



College Curriculum Committee Meeting Minutes

Facilitator: Sean Moore—Curriculum Committee Chair
Recorder: Noemi Monterroso / Time Keeper: Michael Vanoverbeck
Date: September 26, 2023 / Time: 2:00 p.m. - 3:30 p.m.
Location: VT-124

Vision:

Compton College will be the leading institution of student learning and success in higher education.

Mission Statement:

Compton College is a welcoming and inclusive community where diverse students are supported to pursue and attain student success. Compton College provides solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for completion of programs of study, transition to a university, and securing living-wage employment.

Attendees: Sean Moore, Susan Johnson, Noemi Monterroso, Kendahl Radcliffe, Michael VanOverbeck, Mayela Rodriguez, Maya Medina, Arneshia Bryant-Horn, Rashid, Andree Valdry, Nathan Lopez, David McPatchedell, Sheri Berger, Brad Conn, Melain McIntosh, Paul Flor, Victoria Martinez, Shay Brown, Bria Roberts

AGENDA:

1. **Approval of Agenda: September 26, 2023.**
 - Remove item 5b – Social Media Certificate.
 - **Michael V. motioned to approve amended agenda. David McP. seconded. Approved**

2. **Approval of Minutes: September 12, 2023.**
 - **Michael V. motioned to approve minutes. David McP. seconded. Approved**

3. **Reports and follow-up questions from attendees:**
 - **Michael V. motioned to open Reports. David McP. seconded**
 - a) Vice President, Academic Affairs
 - Training Presentation
 - b) Curriculum Analyst
 - Curricunet proposal form: Old proposals have been removed from CNET
 - c) Articulation Officer (3 minutes)
 - C-ID document
 - d) SLOC (vacant)
 - e) DEFC
 - DEAC revised AR4105. It has been approved and will be forwarded
 - Professional Development (Distance Education Summit) will be held on November 17
 - **Michael V. motioned to close Reports. David McP. seconded**

4. **Consent Agenda Items:**
 - **Michael V. motioned to approve Consent Agenda Items. Susan J. seconded. Approved**
 - a) 2-Year CTE Course Review—Update Course Description—SLO Update: CDEV 110- Child Health, Safety and Nutrition; CDEV 114 - Observing and Assessing Young Children.

- b) Course Inactivation: ENGL 100 - Supervised Tutoring: Writing Center Laboratory (Division Date of Approval to Deactivate Course 9-5-2023).

5. Action Items:

- a) New Program First Read: High School Spanish- Certificate of Completion; High School Social Sciences- Certificate of Completion.
- **Michael V. motioned to open Action Item 5a. Nathan L. seconded**
 - **Nathan L. motioned to close discussion on Action Item 5a. Michael V. seconded**
- b) New Program—Second Read: Social Media- Certificate of Achievement.
- Removed from agenda
- c) New Courses—Second Read: ART 145 - Graphic Design I.
- **Michael V. motioned to approve Action Item 5c. Mayela R. seconded. Approved**
- d) Board Policy—First Read to revise/approve and move forward to Deans and Division Chairs: 4100 Graduation Requirements for Degrees and Certificates (10 minutes).
- **Michael V. motioned to open Action Item 5d. David McP. seconded**
 - Regarding comment on document on HS Diploma being added to transcripts: Compton College will not be awarding HS diplomas, only offering courses that add to certificates of completion and the course can help them towards HS diploma
 - “mutual agreement” will be changed to “collegial consultation”
 - **Approved to be moved forward to Deans and Directors**
- e) Administrative Regulation—First Read to revise/approve and move forward to Deans and Division Chairs: 4100 Graduation Requirements for Degrees and Certificates (10 minutes).
- Note:** Title 5 changes prompted the updates to the BP and AR above. Curriculum Chair and Susan Johnson met during the Summer to revise them, and these are the documents with track changes made during that meeting.
- **Approved to be moved forward to Deans and Directors.**

6. Informational Items:

- **Shay B. motioned to open Information Items. Victoria M. seconded**
- a) Courses for deletion document: Melain McIntosh (2 minutes)
- b) Fall 2023/Spring 2024—Board Policy and Administrative Regulation Flow Chart.
- Sean M. will add AR4105 to document
- c) Additional Board Policy and Administrative Regulation to be reviewed by our committee this semester include, yet may not be limited to, *4021 Program Continuance*.
- d) Minor revision to the new Course and course review proposal forms in CNET are necessary. The course credit status will be changed from "Noncredit Courses" to "Course Credit Status" or "Credit Status", and eliminate the phrase "This is a noncredit course".
- e) All of the new credit courses being launched have left this field blank, which carries over blank fields to Course Standards, therefore submitting an incomplete proposal.
- f) CNET—OER ZTC: In addition to the optional IDEA section, should an OER or ZTC area also be added to the *Course Materials* field.
- New OER/ZTC will need to have space for faculty to include regular information for textbook (author and publication date)
 - Reporting to state regarding OER is at CRN level (bookstore orders); we would not be able to use COR to do reporting since COR list recommendation not required textbook.
 - List from bookstore is sent past census; please notify bookstore what faculty is using (even if they are not using any text)

- Reason to include checkbox in COR is that not all faculty know what OER/ZTC; maybe link to resource on what OER is or options
 - Maya will research where it can be placed and report back. Item will be brought back as action item
- g) *Roster update and welcome to our team*: Dr. Flor extended term through Fall 2023/Spring 2024 academic year; new Student representative ASG President—Crystal Moore; and new HPS Representative: Arneshia Bryant-Horn.
- **Nathan L. motioned to close Information Items. Shay B. seconded**

7. Presentation:

- a) Dr. Sheri Berger presents—2023/2024 Annual Curriculum Approval Certification Training (30 minutes).
- **Michael V. motioned to open Presentation. David McP seconded**
 - Sheri Berger provided presentation to meet Title V requirement of annual curriculum approval certification. This allows college to approve its own curriculum for credit and non-credit courses/programs. It allows approval process to go by faster and it's up to us to make sure we are compliant for credit courses standards and criteria for courses.
 - Reviewed Standards and Criteria for Courses, Credit Hour Definition, Minimum Requirements for Associate Degree, Purpose and Definition of Work Experience Education, & College Credit, Attendance Accounting, Course Repetition.
 - Conversation regarding work experience: Current Work Experience courses are only being offered in CTE area and the work has to be related to the course/field. Work Experience 95 courses have specific requirements (not just work, it has to tie in to their program of study): Students have to meet 2x with instructor (beginning and end), instructor site visit to observe work, orientation, instructor evaluation at end, supervisor will evaluate work, etc.
 - Different from practicum courses. Practicum courses count towards degree major prep, work experience courses are typically only
 - **Brad C. motioned to close Presentation. Susan J. seconded**

8. Discussion Items

- a) Public Comment—Any discussion item(s) may be presented by any person in attendance.
- **Michael V. motioned to open Discussion Item 8a. David McP. seconded**
 - Question regarding course review. The tab for repeatability shows as a required field for all courses.
 - Only non-credit, intercollegiate athletics, intercollegiate academic competition, and courses that are required to be repeated for admission into CSU (i.e., music) are repeatable. It should not show up as a required field for all courses. First make sure “Is this course repeatable” is unchecked, then send a screenshot to Maya for troubleshooting
- **Meeting adjourned 3:16pm**