

I. GENERAL MATTERS

A. Roll Call

Present: Baca (arrived at 10:20), Crossman, Finnegan (arrived at 10:08), Frederickson, Mendoza, Montes, Polak, Renderman, Simpson-Logg, Swift, Walsh,

Absent: Aseltyne, Combs, Varela, Whetzel, Xu

Guests: Blundell, Pai, Riddell

Recorder: Nelson

B. Approval of Minutes: M/S/C (Crossman/Frederickson) to approve minutes of December 6, 2019 as presented.

C. Agenda Revisions: Remove the addition of CHM 250 to the Associate in Science in Computer Science for Transfer degree

II. PUBLIC COMMENT

None

III. CONSENT AGENDA

M/S/C (Crossman/Swift) to approve consent agenda as presented.

A. ART 240C – Advanced Ceramics – *Catalog description, textbook, SLO, objectives, MOI*

B. CSC 116 – Information & Communication Technology Essentials – *Remove discipline, MOE, textbook, SLO, distance education review*

C. CSC 117 – Computer Network Fundamentals – *Remove discipline, catalog description, textbook, distance education review*

D. CSC 118 – Introduction to Information Systems Security – *Remove discipline, textbook, distance education review, prerequisite review*

E. CSC 162 – Microsoft Word Advanced – *Remove discipline, MOE, textbook, distance education review, prerequisite review*

F. CSC 164 – Electronic Spreadsheets – *Remove discipline, SAM code, SLO, distance education review, prerequisite review*

G. CSC 210L – Computer Organization & Architecture Lab – *Catalog description, objectives, SLO, textbook, distance education review, co-requisite review*

H. CSC 221L – Programming and Algorithms I Lab – *Objectives, SLO, textbooks, distance education review, co-requisite review*

I. CSC 222L – Programming and Algorithms II Lab – *Objectives, SLO, remove textbook, distance education review, co-requisite review*

J. ESL 9A – English as a Second Language: Intermediate A – *Remove prerequisite*

K. ESL 9B – English as a Second Language: Intermediate B – *Remove prerequisite*

L. ESL 11A – English as a Second Language: Advanced A – *Remove prerequisite*

M. ESL 11B – English as a Second Language: Advanced B – *Remove prerequisite*

N. THE 222 – Capoeira Dance – *Inactivation*

O. THE 234A – Tap Dance: Beginning – *Inactivation*

P. THE 234B – Tap Styles and Performance – *Inactivation*

IV. COURSE/PROGRAM MODIFICATIONS/PROPOSALS

A. CSC (Pai)

1. **CSC 102 – IT and Computer Science Career Exploration**

- a. M/S/C (Renderman/Crossman) to approve CSC 102 for distance education.
2. **CSC 240 – Discrete Structures**
 - a. M/S (Swift/Frederickson) to approve the modifications for CSC 240. There was a question regarding the prerequisite including MTH 80. Pai commented that MTH 80 was part of the prerequisite when the course switched from a math course to a computer science course. It was noted that MTH 80 is not a requirement for C-ID. Pai added that some UC's don't articulate with our course since it is not calculus based. The content review form for MTH 80 was missing so M/S/C (Crossman/Walsh) to table CSC 240 until a content review form was completed.
 - b. M/S/C (Crossman/Renderman) to approve CSC 240 for distance education.
3. **Associate in Science in Computer Science for Transfer**
 - a. M/S/C (Crossman/Frederickson) to approve the program modification of adding BIO 250 to the CSC ADT.

B. CED (Riddell)

1. **CED 596 – Occupational Work Experience Education**
 - a. First reading for CED 596. This course will also be part of the SCT program. The intent of this course is to give students valuable hands on experience on a job site. There was a discussion on how many hours is needed for students to be successful. Polak asked Riddell to determine how many hours are needed for students to successfully meet the learning objectives. There was also a discussion around the need of a non-credit work experience course. Polak explained that all courses need to be non-credit to be part of a non-credit program.

