Academic Senate – Curriculum Committee

Agenda for

Tuesday, September 3, 2024

12:30 pm – 1:50 pm

Rm 269 Cravens Student Services
Zoom Link:

https://collegeofthedesert-edu.zoom.us/j/86330457342

Academic Senate Mission Statement: As the official voice of faculty in academic and professional matters at the College of the Desert, the Academic Senate is committed to equity, student learning and student success. The Academic Senate at College of the Desert is committed to:

Lead and advocate proactively for the development of policies, processes, and practices that benefit student success and develop faculty leaders;

Include diverse faculty, perspectives, and experiences that represent our student populations in our decision making;

Empowering faculty to engage the shared governance of College of the Desert in the 10+1 areas and to take-action for continued improvement of teaching, learning, and faculty participation in the areas of:

1.	**Curriculum includes establishing prerequisites and placing courses within disciplines**
2.	**Degree and certificate requirements**
3.	**Grading policies**
4.	**Educational program development and educational program discontinuance**
5.	**Standards or policies regarding student preparation and success**
6.	**District and college governance structures, as related to faculty roles**
7.	**Faculty roles and involvement in accreditation processes, including self-study and annual reports**
8.	**Policies for faculty professional development activities**
9.	**Processes for program review**
10.	**Processes for institutional planning and budget development**

❖ **Other academic and professional matters as mutually agreed upon between the governing board and the academic senate.**

Committee Members:

John Learned, Chair; Jenne Carey, Arts & Media; Eddie Vaca, Applied Sciences; Lisa Davenport, Adjunct; Gwen Earle, Business; Donna Greene, Library, DE, Student Support Services; Martha Torres Mendez, Communication & Humanities; Mariana Zepeda, General Counseling; Sharon Vilarino, Health Sciences & Education; Dan Kleinfelter, Math & Computer Science; Alexa Sawa, Science & Engineering; Elizabeth Walker, Social Sciences;

Guests and Ex-Officio: Misty Burruel (Vice President, Instruction), K. Camacho (Student Learning Outcome Coordinator), J. Huntzinger (Articulation Officer), TBD, (Student Representative), R. Brazell and C. Etter (Curriculum & Catalog Specialists)

Recorder: Cheryl Louise Etter

Quorum 6 Majority 7:

Subject to Brown Act: Yes

1. Call to Order/Roll Call

    1.1   Public Comments

2. Action Items

2.1 Approval of Agenda

2.2 Approval of Minutes: 5/07/2024

2.3 Consent

    2nd Reading: Modified Courses

       2.3.1 ACR 090: Introduction to Building Automation Systems
       Effective: Fall 2025. Course title change, update catalog and schedule description. Remove Advisory: RDG 061 and add Advisory: ACR 064. Update textbook, SLOs, methods of instruction and evaluation, and change Allow Audit from: ~~No~~ to: Yes.

       2.3.2 ACR 091: Introduction to ~~Advanced~~ Building Automation ~~Control~~ Networks and Programming
       Effective: Fall 2025. Course title change, update catalog and schedule description. Remove Advisory: RDG 061 and add Advisory: ACR 064. Update methods of instruction and evaluation, and in and out-of-class assignments. Change Allow Audit from: ~~No~~ to: Yes.

2.3.3 ACR 092: Advanced Building Automation Networks and Programming
Effective: Fall 2025. Change Advisory to Prerequisite: ACR 090, add Prerequisite: ACR 091. Remove Advisory: RDG 061 and Remove hybrid modality, update catalog and schedule description, textbooks, methods of instruction and evaluation. Change Allow Audit from: ~~No~~ to: Yes.

2.3.4 CDE 220: Infant/Toddler Growth & Development
Effective: Fall 2025. Remove Prerequisite: CDE 101

2.3.5 CDE 230: English Language Learners in ECE
Effective: Fall 2025. Change Prerequisite to Advisory: CDE 101

2.3.6 CDE 232: Science, Technology, Engineering & Math in ECE
Effective: Fall 2025. Change Prerequisite to Advisory: CDE 101

2.3.7 CDE 236: Music and Movement for Young Children
Effective: Fall 2025. Change Prerequisite to Advisory: CDE 101

2.3.8 CH 005: Bio-organic Chemistry
Effective: Fall 2025. Update textbook

2nd Reading: New Course

2.3.9 HS 076: Essential Skills for Community Health
Effective: Fall 2025. No Requisites. Not Transferable

2.4 Pulled Off Consent

2.5 **1st Reading**: Modified Courses

2.5.1 AUTO 093B: Light/Medium Duty Diesel Systems
Effective: Fall 2024. Update textbook

2.5.2 CDE 201: Health, Safety & Nutrition
Effective Term: Spring 2025. Remove Prerequisite: CDE 104.

2.5.3 CDE 203: Observation and Assessment
Effective Term: Spring 2025. Remove Prerequisite: CDE 201 and add Prerequisite: CDE 104

