CUYAMACA COLLEGE

CURRICULUM, GENERAL EDUCATION AND ACADEMIC
POLICIES AND PROCEDURES COMMITTEE

Minutes of November 5, 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, ☑ 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: Keenan Murray, Annie Zuckerman, Jennifer Tomaschke, Joan Rettinger, Teresa Hodges

APPROVAL OF MINUTES of October 15, 2024 and October 22, 2024: *Torres/Jabour* to approve: 15 Yes, 0 No, 0 Abstentions.

ACTION ITEMS: Adoption of the Consent Calendar:

- **CHEM 012, 020:** Deactivations

- **ENGL 271:** Modification, Content Review
  ENGL 214, 270: Deactivations
  English for Transfer (AA-T): Modification

Arroyo/Martin to approve consent calendar: 15 Yes, 0 No, 0 Abstentions.

INFORMATION ITEMS:

- **ART 224, 225:** Deactivations
  Art and Design (Associate in Arts): Modification, PLOs
  Josh Eggleton reviewed the changes being made to ART 224, 225, and the Art and Design AA. ART 224 and 225 have not been offered since the 2016-2017 academic year as they have not been filling. The Art and Design AA is the final art major being revamped with updates to the included courses as well as some language updates. Reviewed and forwarded for action.

- **BIO 115:** Deactivation
  Biology for Transfer (AS-T): Modification, PLOs
  Biological Sciences: Pre-Allied Health (Associate in Science): Modification, PLOs
  Richard Jimenez and Tammi Marshall reviewed the changes being made to BIO 115, Biology for Transfer AS-T, and the Biological Sciences: Pres-Allied Health AS. BIO 115 has not been offered in the last 6 years. The plan is to keep it on the books but there is no plan to offer the course anytime soon. Biology for Transfer is receiving updated language and modified PLOs. Biological Sciences: Pre-Allied Health is receiving updated PLOs to be clearer and be reduced by one. The verbiage and language is being revised for increased accessibility and to prepare for CCN. Reviewed and forwarded for action.

- **CIS 125:** Review
  Annie Zuckerman reviewed the changes being made to CIS 125. The textbooks and references are being updated. Reviewed and forwarded for action.

- **COMM 145:** Modification
  Vivi Ricardez Veasey reviewed the changes being made to COMM 145. This course is being resubmitted for GE. It was originally denied and the main comment was that it wasn't focused enough on writing. We are trying to make appropriate changes to beef up the writing content for approval as well as update the texts and references. Reviewed and forwarded for action.

- **ENGR 101:** Addition, Assign to Discipline/s, Distance Education, GE (Area 3), SLOs
  ENGR 119, 182, 199: Review
  ENGR 218, 230: Modification
  Civil Engineering (Associate in Science): Modification
  Keenan Murray reviewed the changes being made to ENGR 101, 119, 182, 199, 218, 230, and the Civil Engineering AS. ENGR 101 is a new course and Keenan shared some context. This course is designed to count for a similar SDSU course and is tailored towards civil, construction, and construction management engineers. The course would go through the history

of construction and construction culture of the past. This is Keenan's first attempt at a GE course for ENGR. The textbooks are the exact same SDSU is using. Tech review noted the textbooks and references could be reviewed to include a broader perspective on the scope of the course. Keenan explained that the books are included specifically for students to do a group research project around them. Vivi noted how the course is currently written it probably wouldn't be strong enough for GE approval and recommended not requesting GE or strengthening it. Vivi further explained that content and objectives need to be aligned better. Tammi Marshall clarified the current content is important to include for ENGR. Vivi and Jane explained that applying for GE would mean adding to the content and not necessarily removing anything. Tania recommended pulling examples from existing HIST course contents. ENGR 119, 182, and 199 are going through the regular review cycle with textbook updates and updated work experience hours. Tania recommended updating the SLOs for ENGR 199 as the SLOs aren't up to recommended standards. ENGR 218 is cross-listed with SURV 218. Basic trigonometry is being including into the course content as MATH 170 has been removed from the prerequisites. Removed entrance skills and made updates to texts and references. Curriculum noted that the SLO's needed to be updated. These changes are identical to the changes noted for SURV 218. ENGR 230 was collaborated on with SDSU to determine how to get this course articulated with one idea being to use the same labs as SDSU. Civil Engineering AS is being updated to include the ENGR 101 course into the program. ENGR 101 and the Civil Engineering degree will be delayed until the next meeting. The other ENGR courses have been reviewed and forwarded for action.

