

**I. GENERAL MATTERS**

**A. Roll Call**

*Present:* Aguirre, Aseltyne, Calderon, Cechin, Decker, Frederickson, Mendoza, Montes, Osea, Polak, Renderman, Simpson-Logg, Walsh, Xu (arrived at 11)

*Absent:* Varela

*Guests:* Bogner, Donham, Heston, Pratt, Velázquez-Zvierkova,

*Recorder:* Nelson

**B. Approval of Minutes:** M/S/C (Decker/Mendoza) to approve the minutes of December 3, 2021 as presented. Aye: Calderon, Decker, Mendoza, Polak, and Walsh; No: None

**C. Agenda Revisions:** Remove item III.A., IV.A., and IV.B.

**D. Approval of Agenda:** M/S/C (Mendoza/Decker) to approve the agenda as amended. Aye: Calderon, Decker, Mendoza, Polak, and Walsh; No: None

**II. PUBLIC COMMENT**

None

**III. CONSENT AGENDA**

M/S/C (Mendoza/Decker) to approve the consent agenda as amended. Aye: Calderon, Decker, Mendoza, Polak, and Walsh; No: None

**A. BIO (Donham)**

**1. BIO 245 – Introduction to Environmental Toxicology**

a. Course modification (Assignments, MOE, objectives, SLO, outline)

**IV. COURSE/PROGRAM MODIFICATIONS/PROPOSALS**

**A. AUT (Pratt) – First Reading – 15 Minute Total**

**1. Advanced Automotive Chassis Specialist Certificate of Completion**

a. First reading for both noncredit auto certificates. Pratt explained that together the two noncredit certificates, Automotive Chassis and Advanced Automotive Chassis, are a mirror of his Chassis credit certificate. Splitting the certificate in two will help students get out in the workforce quicker. Walsh expressed excitement for these two certificates and think they will be popular and encouraged targeted outreach to ESL students.

**2. Automotive Chassis Specialist Certificate of Completion**

a. New program proposal

**3. Advanced Automotive Hybrid and Electric Vehicles Certificate of Achievement**

a. First reading for the Advanced Automotive Hybrid and Electric certificate. Pratt spoke about the need for this program as more hybrids are coming to the market and the need for technicians to understand the different safety features of hybrid and electric vehicles. AO Osea suggested adding the two prerequisite course to the certificate to increase the units allowing students to be eligible for financial aid. Also adding units will help with CTE unit completion for the SCFF. Pratt is happy to add those two courses. Pamela Heston will work with Pratt to review all curriculum before the final reading on March 4.

- B. ITA (Velázquez-Zvierkova) – Course Approval (Consent Agenda) – M/S/C (Decker/Calderon)** to approve ITA course approval as presented. Aye: Calderon, Decker, Mendoza, Polak, and Walsh; No: None
- 1. ITA 100 – Conversational Italian: Level I**
    - a. New course proposal
    - b. Assignment of discipline (Foreign Languages, Linguistics)
  - 2. ITA 101 – Conversational Italian: Level II**
    - a. New course proposal
    - b. Assignment of discipline (Foreign Languages, Linguistics)
    - c. Recommended preparation
  - 3. ITA 200 – Elementary Italian: Level I**
    - a. New course proposal
    - b. Assignment of discipline (Foreign Languages, Linguistics)
  - 4. ITA 201 – Elementary Italian: Level II**
    - a. New course proposal
    - b. Assignment of discipline (Foreign Languages, Linguistics)
    - c. Prerequisite
- C. ITA (Velázquez-Zvierkova) – Distance Education Approval (Consent Agenda) – M/S/C (Walsh/Decker)** to approve the ITA distance education proposals as presented. Aye: Calderon, Decker, Mendoza, Polak, and Walsh; No: None
- 1. ITA 100 – Conversational Italian: Level I**
    - a. Distance education
  - 2. ITA 101 – Conversational Italian: Level II**
    - a. Distance education
  - 3. ITA 200 – Elementary Italian: Level I**
    - a. Distance education
  - 4. ITA 201 – Elementary Italian: Level II**
    - a. Distance education
- D. ITA (Velázquez-Zvierkova) – Mendocino College General Education Approval (Consent Agenda) – M/S/C (Decker/Calderon)** to approve the ITA Mendocino College General Education proposal as presented. Aye: Calderon, Decker, Mendoza, Polak, and Walsh; No: None
- 1. ITA 100 – Conversational Italian: Level I**
    - a. General education (MCGE Area C)
  - 2. ITA 101 – Conversational Italian: Level II**
    - a. General education (MCGE Area C)
  - 3. ITA 200 – Elementary Italian: Level I**
    - a. General education (MCGE Area C)
  - 4. ITA 201 – Elementary Italian: Level II**
    - a. General education (MCGE Area C)
- E. PTA (Bogner) – Course/Program Approval (Consent Agenda) – M/S/C (Decker/Calderon)** to approve the PTA course and program proposal as presented. Aye: Calderon, Decker, Mendoza, Polak, and Walsh; No: None
- 1. PTA 118 – Clinical Development**
    - a. New course proposal

