addendums again on May 10th, and all addendums must be submitted at least 48 hours in advance. The committee reviewed ten courses earlier this month, and Susan reminded faculty to get their addendums in early so that any errors can be corrected in advance.

- The committee will perform the second read of DE Handbook, which includes the requirements for teaching asynchronous and hybrid courses. We have a number of training opportunities to assist faculty in gaining full certification.
- Distance Education Open Labs are available for Professional Development from 3:30-4:30 p.m. on the following dates: 4-20, 5-4, 5-18, and 6-1.

c) SLOC

- Amber said that we are moving along on the eLumen integration. Lauren Sosenko sent out an implementation update as well as a training schedule.
- We have been looking at some SLOs, and Amber noted that when faculty create course proposals or reviews, we need to remember to link our SLOs to ILOs. This is the main reason that a course would get held up in the approval process.
- There is a plan to put together an Assessment Summit next fall in order to assist faculty.

d) Vice President, Academic Affairs

- Sheri reported that since last fall, there has been an effort to make the CORs much more streamlined and user friendly in terms of access. She will be meeting with programmers next week and will have something to bring to the committee before the end of the semester in terms of possible improvements. This is primarily in terms of overall interface, not changes to specific CORs..

4. Consent Agenda Items:

Sean presented the following consent agenda items. Todd made a motion to approve; Hoa seconded. Approved.

Melain noted that the prerequisites for item 4C have been changed, but this is not reflected in the COR. We need to remove Chem 120; Bio 100H is listed twice, and there is not content review for all courses. Sean suggested we table item 4C until the next meeting. Amber made a motion to table; Todd seconded. Approved.

Hassan said that after a course proposal is reviewed and changes are requested, we currently have no way to verify that such fixes have been made, and that this has been a problem for some time. Maya stated that this is a permissions issue with those who are classified as “optional” reviewers, that their access is limited. Sean suggested that we may have to discuss this in the future to rectify.

Todd moved to approve items A, B, and D. Harvey seconded. Approved.

- 2-Year CTE Course Review: NURS 222 - Medical Surgical Nursing- Older Adult; and WELD 150 - Structural Fabrication
- 6-Year Course Review: COMS 260 - Introduction to Intercultural Communication; MUSI 215A - Music History and Literature Up to 1750; and MUSI 215B Music History and Literature - 1750 to Present.
- 6-Year Course Review – Removal of Prerequisite: MICR 133 - General Microbiology.
- DE Addendum Review and Approval: MUSI 215B Music History and Literature - 1750 to Present.

Note: The DE Addenda for COMS 260, MICR 133, MUSI 215A, NURS 222, WELD 150 were approved at the November 17, 2020 BOT meeting.

5. Action Items:

- a) *New Programs Credit – First Read:* Biomanufacturing - A.S. Degree; Biomanufacturing Technician - Certificate of Achievement; and Biotechnology Laboratory Assistant - Certificate of Achievement.
 - Todd moved to open discussion. Amber seconded. Katherine Marsh was invited to speak on this, but could not make it. Sean included all of the material to review in the Outlook invited, and that these courses will come back to the committee for a second and third read. Todd motion to close; Harvey seconded.
- b) *New Programs Non-Credit – First Read:* ESL Level 1 Certificate of Completion; ESL Level 2 Certificate of Completion; ESL Level 3 Certificate of Completion; and (ESL) Basic Career Training - Certificate of Completion.
 - Hoa moved to open discussion; Todd seconded. Brittany, our full-time ESL faculty, said the goal is to offer certificates of completion for Levels 1, 2, and 3 ESL coursework. The motivation is to encourage students to reach full fluency in English. Once students complete these courses, they can start vocational ESL certification, which serves as career training. These classes are transcribed, but are non credit. Amber moved to close; Todd seconded. Approved.

