



December 9, 2015

TO: THE DISTRICT BOARD OF TRUSTEES
of Valencia College

FROM: SANFORD C. SHUGART
President

RE: Additions, Deletions or Modifications of Courses and Programs

RECOMMENDED ACTION:

The President recommends that the District Board of Trustees of Valencia College approve the Additions, Deletions or Modifications of Courses and Programs as presented.

President *Sanford C. Shugart*

COLLEGE CURRICULUM COMMITTEE

September 9, 2015

Skype Meeting

Minutes

Members Voting via Skype: Melody Boeringer, Chris Borglum, Karen Borglum (Co-Chair), Diane Brown, Masood Ejaz, Marie Howard, Suzanne Johnson, Lisa Macon, John Niss (Co-Chair), Bonnie Oliver, Kristy Pennino, Julia Ribley, Lee Thomas, Ravi Varma

Alternates Attending via Skype: Charles Davis, Jerry Reed, Natali Shulterbrondt, Raul Valery

Ex-Officio Attending via Skype: Pedro Gonzalez, Darnell Purcell, Cheryl Robinson, Pat Sebastian

Staff Attending via Skype: Krissy Brissett, Glenn Ricci

1. Welcome to Committee Members and Visitors

Karen Borglum opened the meeting with a welcome and everyone present via skype or in person was asked to introduce themselves.

- *Overview of what the College Curriculum Committee does:
Karen Borglum explained that the Curriculum Committee is responsible for ensuring that all courses and programs have instructional integrity, address appropriate learning outcomes, fit into a sequential framework that leads to students achieving the respective competencies, and meet the college's standards of excellence.*
- *Function of each area representative:
Karen and John explained that it is the responsibility of the representative or alternate to review all proposals and reflect on how those changes can affect the various areas. They also stated that the function of the representative for each area is to report area changes that come to the committee to faculty. John pointed out that ex officio cannot vote, and that Karen only votes to break a tie, but that does not happen very often as the committee normally approves or disapproves by consensus.*

2. Review of Minutes – July 8, 2015

The minutes were approved by consensus.

- #### 3. Consent Agenda – Course modifications or deletions involving minor editing of course descriptions or level changes which do not impact other departments are eligible for placement on the consent agenda. Any members of the committee may request to remove a proposal from the consent agenda for the purpose of discussion.

The following course(s) have outlines in Course Information Management which may be viewed in ATLAS:

The following outlines are being presented as part of the Two-Year Program Review Cycle

There are no outlines being presented for a Two-Year Review

4. Regular Agenda

1516-001 ETD 2614C Electromechanical Drafting, CCM.....Andy Ray

Purpose: Reducing course credit hours to allow more discipline electives in Program; **Revised**

Credit/Contact/Lab Hours: 3/2/2 (previously 4/4/0); **Effective Date:** Fall 2016 (201710).

Lisa Macon spoke to this proposal, and she explained that the change of the hours was an effort to polish the program.

There was a discussion regarding how the hours should be entered in banner to ensure that the faculty workload is computed correctly. Lisa explained that the intent is for the contact hours to be 4 as evidenced by the revised hours being proposed.

Proposal 1516-001 was approved by consensus.

1516-002 A.S. in Civil/Surveying Engineering Technology, CPM.....Andy Ray

Purpose: Proposed revision to PLO's based on input from discipline Faculty during Assessment Day May/2014 and May/2015, with approval of Advisory Council during Built Environment Forum Oct/2014; **Effective Date:** Fall 2016 (201710).

Proposal 1516-002 was approved by consensus.

5. Discussion Items

There are no discussion items for this month's agenda.

6. Information Items

a. Update of the wording for the Culinary Management A.S Degree and Culinary Arts Technical Certificate changes per state credit requirements, and for course elective clarification.

Culinary Management AS Degree:

- Due to all your 2015-16 program changes the program length for the Culinary AS degree was changed from 64 to 60 credits in the 15/16 Catalog. The program length for the Culinary AS degree should still be 64 credits as it has not been approved by the state yet for a reduction in program length. The staff in that area found that the quickest and easiest solution was to add 4 credits of electives with a footnote stating: "Students may choose OST 1746, or any course with a subject prefix of FSS not already used to satisfy program requirements."

Culinary Arts Technical Certificate:

- 2 elective credits were added to the Culinary Arts certificate to keep the approved program length at 35 credits, but there is no information indicating which electives students can choose from. Therefore, the following statement was included in the catalog: “Students may choose OST 1746 or any course with a subject prefix of FSS not already used to satisfy Certificate requirements.”

b. Prerequisite modification to a previous agenda item.

- The request was for the pre-req for EAP 1620C to be modified from “Minimum grade of C in EAP 1520C” to “Minimum grades of C in EAP 1520C and EAP 1586C.” However, the agenda purpose for the addition for EAP 1586C stated, “I am proposing this 6-credit combined skills course as an alternative to (but equivalent to) the existing two 3-credit courses: Reading (1520) and Speaking/listening (1500).” Since the new EAP 1586C includes the content of the 1520 course in it the pre-req for EAP 1620C should be a Min. Grade of C in EAP 1520C OR EAP 1586C.

c. All 2930 courses have standard wording with the exception of BCT 2930 which is very specific. Karen would like to change the language to match all the other 2930 courses, and she asked the committee if they were in agreement to make the change editorial. The committee agreed.

The next meeting of the College Curriculum Committee is scheduled for October 14, 2015, and will be held on the West Campus, Room 6-202. *Deadline for submission of materials for the October agenda is **September 30, 2015.***