- **ES 121:** Modification, Distance Education, Cal-GETC (Area 4)
  ES 012, 024C, 060C, 076C, 175C: Audit Policy
  Laura Ratto and Jennifer Tomaschke reviewed the changes being made to ES 121, 012, 024C, 060C, 076C, and 175C. ES 121 notes are the same as PSY 121 notes as they are cross-listed. Rest of the ES courses are being requested to be added to the Audit Policy so they can be retaken after A, B, C completion. Reviewed and forwarded for action.

- **ESL 2A, 2B, 050G:** Deactivations
  ESL Pathway to Transfer: Behavioral and Social Sciences (Certificate of Achievement): Addition
  ESL Pathway to Transfer: Business and Professional Studies (Certificate of Achievement): Addition
  ESL Pathway to Transfer: Culture, People, and Ideas (Certificate of Achievement): Addition
  ESL Pathway to Transfer: Environmental and Applied Technology (Certificate of Achievement): Addition
  ESL Pathway to Transfer: Health Sciences (Certificate of Achievement): Addition
  ESL Pathway to Transfer: Language and Communication (Certificate of Achievement): Addition
  ESL Pathway to Transfer: STEM (Certificate of Achievement): Addition
  ESL Pathway to Transfer: Visual and Performing Arts (Certificate of Achievement): Addition
  Laurie Woods reviewed the changes being made to ESL 2A, 2B, 050G, and the ESL Pathway to Transfer Certificate Additions. Cyprus College is doing these ACP pathway certificates for ESL and we want to adopt them as well. These certificates acknowledge students' progress of finishing ESL and include Pathway certificates for all 8 pathways. The Curriculum Committee recommended removing "to transfer" from each pathway certificate for clarity and updating the titles. Deactivating 2A and 2B because they are now combined into ESL 2. ESL 050G was a grammar support class but there is now 050S to replace it. Laurie is requesting a deactivation of all three courses. Reviewed and forwarded for action.

- **ETHN 162:** Addition, Assign to Discipline/s, Cal-GETC (Area 6), GE (Area 6), SLOs
  ETHN 120: Modification, Cal-GETC GE (Area 6), SLOs
  ETHN 145: Modification, Cal-GETC GE (Area 4, 6), SLOs
  Teresa Hodges reviewed the proposals for ETHN 162, 120, and 145. ETHN 162 is a course addition to be assessed for area 6. This will be pulled and come back in the spring. ETHN 120 will be foundational course with updates including: overall changes to the course content, aligning objectives more to the course content, added and edited some of the assignments, updates to texts and references, and overhauled SLOs. This work is being done for Cal-GETC approval. ETHN 145 will serve as one of the first foundational courses for ETHN as they are no longer cross-listed courses. This includes similar changes to ETHN 120. Reviewed and forwarded for action.

- **GEND 119:** Addition, Assign to Discipline/s, GE (Area 4), SLOs
  Jane Gazale reviewed the addition of GEND 119. Same as PSY 119 notes. Reviewed and forwarded for action.

- **Graphic Design (Associate in Arts, Certificate of Achievement):** Modification
  Jane Gazale reviewed the modification to the Graphic Design AA and Certificate. Tom is going to take the degree to the advisory committee for their review and to receive their official minutes. Pulled until we receive all of the necessary paperwork.