2.5.4 CDE 220: Infant/Toddler Growth & Development

Effective Term: Spring 2025. Remove Prerequisite: CDE 101. Update textbooks

2.5.5 PH 020A: Physics for Life Sciences Majors I

Effective Term: Fall 2025. Update textbook. Change Allow Audit from: ~~No~~ to: Yes

2.5.6 PH 020B: Physics for Life Sciences Majors II

Effective Term: Fall 2025. Changing Corequisite to Prerequisite: MATH 001B or concurrent enrollment

2.6 1st and 2nd Reading: Modified Program

2.6.1 Computer Information Systems Transfer Preparation (originator: fmarhuenda)

Effective: Fall 2024. Remove SOC 003. Update catalog description, goals and objectives, program requirements: Add required courses: CIS 081 and CIS 088 (optional), BUMA 003. Remove SOC 003. Unit total 62-64.

2.7 1st Reading: New Credit Programs

2.7.1 CSU Golden 4 Transfer Certificate (Originator: S. Cooper)

Effective Term: Fall 2025. Total Units: 28-31. Rationale/goal: tailored to university degree transfer requirements for CSU.

2.7.2 Cybersecurity Specialist (Originator: fmarhuenda)

Effective Term: Fall 2025. Total Units: 19-25. Rationale/goal: Certificate is intended to be started after the completion of the Network Specialist CIS certificate of Achievement.

2.7.3 Network Specialist Certificate of Achievement (Originator: fmarhuenda)

Effective Term: Fall 2025. Total Units: 18. Rationale/goal: Provides CompTIA and Cisco certifications for technology-related careers.

2.7.4 UC 7 Course Transfer Pattern (Originator: S. Cooper)

Effective Term: Fall 2024. Total Units: 21-32. Rationale/goal: tailored to university degree transfer requirements for UC.

1st Reading: New Noncredit Programs

2.1.1 Business Calculus Preparation Certificate of Competency (Originator: M. Flora)
Effective Term: Fall 2025. Noncredit hours: 126. Rationale/goal: Noncredit evidence of preparation for business associates or bachelor's degree.

1st Reading: Deactivated Programs

2.1.2 Advanced First Aid & Safety, CPR/AED Certificate of Completion

2.1.3 Lifeguard Training Certificate of Completion

2.1.4 Water Safety Instructor Certificate of Completion
Effective: Fall 2024

2 Other Action Items

3rd Reading

2.1 [Revised COD General Education Worksheet](#)

3 Information/Discussion Items

3.1 Financial Aid – New Gainful Employment Program Length Restrictions

- Programs require the following criteria for financial aid submission and eligibility approval:

- Program Length Restrictions

- Delivery of Program
  - Direct assessment is used if student progress is measured, in whole or in part, in the program using direct assessment. If you check "direct assessment," we must upload documentation that explains how a student's progress is measured in the program and documentation you have received from your accrediting agency indicating that it has evaluated and approved the program and your method of measuring student progress in the program. We do not utilize this method.

- o All COD programs use classroom assessment. This method will be provided to the Financial Aid Director when programs are submitted for eligibility approval by Lead Curriculum Specialist

- Delivery Method
  - o Programs must list the % of distance education offered

- Standard Occupational Codes (SOC)
  Classifies work roles into occupational categories based on job duties
  - o [SOC/CIP Crosswalk](#)
  - o Use the crosswalk above to identify an appropriate SOC code that aligns with the CIP and TOP codes for each program
  - o A new SOC code field has been added to the CIM program form to capture this information
  - o An SOC collaborative spreadsheet will be shared with faculty originators impacted and respective Deans and Chairs by Thursday, September 5th.
  - o SOC Due date: September 25th

3.2 [2024-25 Curriculum Timeline & Priority Submission dates](#)

3.3 The Chancellor's Office – COCI Database Week Long Closure Maintenance Periods impact the curriculum approval and implementation timeline:

> Colleges will not be able to submit or update courses or programs. The maintenance shutdowns will occur during the same time periods every year. Please calendar the dates provided in the chart below.
>
> COCI MAINTENANCE PERIODS 2023-2024
> Second Week in January (2024) Jan 8th – Jan 14th
> Last Week of March (2024) March 25th – March 31st
> **Last two weeks of July and first two weeks of August (2024) July 22nd – August 11th**
> Last Week of October (2024) Oct 28th – Nov 3rd

Closure Weeks:

- o October 28th – November 3rd
- o January 8th – 14th
- o March 25th – 31st

3.4 Chancellor's Office Approval Time Frame:
- Two staff members are reviewing programs for the 115 Community Colleges.
- The Chancellor's Office approval timeline has increased from 60 days to 90 to 100 or more days due to limited staff.
- For programs that are submitted and returned for revisions the approval window of 90 to 100 or more days starts over.
- As a result of the COCI maintenance closure and approval time frame, programs may not be approved by a desired effective term. Faculty need to monitor their email from the Curriculum Team (Chair, Articulation Officer and Curriculum Specialists) and prepare to make program revisions on a short timeline as needed.

