# Coastline College Curriculum Committee Minutes

9/11/2020, 1:30 to 4:00 pm

Zoom

**Committee Mandate: *To approve College curriculum.***

Participants/Members: X = present, EXC = excused, ABS = absent

| Name | Discipline or Area | Through Spring of: | Attendance |
| --- | --- | --- | --- |
| Alves, Mitchell | At-Large | 2022 | X |
| Blair, Shelly | Dean; Innovative Learning | Not Applicable | X |
| Bridges, Stephanie | English/Humanities | 2022 | X |
| Brock, Marilyn | At-Large | 2023 | X |
| Brown, Brandon | Career Programs | 2023 | X |
| Can, Minh | At-Large | 2021 | ABS |
| Cao, Thomas | Mathematics | 2022 | X |
| Chapman, Cheryl | Computer Technology | 2022 | X |
| Curry, Fred | At-Large | 2021 | X |
| Emerson, Dana | Dean; Westminster, Le-Jao Campus | Not Applicable | X |
| Evangelista, Amy | Counselor | 2022 | X |
| Fauce, Steven | SLOs Coordinator | Not Applicable | X |
| Grove, Timothy | English as a Second Language | 2023 | ABS |
| Harrison, Nate | Manager, Military | Not Applicable | ABS |
| Henry, Deborah | At-Large, Co-Chair | 2022 | X |
| Holliday, Ann | Special Education | 2022 | X |
| Isbell, Anna | Garden Grove Campus Representative | Not Applicable | X |
| Johnson, Dan | Social Science, Co-Chair | 2021 | X |
| Khan, Mahbub | Distance Learning | 2023 | ABS |
| Kim, Merry | Associate Dean; Garden Grove Campus | Not Applicable | X |
| Levenshus, Joshua | Mass Communications | 2022 | X |
| Mueller, Kate | Vice President of Student Services | Not Applicable | EXC |
| Neal, Tom | Dean; Newport Beach Campus | Not Applicable | X |
| Niehaus, Rachel | Health, Foods and Nutrition, Gerontology, Physical Education | 2021 | X |
| Oelstrom, Jeanne | Business | 2021 | X |
| Petry, Petra | International Language | 2022 | X |
| Rodriguez, Vince | Vice President of Instruction | Not Applicable | X |
| Salcedo, Daniel | Science | 2021 | X |
| Salimi, Layla | At-Large | 2023 | X |
| Shea, Nora | Librarian | Not Applicable | X |
| Weber, Daniel | Articulation Officer | Not Applicable | X |
| Woodard, Joel | Fine and Applied Arts | 2023 | X |
| Vacant | Associated Student Government Representative | 2021 |  |

Guest(s):

Adhanom, Abraham (BUS)

Boyd, Ryan (ESL Department Chair)

Chard-Yaron, Sharon (EDUC)

Gomez-Holbrook, Angela (DGA)

Jauregui, Melissa (District Program Support Specialist)

Runk, Laurie (GERO, HLTH, PE, FN, KIN Department Chair)

Ryan, Celeste (Coordinator DSPS)

Smith, Stacey (Business Department Chair)

Stubblefield, Katie (SPED)

Syverson, Beth (SPED)

Recorder: Ann French

## CALL TO ORDER

* 1. Welcome (quorum: 1:33 pm)

New members: Brandon Brown (also has accepted the role of Division Curriculum Representative, also known as Technical Reviewer, for the Career Education division), Minh Can, Timothy Grove, Layla Salimi, and Joel Woodard.

* 1. Adoption of Agenda

**Motion to Approve: Curry, Fred (second: Brock, Marilyn). Approved.**

* 1. Approval of Minutes: April 24, 2020

**Motion to Approve: Bridges, Stephanie (second: Weber, Daniel). Approved with Alves, Mitchell; Blair, Shelly; Brown, Brandon; Curry, Fred abstaining.**

## REPORTS

* 1. Articulation Report-Dan Weber

-**Title 5** revisions are moving forward regarding International Baccalaureate and CLEP examinations. Previously this had been left up to the campuses but now it will be coming from the Chancellor’s Office. There is no longer a choice about accepting or not accepting CLEP scores. They are required to be accepted.

-**Ethnics Studies**: a requirement to complete an ethnic studies requirement is coming. A question was raised about what the minimum qualifications would be to teach these courses.

-**ADT/TMC**: summary provided of what transfer degrees still needing work done. The Articulation Officer will work with each department individually to get the work done.

