I. GENERAL MATTERS

A. Roll Call
Present: Aseltyne, Combs, Frederickson, Mendoza, Montes, Polak, Renderman, Simpson-Logg, Swift, Varela, Walsh, Whetzel, Xu
Absent: Crossman
Guests: None
Recorder: Nelson

B. Approval of Minutes: M/S/C (Renderman/Frederickson) to approve the minutes of May 10, 2019 as presented.

C. Agenda Revisions: None

II. PUBLIC COMMENT
None

III. CONSENT AGENDA
M/S/C (Renderman/Frederickson) to approve the consent agenda as presented:

A. **ATH 230 – Intercollegiate Golf** – *Inactivation*
B. **ATH 231 – Theory and Analysis of Golf I** – *Inactivation*
C. **ATH 232 – Theory and Analysis of Golf II** – *Inactivation*
D. **BOT 51 – Medical Transcription I** – *Inactivation*
E. **BOT 52 – Medical Transcription II** – *Inactivation*
F. **BOT 53 – Medical Coding CPT-4** – *Inactivation*
G. **BOT 54 – Medical Coding ICD-9 CM** – *Inactivation*
H. **BOT 55 – Machine Transcription** – *Inactivation*
I. **BOT 57 – Medical Billing/Office Procedures** – *Inactivation*
J. **BOT 58 – Advanced Medical Coding** – *Inactivation*
K. **BOT 70 – Business English** – *Inactivation*
L. **BOT 75 – PowerPoint for Presentations** – *Inactivation*
M. **BOT 90.1 – Legal Office Procedures** – *Inactivation*
N. **BOT 90.2 – History of Law** – *Inactivation*
O. **BOT 90.3 – Landlord/Tenants Rights and Responsibilities** – *Inactivation*
P. **BOT 90.4 – Basic Wills and Trusts** – *Inactivation*
Q. **BOT 91.1 – Constitutional Rights and Responsibilities** – *Inactivation*
R. **BOT 91.2 – Juvenile Rights and Responsibilities** – *Inactivation*
S. **BOT 91.3 – California Civil Complaints** – *Inactivation*
T. **BOT 91.4 – California Civil Discovery** – *Inactivation*
U. **BOT 101.3 – Intermediate Typing/Keyboarding** – *Inactivation*
V. **BOT 110 – Business Calculators** – *Inactivation*
W. **BOT 111 – Business Calculator Simulations** – *Inactivation*
X. **BOT 120 – Microsoft Word, Beginning** – *Inactivation*
Y. **BOT 140 – Office Procedures** – *Inactivation*
Z. **BOT 144 – Records and Database Management** – *Inactivation*
AA.   **BOT 156 – medical Coding Internship Seminar** – *Inactivation*

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      BB.   **BOT 170 – Written Communication for Business** – *Inactivation*
      CC.   **BOT 197B – Medical Coding Internship** – *Inactivation*
      DD.   **BOT 199 – Independent Study** – *Inactivation*
      EE.   **HLH 214 – Foods and Nutrition** – *Course number, transfer status*
      FF.   **HLH 215 – Therapeutic Nutrition** – *Course number, transfer status*

IV. DISCUSSION/INFORMATION

A. Curriculum Committee Handbook – *First reading*
Chair Whetzel solicited feedback on the draft copy of the handbook. Whetzel highlighted the revisions she worked on which include adding and updating policies, clarifying language, and incorporating procedural changes. Renderman brought to attention the listed requirements for part-time faculty which states "part-time faculty must have been employed to teach for at least four semesters". The committee suggested changing the requirements to states "part-time faculty should be employed to teach for at least four semesters" for flexibility. The handbook will come back to the September 13 meeting for final approval.

B. Curriculum Committee Training
Whetzel reviewed a PowerPoint training she compiled for the committee. Whetzel explained that this training was part of the annual credit course and program certification process. Whetzel reviewed several items including the duties of the Curriculum Committee, duties of tech review, the curriculum approval process starting from our local process to chaptering and approval at the Chancellor's Office for both credit and non-credit courses and programs (including ADTs), requirements of credit and non-credit courses and programs (including ADTs), and reviewed the curriculum page on the college's website.

Polak briefly discussed a pending change in our local process which will require faculty to submit program narratives (and ADT templates if applicable) before Curriculum Committee approval. Whetzel has been working on narrative templates and will bring them to the next meeting for feedback.

Whetzel and Combs both stressed the need for more faculty involvement on tech review.

C. Curriculum Updates/Announcements
Dean Aseltyne presented information on the new CTE Faculty Minimum Qualification Tool Kit. Aseltyne explained that this work was part of the Board of Governors Strong Workforce Recommendations that was adopted in fall 2015 and included a workgroup and task force. The intent of the tool kit is to adopt uniform minimum qualifications for CTE faculty and also introduced minimum qualification for general education courses. This tool kit will also give the college other ways to assess minimum qualification for CTE faculty. Aseltyne would like feedback from the Curriculum Committee through an ad-hoc committee.

Meeting adjourned 10:53 a.m.

FUTURE MEETINGS: October 1, November 1, December 6, February 21, March 13, April 3, April 24, May 8, May 15

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