CUYAMACA COLLEGE

CURRICULUM, GENERAL EDUCATION AND ACADEMIC
POLICIES AND PROCEDURES COMMITTEE

Minutes of April 16, 2024

CO-CHAIRS: ☑ Jane Gazale, ☑ Jeanie Machado Tyler

MEMBERS: ☑ Roula Aoneh, ☑ Annalinda Arroyo, ☑ Josh Eggleton, ☑ Josue Franco, ☑ Lauren Halsted, ☑ Aseel Hanna, ☐ Tania Jabour, ☑ Richard Jimenez, ☑ Jonathan Martin, ☐ Kristin McGregor, ☑ Vivi Ricardez Veasey, ☑ Kelly Togerson, ☑ Jennifer Tomaschke, ☑ Laurie Woods

EX-OFFICIO: ☐ Anthony Campbell, ☐ George Dowden, ☐ Tammi Marshall, ☐ Agustin Orozco, ☐ Marissa Salazar, ☐ Rita Ghazala

RECORDER: RECORDER/MINUTES: Julie Kahler/Aiden Lovewell

GUESTS: Tom Bugzavich

APPROVAL OF MINUTES of March 19, 2024: *Franco/Ricardez Veasey* to approve: 12 Yes, 0 No, 1 Abstention.

ACTION ITEMS: Adoption of the Consent Calendar:

♦ **BIO 141, 141L:** Review, SLOs
♦ **Music Education (Certificate of Achievement):** Addition, PLOs

Ricardez Veasey/Martin to approve consent calendar minus the pulled items: 13 Yes, 0 No, 0 Abstentions.

Pulled from Consent Calendar:

Music Education (Certificate of Achievement): Addition, PLOs
Music Education is being pulled to further discuss whether James Sepulvado is going to make the changes discussed at the last Curriculum meeting. Jane reviewed the changes, but we have not heard back from James Sepulvado on this yet. This item will be tabled until the next meeting where it will return on the consent calendar.

INFORMATION ITEMS:

♦ **GD 225:** Distance Education
Jane Gazale reviewed the changes being made to GD 225. This is an existing course that is being requested to be offered through Distance Education. The textbooks are also being updated. The Curriculum Committee recommends the supplemental textbook be moved to required representative example. Tom Bugzavich explained the GD courses don't use any text as a guide for what's presented in the class. This text is being added as a supplemental to offer students an option for extra learning. Vivi Ricardez Veasey indicated for articulation purposes there needs to be a required text as a representative example even if it is not being used. Tom has agreed to move the text to the required section of Texts and References. Josh Franco asked if the students could use the software in the labs and Tom Bugzavich noted that the lab is open as often as it possibly can be. The issue of out-of-pocket costs for software has been a hinderance for many of the online GD courses and is difficult to solve. Reviewed and forwarded for action.

♦ **Curriculum Addition, Deactivation, and Deletion Guidelines:** Modification
Jane Gazale reviewed the proposed changes being made to the Curriculum guidelines. This was discussed in length at the last Curriculum meeting. The addition portion has been separated from the deletion and deactivation portion. Each section will now have explanation, rationale, process, and resources sub-sections for increased clarity. The Curriculum committee is recommending a summary table of deadlines. A warning was added to inform the faculty any course deactivation that threaten the viability of any degree or certificate may not be approved. The Curriculum Committee then discussed the new degree audit system the district is implementing. The early priority registration for fall semester combined with the degree audit system for financial aid is moving up the deadlines which has a direct effect on the streamlining of the curriculum process. The curriculum committee is moving up deadline dates to keep up with the changes. Reviewed and forwarded for action.

OTHER:

♦ Distance Education deadline date submission, Board Packet discussion for spring 2025 class schedule

♦ Goals for the Curriculum Year (Continued)

- Curriculum Software Management System

    - CIM (CourseLeaf Curriculum Inventory Management)

- Streamline and digitize curriculum process

- Continue to refine our processes with a lens of diversity, equity, and inclusivity

♦ Chairs Report

- AB 1111 Overview & Updates

- Local GE Update

♦ Dates:

- Curriculum proposals from faculty, and deans are due to the Instructional Operations Supervisor by the end of the day Wednesdays on the following dates:
    - August 23, 2023
    - September 6, 2023
    - September 20, 2023
    - October 4, 2023
    - October 18, 2023
    - November 15, 2023
    - January 24, 2024 (extended to January 29, 2024)
    - February 07, 2024
    - February 21, 2024
    - March 06, 2024 (next catalog year 2025-2026)
    - April 03, 2024 (next catalog year 2025-2026)
    - April 17, 2024 (next catalog year 2025-2026)
- The deadline date for faculty to turn in curriculum to meet the October 2023 Board Packet was August 23, 2023.
- The deadline date for faculty to turn in Curriculum to meet the November 2023 Board Packet is September 20, 2023.
- The deadline date for faculty to turn in Curriculum to meet the December 2023 Board Packet is October 4, 2023.
- The deadline date for faculty to turn in course additions, course number changes, deactivations and deletions for the 2024-2025 catalog was November 15, 2023. This allows the spring semester to update the courses, and programs affected by these four items.
- December 5, 2023, last meeting to approve CSU GE and IGETC for the next calendar year 2024-2025.
- The deadline date for faculty to turn in curriculum to meet the March 2024 Board Packet was January 24 (extended to February 07, 2024).
- The deadline date for faculty to turn in curriculum to meet the April 2024 Board Packet is February 21, 2024.

♦ Articulation Timeline (GE approvals):

- The Articulation Officer determines if courses are CSU transferable.
- Courses are submitted for UC transferability once per year by August 25th.
- UC transferability decisions are typically returned no later than October (following submission).
- Any UC transferability approvals would be effective in the semester we gain approval (courses submitted August 2023 will be effective fall 2023, if approved).
- Courses that were deemed CSU transferable by the Articulation Officer can be submitted in December of each year to be added to CSU GE.
    - Only Curriculum Committee approval of COR is needed, not Board.
- Courses that were approved as UC transferable can be submitted in December of each year to be added to IGETC.
    - Only Curriculum Committee approval of COR is needed, not Board.
- CSU and IGETC decisions are typically returned in April and go into effect the following fall semester (courses submitted in December 2023 will be effective fall 2024).