

## GROSSMONT COLLEGE CURRICULUM COMMITTEE

### Meeting Summary for Tuesday, March 16, 2021 via Zoom

Dr. Marshall Fulbright, Administrative Co-Chair

Dee Aceves, Faculty Co-Chair

- MEMBERS PRESENT:** Dee Aceves, Krista Ames-Cook, Javier Ayala, Liz Barrow, Jeanette Calo, Martha Clavelle, Caylor Cuevas, Marion de Koning, Angela DiDomenico, Carl Fielden, Marshall Fulbright, Karen Hern, Felicia Kalker, Raymundo Quezada, Sharon Sampson, Jason Stevens, Alan Traylor
- MEMBERS ABSENT:** Sebastien Cormier; Tenille Venard; Vacant position – ASGC Student Rep.
- ADMINISTRATIVE SUPPORT:** Bobbi Prilaman
- FACULTY GUESTS:** Dave Dillon, James Foran, Jade Sloan

This is a Zoom meeting of the Curriculum Committee due to the COVID-19 pandemic and subsequent campus closure. The Brown Act requires all motions, seconds, and votes to be recorded in the Zoom chat room. Meeting was livestreamed via YouTube for the public.

Meeting was called to order by Dee Aceves at 2:04 pm.

#### **APPROVAL OF SUMMARY from March 9, 2021 meeting:**

*Calo/Fielden* to approve meeting summary: 17 Yes, 0 No, 0 Abstentions.

Typo corrected on posted Agenda for 3/16/2021: Culinary Arts items pulled from the Consent Calendar on 3/15/2021 should have stated **CA 180, 280, 281, 282** and has been revised where necessary.

#### **ACTION ITEMS:**

Consent Calendar posted on Agenda was revised at beginning of the meeting to pull five courses that needed additional edits before being approved by the committee:

- ◆ **CA 160, 164, 169**
- ◆ **ETHN 132, 133**

Adoption of the Consent Calendar:

- ◆ **PSY 125\*:** Course Modification (\* denotes cross-listed course)
- ◆ **COMM 144\*:** Course Modification (\* denotes cross-listed course)
- ◆ **ENGL 236\*, 237\* 238\*:** Course Modifications (\* denotes cross-listed course)
- ◆ **HIST 154\*, 155\*:** Course Modifications (\* denotes cross-listed course)
- ◆ **ETHN 115, 125\*, 126, 127, 128, 134, 135, 143, 144\*, 145, 194, 236\*, 237\*, 238\*:** Course Modifications (\* denotes cross-listed course)
- ◆ **GEND 116, 117, 154\*, 155\*:** Course Modifications (\* denotes cross-listed course)
- ◆ **CA 105, 163, 165, 166, 167, 170, 171, 172, 173, 174, 175, 176, 177, 178, 183, 184, 185, 186:** Course Modifications
- ◆ **Pastry Arts (CA):** Degree Modification

*de Koning / Stevens* to proceed with Faculty presentations/discussion of curriculum items: 17 Yes, 0 No, 0 Abstentions.

#### **PRESENTATIONS/INFORMATION FROM FACULTY GUESTS:**

- ◆ James Foran updated the committee on the modifications made to the Culinary Arts (CA) courses and degree listed above. Recent Student Learning Outcome (SLO) updates prompted a complete review of the Course Outlines of Record (CORs). He updated sanitation guidelines as a corequisite or prerequisite on several courses to be better aligned with best practices in the culinary arts industry. He also updated some course titles to better reflect current terminology or nomenclature along with needed modifications for the courses and related Pastry Arts degree. The committee had some comments and follow up questions, including the connection with the CA program and Specialty Produce. James shared that he works closely with Specialty Produce and that this has been a

productive and helpful networking and learning opportunity for his students to see the supply chain process first-hand. Committee members applauded James for the comprehensive work he did to update his courses and some commented they are considering enrolling for one of his classes.

- ◆ Jade Solan attended on behalf of the Communication department to share about the recent updates made to the cross-listed course with Ethnic Studies. Raymundo Quezada also provided a general overview of the other Ethnic Studies courses that are on the Consent Calendar. **IOPS Action Item:** Head/primary course for each of the cross-listed classes in the list above needs to be confirmed.

*Traylor / Stevens* to approve Consent Calendar: 17 Yes, 0 No, 0 Abstentions. Above approved items will be added to next Board Packet in 2021.

Items pulled from Consent Calendar and will be brought forward at a future meeting. Courses pulled at beginning of today's meeting are noted above and also included below.