C. EMS (Riddell)

1. **EMS 550 – Community First Aid/CPR/AED**
 - a. First reading for EMS 550. This course will be part of the non-credit SCT program. Riddell worked with Theresa Gowan on this course and Greg Hicks also reviewed the course. Students will be eligible for a certificate at the end of the course. Riddell added that this certificate is the most desired by employers. It was noted that this course is also valuable for our community and employers.

D. PES (Blundell)

1. **PES 230 – Beginning Aikido**
 - a. First reading for PES 230. Blundell stated that she would like this course to be part of the Kinesiology ADT if the course can be articulated with our CSUs. There is concern that our CSUs are not articulating activity courses. Dean Montes suggested adding this course to our local Kinesiology degree. Blundell added that we offer few activity courses so the addition of this courses will be welcomed by students.

There was also a discussion regarding using activity hours versus lab hours. Blundell noted that all activity courses used to be listed as activity hours but were switched to lab hours several years ago. Blundell added that she has been in contact with Academic Senate regarding making the switch back to

using activity hours. Blundell is concerned that there is not time for academic rigor with lab hours since out of class work is not required. VP Polak explained the difference in hour distinction to the committee and noted that lab courses often have out of class work. Polak also discussed the issue around the faculty CBA not including activity hours as a way to assign load. Polak suggested changing the course proposal to lab hours to move the course through the approval process while also engaging in the conversation of bringing activity hours back. Blundell was supportive of this action.

E. PSY (Blundell)

1. PSY 215 – Psychology of Personal Growth

a. M/S/C (Swift/Renderman) to approve PSY 215 for distance education. The committee requested a correction to the DE addendum to remove the hours listed for a hybrid course.

2. PSY 216 – Social Psychology

a. M/S/C (Crossman/Frederickson) to approve PSY 215 for distance education. The committee requested a correction to the DE addendum to remove the hours listed for a hybrid course.

F. SCT (Riddell)

1. SCT 500 – Introduction to Construction Trades

a. First reading for all SCT courses. Riddell explained that these courses are part of a non-credit certificate that will be offered in a cohort model. This curriculum was designed in collaboration with Mendocino-Lake ACE program. The certificate will focus on short-term trades construction courses and will include industry related certificates. A lot of crossover with this program as it includes classes from the EMS and MTH department. Riddell was asked to bring the program proposal to the next meeting so the committee can see how this will all fit together.

2. SCT 515 – Fork and Scissor Lift Operation Basics

a. Course will focus on introduction to fork and scissor lifts and safety while around lifts. Students will be eligible for a certificate after courses is complete. Polak asked about needed equipment to successfully offer courses. Riddell explained that training takes place with videos and some hands-on training, but most skills are acquired by working on the job site.

3. SCT 540 – Construction Math A

a. SCT 540 and SCT 541 are essential MTH 79 split into two courses. The curriculum is the same, but the math is applied to the job site and broken into basic concepts. Riddell added that XYZ textbooks will be used and they offer online tutorials in both Spanish and English. Walsh noted that this non-credit program is a good opportunity for ESL students and believes this will open doors for those students.

4. SCT 541 – Construction Math B

a. First reading for MTH 541.

5. SCT 562 – Safety Standards for Construction

**Mendocino-Lake Community College District
CURRICULUM COMMITTEE MEETING MINUTES
March 13, 2020 – 10 a.m. – noon – Room 4210**

- a.* SCT 562 is currently offered as a credit course – SCT 162. This course covers OSHA curriculum and students are eligible to receive a certificate at the end of the course. The teacher is trained in the OSHA curriculum and goes through a train the trainer program.

V. DISCUSSION

A. Curriculum One Drive

In Chair Whetzel's absence, Polak gave the committee a brief update on the Curriculum Committee's One Drive site. Polak explained that there is still an ongoing discussion on what documents should reside on One Drive versus the college's website. Whetzel will continue the conversation at the next meeting.

Meeting Adjourned: 11:41 a.m.

FUTURE MEETINGS: April 3, April 24, May 8, May 15