

Curriculum Committee Meeting Minutes

Date: October 7, 2025

Time: 2:00-3:30 PM

Location: Tech Mall/Library Room 70-104

I. Meeting Proceedings

- Meeting called to order at 2:05
- Members absent: Martha Clavelle, Tate Hurvitz, June Yang
- Minutes from 9/2/2025 motion to approve by Karen H, seconded by Caylor C. All in favor, no opposition.

II. Agenda Overview

Items discussed and reviewed included:

- Proposals for December 2025 Board Packet
- Presentations for Course Modifications (went through CPRs)-Malia, Gina, Angela
- Technical Edits-Deletion Impacts to Courses and Programs
- Information Items for Course deletions and modifications (CCN)
- Meeting focused on adjusting course hours and FTE calculations, with a discussion on whether to use a 16-week or 18-week multiplier.
- Need accurate CIP codes for financial aid purposes
- Chair Report
- Articulation Report
- DANC Modifications from info items were removed (DSANC 072AB, 074AB, 083AB, 200AB, 205, 206; also BUS program deletion (Insurance Services Certification; removed Italian course deletions; Math, Spanish added to agenda)

III. Action Items

Proposals for the October 2025 Board Packet: Approved

- **ANTH** Course Deletion: ANTH 215
- **ART** Course Modifications: ART 140, ART 141 (CCN)
 - Malia provided a zoom presentation and thanked Dee for help. Emphasis was on student-friendly descriptions and inclusive assessments
 - Resend the edited version of Art History 141 outline to ensure part one and 2 sections are included.
- **BIO** Course Deletions: BIO 144, BIO 145

Action Items Continued

- **COMM** Course Deletion: COMM 128
- **COUN** Course Deletions: COUN 104, 137
- **DANC**
 - Gina Sorensen presented on Zoom and discussed revising 15 so far out of 61 courses for compliance, deleting out of date courses and splitting others into A and B levels. 47 out of 61 Cors are out-of-date
 - Adjust the unit distribution for the Dance courses based on the new SAAM guidelines
- **ES** Course Deletions: ES 001, ES 002, ES 003, ES 008ABC, ES 009ABC, ES 021ABC, ES 024ABC, ES 030, ES 035, ES 037ABC, ES 039, ES 040, ES 041, ES 047, ES 051, ES 130ABC, ES 180, ES 185ABC, ES 194
- **HIST** Course Modifications: HIST 108, HIST 109 (CCN)
- **THTR** Course Deletions: THTR 119A, 119B

Also addressed were technical edits due to course deletions and the need for Standardized Attendance Accounting Methods (SAAM).

IV. Information Items

A. The following proposals were reviewed:

ANTH

Course Modifications: ANTH 130, 131

°Remove the duplicate “student should” in course outline.

°Provide examples for the ANTH 131 course outline

AOJ

Course Deletions: AOJ 101, 102, 103, 104, 107, 171, 172

ARBC

Course Modifications: ARBC 120,121

- There are some SAAM issues/FTE’s calculations

BIO

Course Modification: BIO 120-CCN template included, lecture and lab units separate

BUS

Course Deletions: BUS 131, 133, 152, 229, 231, BUS 233, 234, 235

Course Modifications: BUS 120, 121, 123ABCD

- Still need entrance/exit skills for 123 ABCD
- 123 needs to be separated A-B-C-D COR

CD

Course Deletions: CD 144, 168, 169

COMM

Course Deletion: COMM 128

DANC

Course Deletions: DANC 071A, 071B

Course Modifications: 088CD

- Need objective adjustments for different levels.

ES

Course Modifications: ES 291, 292, 293, 294, 296, 297

- Need objective adjustments for different levels

Course Deletions: ES 004BC

- Some courses will convert lecture-only to lab-only

FREN

Course Modifications: FREN 120, 121, 152, CSLE 196-exit forms are needed

ETHN

Course Deletion: ETHN 150

JAPN

Course Modifications: JAPN 120, 121, 149, CSLE 196

- 120 students

MATH

Course Modifications: MATH 095

MATH 180, 280 (CCN)

- 180 prerequisite determined by CCN template

SOC

Course Deletions: SOC 114, 138, 215

SPAN

Course Modification: SPAN 196 CSLE

THTR

Course Modifications: THTR 101, 110, 122BCD, 134AB, 234AB, 235AB

- Some adjustments needed for instructional facilities and objectives.

VI. Chair Report

Follow up with Barbara to verify the appropriate standardized hours and FTE calculation multipliers for courses. Provide guidance to faculty on how to determine the appropriate CIP codes for courses. Departments to submit all curriculum proposals by the final deadline in Dec; Aim for finalization of curriculum changes by February 2026, with a goal to streamline the process in future cycles.

Karen and Carl to work with departments to establish program learning outcomes and submit the required forms. Kathleen Aylward (sp?) to work on establishing minimum qualifications for all courses. Reach out to CSIS and Math Department to review lecture and lab content for courses. Work with Phil to create a spreadsheet to document the lecture and lab content split.

VII. Other

VIII. VP Report

IX. Articulation Submit the new ADTs for the Chicano/a Studies and African-American Studies.

Check that faculty are using the most current course outlines when submitting proposals. Work with Randy on the course outline review process.