- ◆ **CA 160, 164, 169, 180, 280, 281, 282** – Course Modifications (Content Review incomplete or minor edits to COR)
- ◆ **BOT 086, 100, 104, 105, 106, 108, 109, 110, 111, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 150, 151, 161, 163, 164, 165, 167, 170, 172, 176, 179, 223, 224, 225** – Course Modifications (Content Review incomplete)
- ◆ **BOT 133** – Course Addition & Distance Education (Content Review incomplete)
- ◆ **BOT 094, 095, 096, 097, 101, 102, 112, 131, 153, 201, 203, 216, 219, 220, 229, 230, 280 ABC, 281 ABC, 282 ABC, 283 ABC** – Deletions (wait for when rest of BOT returns for a future Consent Calendar)
- ◆ **BOT Degree & Certificate Modifications** – (wait for when rest of BOT returns for a future Consent Calendar)
  - Degrees: **Administrative Assistant & Executive Assistant**
  - Certificates of Proficiency (COP): **Front Office Receptionist, Office Professional, Office Assistant Level I, Office Assistant Level II, Office Software Specialist Level II, and Account Clerk**
- ◆ **CSIS 119, 135, 145, 276, 290, 297** – Course Modifications (Content Review incomplete)
- ◆ **CSIS 100, 172, 176, 282** – Course Deletions (wait for when rest of CSIS returns for a Consent Calendar)
- ◆ **ETHN 132, 133** - Course Modifications (additional edits forthcoming)

#### **CHAIR REPORT:**

- ◆ **Draft Distance Education (DE) Form** – Dave Dillon, DE Coordinator, provided an update and overview on the draft form. Committee members reviewed via shared screen and provided input and suggestions. Dave offered to share draft via email and will request additional feedback from the committee. Online Format Options were reviewed and universal language (amongst SDICCA DE Coordinators) is being considered for future implementation. Discussion of proposed online formats in the draft centered on concerns about the coding aspects (for apportionment) and what descriptors/terms are most helpful for students. Comment from the committee that additional DE information could be more readily available on syllabi. Inquiry about how the online formats impact the students who are Veterans and must have at least one face-to-face course to be eligible for their funding. Clarification requested to designate Canvas as a Learning Management System (LMS) instead of as a Course Management System (CMS) to avoid confusion with future implementation of a Curriculum Management System (also CMS).
- ◆ **Course Revision Policy** – Updated draft of the Course Revision Policy was reviewed by committee members with no additional comments or suggestions. Committee agreed to vote on this policy at today's meeting.  
**Action:** *Calo / Traylor* to approve Course Revision Policy  
**Results:** 17 Yes, 0 No, 0 Abstentions. Approved Course Revision Policy will be routed to Academic Senate as an informational item and will be implemented in spring 2022.
- ◆ **Curriculum Forms Review** – Request for committee members to review the current Curriculum Submission forms and submit feedback/input by March 26, 2021.
  - **Goals:** Increase the utility of the current Curriculum Submission forms, increase successful completion by faculty, and streamline the information required.
  - One Drive link to the forms and a Google Form link will be shared to committee members via email.
- ◆ **Other Items** – Board Meeting on March 16<sup>th</sup> that includes curriculum submissions for approval.

## **DISCUSSION ITEM/S:**

- ♦ **Accreditation Verification Forms** (Student Learning Outcome Updates – SLOs) – Tabled / No time remaining.
- ♦ **MEETING ADDENDUM 3/19/2021:**
  - This week's meeting went almost to the last minute, so we were unable to get to the SLO discussion item on our agenda. Dee Aceves shared an email from Tate Hurvitz, Faculty Accreditation Co-Chair, to the committee members on Thursday, March 18, 2021 for context to that item.
  - There are three (3) courses that are need to be updated before the next meeting on April 6<sup>th</sup> when the complete list of SLO updates will be reviewed and discussed.
  - Since the Curriculum Committee is not having a meeting next week (March 23) and the following week (March 30) is spring break, Dee Aceves suggested this item be approved via email on March 19, 2021.
  - **Voting via email opened on March 19<sup>th</sup> and closed at 9:00 AM on March 22, 2021.**
    - **Action:** As an exception, I/we agree to the updating of SLOs for three courses: **History 100, Culinary Arts 164, and French 120.**
    - **Results:** 16 responses with 100% YES, 0 No, and 0 Abstentions.
  - Results shared to committee members and Tate Hurvitz via email on March 22, 2021 at 9:40 AM.

## **OTHER:**

- ♦ **Reminders** – All curriculum approved in 2020FA and 2021SP is effective for the 2021-2022 Grossmont Catalog.

**Adjourned:** 3:54 PM  
**Next Meeting:** April 6, 2021  
**Place of Meeting:** Zoom  
**Summary Prepared By:** Krista Ames-Cook, Instructional Operations (IOPS) Interim Supervisor  
**Attachment:** None