-**Articulation Update**: a document was distributed that shows the articulation status of all courses; it includes any courses that have been submitted, those that are in progress, conditionally approved, and active. Speak to the Articulation Officer to have any questions answered.

* 1. Curriculum Due Dates and Effective Dates-Daniel Johnson

Curriculum proposals need to be submitted by the November 13 Curriculum Committee meeting if the expectation is that the courses or programs will be offered for the following fall. In line with the Articulation Report, there are many processes that need to be accomplished once a proposal is approved at the Curriculum Committee meeting before the curriculum is ready to be offered to students. Courses are submitted for UC transferability in August. The general education for both the Cal State Universities and UCs are submitted the first of December. Any curriculum approved at the November 13 meeting needs to have Board approval and whatever approvals required by the State Chancellor’s Office before it could be published in the catalog. So, content for the catalog has to be finalized by April so it could be published in the next catalog. Another process that occurs is getting Financial Aid approval for Certificates of Achievement. This occurs twice a year and is a lengthy process. For example, programs were submitted for Financial Aid approval last February and we only just received confirmation that everything was accepted earlier this month.

## CONSENT CALENDAR

* 1. Approve Minh Can as Curriculum Committee Member

**Effective Fall 2020**

Replacing Kathrine Ozbirn

* 1. Title of New Program Changed: Educational Studies: Teach Your Career/Community College Teaching ~~Certificate~~ Certificate of Achievement
  2. Course Suspensions

**Effective Fall 2021**

* + 1. BIOT C100 – Introduction to Biological Technology Skills
    2. BIOT C105 – Biological Technology Skills II
  1. Placement Test removed from Requisite

**Effective Fall 2020**

* + 1. CHEM C180 – General Chemistry A
    2. CHEM C180L – General Chemistry A Lab
    3. MATH C005 – Basic Mathematics
    4. MATH C008 – Pre-Algebra
    5. MATH C010 – Elementary Algebra
    6. MATH C030 – Intermediate Algebra
    7. MATH C045 – Combined Elementary and Intermediate Algebra
    8. MATH C103 – Statistics for Elementary Teachers
    9. MATH C106 – Geometry for Elementary Teachers
    10. MATH C115 – College Algebra
    11. MATH C120 – Trigonometry
    12. MATH C140 – Business Calculus
    13. MATH C150 – Finite Mathematics with Applications
    14. MATH C160 – Introduction to Statistics
    15. MATH C170 – Precalculus
  1. Option 1 Area E GE aligned with crosslisted course, KIN C201

**Effective Fall 2020**

* + 1. PE C201 – Fitness for Life

**Motion to Approve Consent Calendar: Weber, Daniel (second: Petry, Petra). Approved.**

## DISCUSSION ITEMS

* 1. Curriculum Committee Training – Daniel Johnson

PowerPoint presentation shown.

## ACTION ITEMS

* 1. New Credit Courses

**Effective Fall 2021**

Items 5.1.1 and 5.1.1.1 tabled at the request of the originator.

* + 1. DGA C134 – Introduction to Social Media, 3 units

Effective: Fall 2021

Semester Length: 54 lecture hours/0 non-lecture hours; prerequisite: none; corequisite: none; advisory: none; fee: none; grade: student option.

Social Media enables individuals to create, collaborate, and share information with others. Students will explore the possibilities and limitations of social media design and will have hands-on experience with several forms of social media technology, such as Facebook, Twitter, blogs, and wikis. Those who complete this course will know how to create social media design productively and have a framework for understanding and evaluating new design tools and platforms.

Originator: Angela Gomez-Holbrook

* + - 1. Distance Learning Approval Requested for DGA C134

Internet

Internet/Classroom Hybrid

Live Interactive 2-way

**Motion to Table: Brown, Brandon (second: Curry, Fred). Approved.**

This course has been created as a crosslisted course with HLTH C230. The desire is to list in the schedule in both areas. The Wellness Coaching certificate will need to be updated to include this course.

* + 1. PSYC C230 – Health Psychology, 3 units

Effective: Fall 2021

Semester Length: 54 lecture hours/0 non-lecture hours; prerequisite: none; corequisite: none; advisory: HLTH C100 and PSYC C100; fee: none; grade: student option.