6. Information Items:

- a) Sean reported that Curriculum, Distance Education, and Student Learning Outcome Open Labs are available for Professional Development from 3:30-4:30 p.m. on the following dates: 4-20, 5-4, 5-18, and 6-1.
- b) Maya updated the CCC webpage to include the most current CCC Handbook and all CCC meeting Zoom links.
- c) Jesse Mills has invited the CCC chair to discuss the possibility of aligning and/or integrating departmental program reviews with curriculum program reviews at the next IEC meeting. Sean's intent is to do this incrementally to avoid overwhelming faculty. Sean will put this on the agenda for the next meeting to demonstrate what the programs look like within CurricUNET and clear up any confusion
- d) Sean reminded the committee that courses being inactivated will be manually removed from the CC catalog, if the course is illustrated as an optional prerequisite (or) course, which does not affect the program's units. However, courses being inactivated that are the sole or an (and) prerequisite illustrated in a program will require that program to be reviewed and revised.
- e) The list of 199 courses requiring review was sent, via email, to all faculty course originators and key personnel on March 29. The correspondence included directions about creating proposals and launching courses. Please see the Excel document in the Outlook invite.
- f) Sean suggested that to foster curriculum approval timelines being achieved, please log into CurricUNET weekly to review courses.
- g) A list of 11 adjunct faculty, requested to review courses this semester that will be compensated, was separately sent to the adjunct faculty on March 29. Key personnel were included on the email correspondence for the purpose of BOT approval of the compensation. The email included the following compensation details: The revised hours to be placed on the BOT agenda are highlighted in yellow and calculated according to the following guidelines: (1) adjunct faculty receive 2 hours of compensation per course outline of record requiring articulation updates that are approved by the College Curriculum Committee by June 1, and (2) adjunct faculty receive one

hour of compensation per course outline of record requiring DE addendum only updates that are approved by the College Curriculum Committee by June 1. It is recognized, due to compensation being provided solely upon College Curriculum Committee approval by June 1, 2021, these courses are time sensitive. As a result, adjunct faculty should launch these courses as soon as possible to complete College Curriculum Committee team review processes to meet the approval deadline.

Revised List of Adjunct Faculty Requested to Review Courses

- **Adrianna Jackson** - **20 Hours** (ANTH 101, 102, 103, 104, 106, 107, 108, 109, 111, and 112 articulation)
- **Meric Keskinel** - **8 Hours** (ECON 101, 102, 105, and 101H articulation)
- **Sahar Adabzadeh** - **2 Hours** (LAW 104 and 105 DE addendum)
- **Emily Sedwick** - **6 Hours** (PHIL 101, 103, and 105 articulation)
- **John Yeressian** - **6 Hours** (RE 111, 113, 114, 116, 140, and 141 DE)
- **Guadalupe Campos** - **8 Hours** (SLAN 112, 113, 114, and 115 articulation)
- **Lesley Asistio** - **1 Hour** (THEA 103 DE addendum)
- **Michael Golding** - **2 Hours** (THEA 113 articulation)

7. Discussion Items:

- a) Mohammad Khatibloo requested an opportunity to serve on our CCC team as an adjunct faculty representative.
 - To make this possible we would need to consider revising the CCC Handbook to include an adjunct faculty representative position. The committee indicated an interest in moving forward, but several mentioned that the position should include compensation. There was also some discussion on making this a voting position representing adjunct faculty rather than a specific discipline.
 - Sean pointed out that compensation is wholly within the union purview, so these are two very separate topics: firstly, including an adjunct position on the committee; secondly, obtaining compensation for the position.
 - Hoa, Harvey, Amber, and Todd volunteered to help Sean revise the handbook to reflect this new adjunct position.
- b) Professor Shay Brown, HPS GDP lead counselor, requested to fill the long-vacant HPS CCC faculty representative position.
 - Shay visited the committee to fulfill the vacant HPS faculty representative position on the Curriculum Committee. Dr. Thomas, HPS Chair, was on board with this.
 - Sean suggested that we make an exception to allow Shay to serve until an HPS faculty member can fulfill the position or the position ends. Amber made a motion to suspend Chapter Two of the handbook in this one case to allow Shay to serve as the representative for HPS; Rashid seconded. Approved.

8. Public Comment: None

Todd made a motion to adjourn at 3:30. Amber seconded. Approved.