CUYAMACA COLLEGE

CURRICULUM, GENERAL EDUCATION AND ACADEMIC
POLICIES AND PROCEDURES COMMITTEE

Minutes of October 1, 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, ☑ Laura Ratto, ☑ Vivi Ricardez Veasey, ☐ Karen Sumek, ☑ Marisol Thayre, ☐ Kelly Togerson, ☑ Christopher Torres, ☑ Laurie Woods
EX-OFFICIO: ☐ Anthony Campbell, ☐ George Dowden, ☐ Tammi Marshall, ☐ Agustin Orozco, ☐ Marissa Salazar, ☐ Rita Ghazala

RECORDER/MINUTES: Julie Kahler/Aiden Lovewell

GUESTS: Karla Gutierrez, Annie Zuckerman

APPROVAL OF MINUTES of September 17, 2024: *Franco/Arroyo* to approve: 14 Yes, 0 No, 0 Abstentions.

ACTION ITEMS: Adoption of the Consent Calendar:

- **Art 121, 129, 135, 220, 221, 222, 230, 231, 232, 233, 235, 236, 241, 242:** Review, SLOs

- **CD 124:** Modification
  CD 126: Modification, Content Review
  CD 106, 130, 132, 143: Review

- **CIS 120:** Modification, SLOs
  CIS 170: Modification

- **ES 008A, 248:** Review
  ES 008BC: Review, SLOs

- **GD 125:** Review, SLOs

- **PARA 120, 130, 132, 140:** Review, SLOs

- **SPAN 141, 145:** Review

Woods/Jabour to approve consent calendar minus the pulled items: 14 Yes, 0 No, 0 Abstentions.

Pulled from Consent Calendar:

CIS 120: Modification, SLOs
Annie Zuckerman discussed the CIS 120 course with the curriculum committee. They are updating to new hardware and software versions, phasing out the old system certification for newer cloud-based functionality, and bringing the course current with trends and the industry. This course is intended to prepare them for the certification but does not certify them. The instructor gives recommendations and potential discounts where applicable. Josh Franco recommended potentially adding a resource request to help fund certification tests for students, and Annie agreed that this would be a good idea.

Franco/Ricardez Veasey to approve CIS 120: 15 Yes, 0 No, 0 Abstentions.

INFORMATION ITEMS:

- **CSU Breadth (Certificate of Achievement):** Deletion
  Jane Gazale reviewed the CSU Breadth Certificate of Achievement deletion. The CSU Breadth and IGETC are being removed from the catalog to be replaced with Cal-GETC certificate of achievement. Reviewed and forwarded for action.

- **IGETC (Certificate of Achievement):** Deletion
  Jane Gazale reviewed the IGETC Certificate of Achievement deletion. Same as CSU Breadth notes. Reviewed and forwarded for action.

- **MATH 121:** Deletion
  Annalinda Arroyo reviewed the MATH 121 deletion. We created this course with the hope of supporting Career Education by offering a math course that students could take to complete certifications. However, it never took off. This course was heavily advertised with plenty of supplies and materials, but only one student showed up. Students are satisfying their requirements elsewhere, so there is no need to keep this course. Reviewed and forwarded for action.

- **Spanish for Transfer (AA-T):** Modification
  Karla Gutierrez reviewed the modification being made to the Spanish for Transfer degree. We have to remove SPAN

141 and 145 as they did not contain the required textbooks. We are working on adding these required textbooks soon but in the meantime these courses have temporarily lost articulation for the ADT. The CSU and IGETC language is being updated to be replaced with Cal-GETC. The total number of units are also being updated to reflect this. Reviewed and forwarded for action.

♦ **Alignment Procedures:** Addendum for CCN courses
Jane Gazale reviewed the Alignment Procedures addendum for CCN courses. We are expediting the alignment process for the Common Course Numbering that is coming. The first five steps are newer and the sixth step will follow the regular alignment process from there. Reviewed and forwarded for action.

OTHER:

♦ Transfer Degrees Cal-GETC Cleanup
The committee discussed allowing Vivi to operationalize the work being done to update the IGETC and CSU language in our degrees without having the faculty sign off and submit all of the degrees to curriculum. These changes would only be to change the language in the degrees to remove CSU and IGETC language and incorporate Cal-GETC language in its place, which is going to be required regardless.

Vote to have Vivi make the necessary language changes: Unanimously approved by the curriculum committee.

♦ CIM: User Training-Scheduling

♦ Goals for the Curriculum Year (Continued)

- Curriculum Software Management System

  o 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

- Fall 2024 Curriculum Committee Training – continued

  o DEIA - Workgroup

♦ Dates:

- Curriculum proposals for the 2025-2026 curriculum year from faculty and deans are due to the Instructional Operations Supervisor by the end of the day Wednesdays on the following dates:
  o August 21, 2024
  o September 4, 2024
  o September 18, 2024
  o October 2, 2024
  o October 16, 2024 (Last submittals for the December board packet)
  o November 6, 2024
  o *March Board packet deadline TBA
- August 21, 2024: The deadline date for faculty to turn in curriculum to meet the October 2024 Board Packet.
- October 1, 2024: Notification of the intention to delete a program must be sent to the Instructional Operations Supervisor of each year. This requirement is to prepare for the next year's student application for the major.
- October 2, 2024: Six CCN course outlines due to curriculum
- October 8, 2024: Governing Board to review and approve October Board packet
- October 15, 2024: Six CCN course outlines up for curriculum vote for November Board packet
- October 16, 2024: The deadline date for faculty to turn in Curriculum to meet the December Board Packet and;
  o Modifications for transfer degrees (ADTs) are due by the December Board Packet deadline.
  o To ensure the deadlines for Curriculum Committee and Governing Board approval can be met, as well as being mindful of the Articulation timeline, course deactivations and deletions should be submitted as early as possible in the fall semester and by the December board packet deadline.
  o Transfer GE for the next calendar year must be approved at the last meeting in fall for the next calendar year 2025-2026. Proposal deadline to turn in is October 16, 2024.
  o Course numbering changes are to be turned in by the December Board packet deadline.

- November 12, 2024: Governing Board to review and approve November board packet.
- *March Board packet deadline TBA: When the Governing Board sets the meeting dates and deadlines for the 2025 year, this will be updated.
  - Course additions should be submitted as early as possible in the fall semester; however, the window will extend to the beginning of the spring semester by the March board packet deadline.
  - Program modifications intended to add the new courses are recommended to be submitted at the same time as the course addition.
- December 17, 2024: Governing Board to review and approve December board packet.

♦ Articulation Timeline (GE approvals):
- The Articulation Officer determines if courses are CSU transferable.
- Courses are submitted for UC transferability once per year between August 1st – 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 2024 will be effective fall 2024, if approved).
- Courses that were approved as UC transferable can be submitted in December of each year to be approved for Cal-GETC
  - Only Curriculum Committee approval of COR is needed, not Board.
  - Cal-GETC decisions are typically returned in May and go into effect the following fall semester (courses submitted in December 2024 will be effective fall 2025).