This course examines the interaction of biological, social, and psychological factors with health and illness; specifically, how to promote and maintain health, prevent and treat illness, and adapt and thrive in the context of chronic illness. Key topics include the roles of stress, coping, immune response, social relationships, personality, in the progression and prevention of disease, and behaviors (e.g., physical activity, nutrition, sleep) that contribute to wellbeing or sickness. This course is identical to HLTH C230.

Originator: Lorie Eber

**Motion to Approve: Evangelista, Amy (second: Curry, Fred). Approved.**

* + - 1. Distance Learning Approval Requested for PSYC C230

Internet

Internet/Classroom Hybrid

**Motion to Approve: Barnes, Stephen (second: Curry, Fred). Approved.**

* 1. New Noncredit Courses

**Effective Fall 2021**

Items 5.2.1 and 5.21.1. tabled. Information would need to be added to the catalog to explain two digit numbers. The committee recommends the proposal be returned for correction to the course number; change the number to align with the established numbering convention of three digits.

* + 1. ENGL C09SN – Composition Support, 18 hours, Noncredit

Semester Length: 18 lecture hours; 0 lab hours; prerequisite: none; corequisite: none; advisory: Students should enroll in Composition Support while concurrently enrolled in a transfer-level course with writing/reading activities. Not recommended for students currently on the ESL pathway; fee: none; grade: pass/no pass/satisfactory progress. Open Entry/Open Exit.

Composition Support helps students in transfer-level classes refine their writings and interpret their readings assigned in those classes. In a writing workshop setting, students in this tuition-free, noncredit, supplemental course upgrade their sentences, paragraphs, essays, grammar, writing style, study skills, and reading comprehension. This course is open entry/exit, so students may enroll when they need assistance. Part of the Preparation for College Writing certificate.

Originator: Scott Davis

* + - 1. Distance Learning Approval Requested for ENGL C09SN

Internet

Internet/Classroom Hybrid

Live Interactive 2-way

**Motion to Table: Henry, Deborah (second: Brown, Brandon). Approved.**

Items 5.2.2 through 5.2.5 are being considered together. These new courses are combined to create a vocational program in the music field.

* + 1. SPED C066N – Music Performance Survey, 40 hours, Noncredit

Semester Length: 16 lecture hours; 24 lab hours; prerequisite: none; corequisite: none; advisory: none; fee: none; grade: pass/no pass/satisfactory progress.

This course will be taught by Special Programs music faculty with assistance and mentoring from field professionals. Students will get a basic knowledge of musical terms, concepts, and notation. This knowledge will be given practical application as students learn the basics of singing and playing a simple melodic instrument. Some students may come into the program with performance experience and may develop their performing skills further during this coursework, but it is not the emphasis of this program. Talent or experience in performing is not a prerequisite for this vocational program.

Originator: Katie Stubblefield

* + 1. SPED C067N – Music Technology, 40 hours, Noncredit

Semester Length: 16 lecture hours; 24 lab hours; prerequisite: none; corequisite: none; advisory: none; fee: none; grade: pass/no pass/satisfactory progress.

This course will be taught by Special Programs music faculty with assistance and mentoring from field professionals. Students will get a basic knowledge of music technology-related skills that will directly apply to commonly available jobs in the Music Industry. They will learn to operate music notation software, audio equipment, lighting, projection, and DJ equipment. Students will have plenty of hands-on practice with these skills, helping them get ready for entry-level jobs that use such technologies.

Originator: Katie Stubblefield

* + 1. SPED C068N – Music-Organization and Management, 40 hours, Noncredit

Semester Length: 16 lecture hours; 24 lab hours; prerequisite: none; corequisite: none; advisory: none; fee: none; grade: pass/no pass/satisfactory progress.

This course will be taught by Special Programs music faculty with assistance and mentoring from field professionals. Students will get hands-on experience organizing digital and physical items that they will frequently use in their future Music Industry job, such as sheet music, musical instruments, and playlists. They will also learn how to clean, assemble, and tune instruments such as guitars and drums. And they will learn about basic customer service protocols and public safety, all of which can be applied to a number of entry-level positions in the Music Industry.

Originator: Katie Stubblefield

* + 1. SPED C069N – Musical Performance, 40 hours, Noncredit

Semester Length: 16 lecture hours; 24 lab hours; prerequisite: none; corequisite: none; advisory: none; fee: none; grade: pass/no pass/satisfactory progress.