3.5 Common Course Numbering – September Webinars | Noon-1pm
- Dates: 9/4 Webinar 1 | 9/11 Webinar 2 | 9/18 Webinar 3 | 9/25 Webinar 4
- CCN Report impacts course requisites and programs

SCHOOL	COD Courses	C-ID	Title	Course Requisites	Programs
COMM	COMM 001	COMM 110	Introduction to Public Speaking	1	7
COMM	ENG 001A	ENGL 100	English Composition	112	14
COMM	ENG 001X*	ENGL 100	English Composition with Co-Curricular Support	112	14
COMM	ENG 003	ENGL 105	Argumentative Writing and Critical Thinking	0	0
MATH	MATH 014	MATH 110	Statistical Methods	1	30
SSAR	PS 001	POLS 110	Introduction to Government	8	10
SSAR	PSY 001	PSY 110	General Psychology	4	24
SSAR	SOC 003	MATH 110	Fundamentals of Statistics	1	10
SSAR	SOC 004	ENGL 105	Sociological Analysis & Critical Thinking	0	7
	Total			239 (127)	116

* ENG 001X has been equated to ENG 001A, it will need to be added to the requisites noted for ENG 001A.

3.6 Cal-GETC Implementation

Courses
- Communication Studies courses (COMM 001, COM 005, COMM 013, COMM 017 and COMM 025) will be submitted for GE approval in December.
- December is the standard time frame for submission with approval expected in mid to late May each year.

Programs

A = Articulation item   S = Substantial change item

- [CalGETC Administrative Implementation Guidance Updates - 8/22/2024](#)
  - Transition to CalGETC in ASSIST
  - Transition certificate eligibility and IGETC courses
  - Grade Requirement for AD-Ts
  - General Education Patterns Reference
  - Cal-GETC Certificate of Achievement

- [Chancellor's Office Cal-GETC Curriculum Submission Guidance - 11/28/2023](#)

  - [AD-T Report](#)

Schools	CalGETC AD-Ts
ASBU	11
COMM	3
COUN	4
HSED	8
MASC	9
SSAR	20
Total	55

  - Articulation Officer will create new CalGETC GE page for 2025-26 Catalog and link new GE pattern in programs

  - ADTs will require at minimum adding the CalGETC language in the CIM catalog description and Narrative document, and attach the updated Narrative to the CIM program.

  - Check for a new TMC and update the TMC double count and elective units field on the form, verify all of the information, and attach this document in CIM.

  - The above changes will not require Chancellor's Office submission.

  - All programs that are updated with these minimum CalGETC requirements with no other changes must be submitted as a list to the Chancellor's Office with the certification form and appropriate signatures by June 1, 2025 (see guidance memo above)

Additional Updates beyond Cal-GETC language change

- o AD-Ts that require additional updates need to go through the regular curriculum approval process.

- o AD-T Catalog course titles and descriptions must reflect the CalGETC language in the Fall 2025 Catalog.

- o Add Phase 1 CCN courses to Program Requirements where applicable

  - o Check [Course Impact Report](#) to see if any courses need to be updated in a related program

  - o Make any other changes if needed, then submit to workflow

- All program changes are due by March 1st
  Curriculum Team needs time to review and submit complete and accurate documentation to the Chancellor's Office

- Cal-GETC Program Implementation Certification form is due May 30, 2025 to Chancellor's Office (see guidance memo on previous page)

2.1   2024-25 Semester Curriculum Office Hours – Open Sessions

Timeline: September 4, 2024 to April 24, 2025

Curriculum support will be provided to faculty via office hours to aid them in updating courses and programs for new CalGETC standard, Common Course Numbering (CCN), the local COD GE changes, new Gainful Employment regulations and regular curriculum submissions. Attend this workshop in-person or online via Zoom for assistance.

Check the **Curriculum Portal Calendar** for dates, times and meeting locations. Zoom links are also listed.

3   Reports/Updates

4   Good of the Order

5 Future Agenda Topics

6 Adjournment

Next Meeting

Tuesday, September 17, 2024 | Time: 12:30 pm – 1:50 pm

A = Articulation item   S = Substantial change item