- **HED 201, 202, 203:** Modifications
  Vivi Ricardez Veasey reviewed the modifications to HED 201, 202, and 203. We are resubmitting because we received conditional CID approval. The course content was not enough so we reviewed and updated the CID descriptor in hopes of satisfying CID approval needs. The Curriculum Committee noted that for HED 203, the first SLO needs explanation by Scott Herrin. The committee is requesting Scott Herrin come and explain some of the concerns over the verbiage and content. Reviewed and forwarded for action.

- **PARA 250:** Review, SLOs
  Joan Rettinger reviewed the changes being made to PARA 250. Adding some clarifying language to the SLOs. Tania noted that we can't use the language "demonstrate understanding" in the SLOs. Joan is open to changing the third SLO to more suitable language. Reviewed and forwarded for action.

- **PSY 119, 121:** Addition, Assign to Discipline/s, Distance Education, Cal-GETC (Area 4), GE (Area 4), SLOs
  Jane Gazale reviewed the addition of PSY 119 and 121. PSY 119 will be cross-listed with GEND 119. Focused on intersexuality and different issues women face regarding sexuality. Vivi feels that this course is a strong applicant for GE. PSY 121 will be cross-listed with ES 121. This will be the same course but with added detail to the different theories, updated texts to the most recent versions, and added Distance Education. This course will be submitted for Cal-GETC. Reviewed and forwarded for action.

- **SCI 100:** Deletion
  Tammi Marshall reviewed the deletion of SCI 100. We have created STEM 101 and that is becoming the larger focus. There have been attempts to offer SCI 100 that have not been successful due to enrollment. Reviewed and forwarded for action.

- **SURV 100:** Addition, Assign to Discipline/s, SLOs
  SURV 101, 102: Additions, Assign to Discipline/s, Content Review, SLOs
  SURV 218: Modification
  Unmanned Aerial System (Drone) Technologies (Certificate of Specialization): Addition, PLOs
  Keenan reviewed the additions of SURV 100, 101, 102, the Unmanned Aerial System Technologies Certificate, as well as the modifications being made to SURV 218. SURV 100 will be the first course for the Drone certificate and will include assembling, disassembling, and flying drones. We currently have 8 drones for use. Keenan noted that there is a large demand for surveyors and students are taking one or two courses and getting jobs. There were discussions around adding this to an associate degree but students aren't staying long enough to reach completion by our standards. SURV 101 will center on using the drones to collect data and get more advanced flight time. SURV 102 will have students demonstrate the ability to do all the surveying they have learned from 100, 101, and 218, on their own. The proposed certificate will include all the new courses and SURV 218. This certificate is designed to be useful for the surveying industry. Reviewed and forwarded for action.

- **ADTs (AB 928, AB 1111):** Modifications
  Vivi Ricardez Veasey reviewed the modifications to the ADTs. Vivi has been working on getting the ADTs updated for Cal-GETC. These are not substantive changes, just changes to Cal-GETC language, CCN language, and units to meet Cal-GETC requirements. Environmental science and elementary education are not included because the templates do not currently work with Cal-GETC. They are currently being worked on but there is no date yet. Reviewed and forwarded for action.

- **Work Experience Education:** Modifications
  Jane Gazale reviewed the modifications to Work Experience Education. These changes come from the Title V changes with 54 hours being the new Work Experience regulation. We have cancelled all of the section notes that were wrong for spring 25 and corrected them so students know that they will be putting in 54 hours instead of 60 or 75 hours. We are also double checking with AUTO over some WEX hours concerns. Reviewed and forwarded for action.

OTHER:

- DEIA Curriculum Work Group
- 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

♦ 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 for last submittals January 22, 2025 (Tentative)
- 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.
- *January 22, 2025 (Tentative): March Board packet deadline. When the Governing Board sets the meeting dates and deadlines for the 2025 year, this will be updated.
  o 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.
  o Program modifications intended to add the new courses are recommended to be submitted at the same time as the course addition.
  o No other curriculum proposals will be processed for the 2025-2026 catalog after this date.
- 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.
  o UC transferability decisions are typically returned no later than October (following submission).
  o 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
  o Only Curriculum Committee approval of COR is needed, not Board.
  o 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).