

CUYAMACA COLLEGE

CURRICULUM, GENERAL EDUCATION AND ACADEMIC POLICIES AND PROCEDURES COMMITTEE

Minutes of May 7, 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, Christopher Torres, 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, Moriah Gonzalez-Meeks

APPROVAL OF MINUTES of April 16, 2024: Woods/Arroyo to approve: 12 Yes, 0 No, 0 Abstentions.

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ **GD 225:** Distance Education
- ◆ **Music Education (Certificate of Achievement):** Addition, PLOs
- ◆ **Curriculum Addition, Deactivation, and Deletion Guidelines:** Modification

Martin/Ricardez Veasey to approve consent calendar minus the pulled items: 15 Yes, 0 No, 0 Abstentions.

Pulled from Consent Calendar:

Music Education (Certificate of Achievement): Addition, PLOs

Jane Gazale reviewed the Music Education Certificate of Achievement. Music Education is being pulled as the committee has still not heard back from James Sepulvado regarding the changes discussed at previous Curriculum meetings. James had agreed to the recommendations but there has been no additional paperwork or communication yet. The committee is recommending moving it forward as is and then it can be reviewed in the future if necessary.

Curriculum Addition, Deactivation, and Deletion Guidelines: Modification

The Curriculum Addition, Deactivation, and Deletion Guidelines are being pulled for further discussion. These guidelines were reviewed at the last curriculum meeting as information items. However, they are now being pulled to highlight changes that were recommended to summarize all of the deadlines and timelines, making them easier to use. These changes have been implemented and are being shown for committee review. Lauren Halsted recommended potentially adding language for GE certification timelines as a note on the bottom of the guidelines. There are also recommendations to add another deadline for deletion of programs so departments will know when to bring these to the curriculum committee. In addition, it is recommended to add language for program modifications to go along with the course addition language as these are different processes. This will be approved with the proposed changes to have all the deadline dates up before fall.

Tomaschke/Arroyo to approve the pulled items including the changes to the Curriculum Addition, Deactivation, and Deletion Guidelines: 16 Yes, 0 No, 0 Abstentions.

INFORMATION ITEMS:

- ◆ **ESL 1AG, 1BG, 050G:** Deactivations
Laurie Woods reviewed the deactivations of ESL 1AG, 1BG, and 050G. Changed all of the G (Grammar) classes to S (Support) classes with some accompanying adjustments to more speaking activities as requested by SDSU. Deactivating the old G classes in favor of the added S classes. Reviewed and forwarded for action.
- ◆ **GD 122:** Addition, Assign to Discipline/s, Distance Education, SLOs
Tom Bugzavich reviewed the addition of GD 122. Tom explained that the course is about design for social media application and is a popular course that is relevant to what people are currently doing with social media. The committee noted some minor changes to the language. Kelly Togerson asked if this would better suit a marketing or communication course instead as well as if there is any consideration towards grouping this with other courses towards a certificate. Tom noted that this course can be applied to communication and marketing, but the idea of the course is mainly to promote understanding of how to produce the media itself but adding this course towards a certificate is possible. Vivi had a question about the form and why this course is not applicable to an associate degree. Tom said that this course is designed to be an elective course. Tom explained that the desire is to use this course as a stand-alone class but is open to using it for a certificate if bundled with other courses. The committee feels as though this could easily be used for an associate degree somewhere. If the committee feels as though this would work better modified for an associate degree,

then Tom is open to making those changes. Vivi recommends making this transfer level as there are classes like this that already are and this would only help enrollment and offerings for this course. Josh Eggleton asked for clarification around the “graphic design tools” such as what are they. Tom said that they are related to the Canva software. The curriculum committee recommends updating the language to reflect the clarification of Canva being the “graphic design tools”. Annalinda noted that there are a lot of opportunities like partnerships around campus for this such as promotions for athletics, financial aid, ESL, etc. Students would be able to create products that would be used on campus. There is also potential for paid internships for students and more. Jeanie asked for clarification of some formatting around some unnecessary capitalization. Jane asked for clarification around an SLO in regard to potentially removing the word “applicable” for clarity. Tom agrees that the capitalization and removal of the word “applicable” in the SLOs are fine with him. Reviewed and forwarded for action.

◆ **PDSS 080, 090, 092: Deletions**

Jane Gazale reviewed the deletions of PDSS 080, 090, and 092. For 080, the law requires them to not offer a class for services. For 090, the course has not been taught for over 6 years and this course is also a service. 092, has not been taught since AB 705. Reviewed and forwarded for action.

◆ **Local GE Pattern Proposal #1: Addition**
Local GE Pattern Proposal #2: Addition

Jane Gazale reviewed the additions of the local GE pattern proposal #1 and #2. Jane shared the proposals with the Curriculum Committee and gave a brief report of what happened at the last meeting. There was a second campus-wide session with good turnout with good feedback from students. The curriculum committee then looked at the timeline of what has been done so far. The first proposal has the minimum requirements from the state and includes a lab for Area 5, the addition of Area 7A for Lifelong Learning and Personal Growth, and Area 7B for Wellness or Exercise Science, both one course. This would bring the total number of units to a range of 26-34 units. The second proposal has the minimum requirements from the state. However, this proposal also includes the lab changes for Area 5 and an Area 7 for Lifelong Learning or Personal Growth or Wellness or Exercise Science or Career Skills and an Area 8 for an elective course from Area 3, 4, or 5. Proposal number 1 is the most like Grossmont Colleges proposal. Moriah Gonzalez-Meeks noted that they look the same and asked if they are the exact same or not. Our first proposal should be the exact same after one small correction is made. This has been a collaborative effort with Grossmont, but we continued the conversation on our campus and came up with our own second proposal. There is a meeting with Grossmont tomorrow. Reviewed and forwarded for action.

OTHER:

◆ Local GE Pattern Memo – Josh Franco

Josh shared a memo that has been circulating since February of this year and includes publically available extensive data that could be used to assist with creating a proposal. Josh shared Proposal: Ignite 9 and Proposal: Spark 6 with the Curriculum Committee that includes an Area 0 where there would be units that could be filled with courses that the students want and that we currently offer. The criteria for Area 0 courses is TBD but these courses would be eligible for double counting for Major Degree courses but not double counting for other GE courses.

◆ GE Taskforce Update

◆ Next Curriculum Meeting Tuesday, September 3, 2024

◆ 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:

- 2025-2026 Curriculum proposals from faculty, and deans are due to the Instructional Operations Supervisor by the end of the day Wednesdays on the following dates (Please note the deans need the documents two days prior to Instructional Operations where applicable):
 - August 21, 2024
 - September 4, 2024
- The deadline date for faculty to turn in curriculum to meet the October 2024 Board Packet is August 21, 2024.
 - Additional Deadline dates for the academic year to follow at the next curriculum committee meeting September 3, 2024.
- 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).