- b. Assignment of discipline (Physical Therapy Assisting)
  - c. Prerequisite
  - 2. Physical Therapist Assistant Associate of Science**
    - a. Program modification (Add PTA 118; remove PTA 120; units)
  - F. FSC (Heston/Gowan) – First Reading – 10 Minute total**
    - 1. Company Officer Certificate of Achievement**
      - a. First reading for the Company Officer and Fire Science certificate. Heston explained that adding these two certificates will bring Mendocino College’s fire science program in line with other college offerings. Heston added that both certificates will enhance employability for students. Osea suggesting adding a course to the Company Officer certificate to increase the units so students can qualify for financial aid and increase the CTE units counted toward the SCFF. Heston said there are a few courses that would be a good fit to add to the certificate and will explore those options.
    - 2. Fire Science Certificate of Achievement**
      - a. New program proposal
- V. AB 361 – To continue the law’s exemption to the Brown Act teleconferencing rules. The circumstances of the COVID-19 state of emergency still persist, therefore the Curriculum Committee recognizes a need for teleconferencing. – M/S/C (Mendoza/Calderon) to approve the continuation of the law’s exemption to the Brown Act teleconferencing rule. Aye: Calderon, Decker, Mendoza, Polak, and Walsh; No: None**

**VI. DISCUSSION**

- A. Grading and Academic Records Symbols – Administrative Procedure 4230.1 – Discussion –**

In 2016, the Board of Governors approved a change to Title 5 that added Satisfactory Progress (SP) as a grading option for noncredit courses. Walsh detailed to the committee the need to revise grading options for noncredit courses at Mendocino College to include SP. Walsh explained the struggles she, and others who teach noncredit courses, face when assigning grades. Since completion of noncredit courses are measured by hours completed, if a student misses one class they are unable to fulfill the course requirement and would receive a no pass grade (NP), which also hinders accurate data. Walsh added that including SP as a grading option will better track student success and will send a better message to students that they are on the right track to completion but need more time. SP grading reframes how students receive feedback and Walsh noted that most students want feedback. There was discussion on whether to only add SP or to also remove NP. Committee members agreed that adding SP as a grading option for noncredit courses would be beneficial for students.
- B. Recommendation to Support Grading and Academic Records Symbols – Administrative Procedure 4230.1 – M/S/C (Mendoza/Calderon) to support the addition of Satisfactory Progress (SP) as a grading option for noncredit courses to Administrative Procedure 4230.1. Aye: Calderon, Decker, Mendoza, Polak, and Walsh; No: None**
- C. Articulation Officer Update – 15-minute total**

AO Osea provided an articulation and curriculum update to the committee. Some of the updates included COCI maintenance schedule, new data element for zero-textbook costs, noncredit work

**Mendocino-Lake Community College District**  
**CURRICULUM COMMITTEE MEETING MINUTES**  
**February 4, 2022 – 10 a.m.–noon**

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experience, Title 5 revisions, CSU GE and IGETC submissions and timeline, and some course and program articulation updates including 2+2 pathway for Liberal Studies with Sonoma State.

FUTURE MEETINGS: March 4, March 25, April 29, May 13

Meeting adjourned: 11:16 a.m.