This course will be taught by Special Programs music faculty with assistance and mentoring from field professionals. Students will utilize the skills they learned in a culminating musical performance with their class and special guests. Each student will choose two roles in the performance: Performer plus either Behind-the-Scenes or Front of House. For this semester-long project, the class will choose the theme or show, advertise and manage the auditions, help run the rehearsals including running A/V, collaborate with others to procure necessary items, advertise the performance, and participate in the final performance in both of their two roles. Students outside of the course may be invited to perform as well.

Originator: Katie Stubblefield

**Motion to Approve: Cao, Thomas (second: Evangelista, Amy). Approved.**

* 1. Reinstated Credit Course

**Effective Fall 2021**

This course is being reinstated to provide options to students who have not been able to complete onsite labs due to COVID-19.

* + 1. BIOL C211L – General Microbiology Lab

**Motion to Approve: Weber, Daniel (second: Henry, Deborah). Approved.**

* 1. Revised Noncredit Courses: Major

**Effective Fall 2021**

* + 1. ENGL C098N – Writing Sentences to Paragraphs, Noncredit

From To

Hours 55 54

See CurricUNET for changes to description, justification, repeatability, methods of instruction (+A/V Two Way Interactive), instructional techniques, assignments, methods of evaluation, textbooks, DE addendum

Originator: Scott Davis

* + 1. ENGL C099N – Writing Paragraphs to Essays, Noncredit

From To

Hours 55 54

See CurricUNET for changes to description, justification, repeatability, methods of instruction (+A/V Two Way Interactive), methods of student evaluation, textbooks, DE addendum

Originator: Scott Davis

**Motion to Approve: Bridges, Stephanie (second: Brown, Brandon). Approved.**

* 1. Revised Credit Courses: Minor

Items 5.5.1 through 5.5.4 are being considered together. These courses are being updated for Program Review. Grading option updated because industry expectations are that students would earn a letter grade for these courses.

* + 1. BCT C300 – Introduction to International Building Code

Effective Fall 2021

See CurricUNET for changes to description, grading policy (-Pass/No Pass), SLOs, objectives, instructional techniques, assignments, methods of evaluation, textbooks

Originator: Cheryl Chapman

* + 1. BCT C301 – Residential/Construction Blueprint Reading

Effective Fall 2021

See CurricUNET for changes to grading policy (-Pass/No Pass), SLOs, objectives, instructional techniques, methods of evaluation, textbooks

Originator: Cheryl Chapman

* + 1. BCT C302 – California Administrative Code (Title 24)

Effective Fall 2021

See CurricUNET for changes to grading policy (-Pass/No Pass), SLOs, objectives, instructional techniques, methods of evaluation

Originator: Cheryl Chapman

* + 1. BCT C303 – Non-Structural Provisions of Building Code

Effective Fall 2021

See CurricUNET for changes to grading policy (-Pass/No Pass), SLOs, objectives, instructional techniques, methods of evaluation

Originator: Cheryl Chapman

**Motion to Approve: Chapman, Cheryl (second: Henry, Deborah). Approved.**

Items 5.5.5 and 5.5.7 are being considered together. The SAM code was updated to align with the nonvocational TOP code.

* + 1. BIOL C210 – General Microbiology

**Effective Spring 2021**

See CurricUNET for changes to grading policy (+Pass/No Pass), SAM code, DE Addendum (+Live Interactive 2-way)

Originator: Deborah Henry

* + 1. BIOL C211 – General Microbiology Lecture

**Effective Spring 2021**

See CurricUNET for changes to SAM code

Originator: Deborah Henry

* + 1. BIOL C211L – General Microbiology Lab

**Effective Spring 2021**

See CurricUNET for changes to SAM code, grading method (+Pass/No Pass)

Originator: Deborah Henry

**Motion to Approve: Fauce, Steven (second: Evangelista, Amy). Approved.**

The SAM code has been revised to align with the vocational TOP code. This will prevent future MIS reporting errors.

* + 1. EDUC C180 – Family, School, and Community Partnerships

**Effective Fall 2020**

See CurricUNET for changes to SAM Code, justification

Originator: Sharon Chard-Yaron

**Motion to Approve: Bridges, Stephanie (second: Weber, Daniel). Approved.**

Course description updated to reflect crosslisting of PSYC C30.

* + 1. HLTH C230 – Health Psychology

**Effective Spring 2021**

See CurricUNET for changes: crosslisted with PSYC C230, description, justification

Originator: Laurie Runk

**Motion to Approve: Chapman, Cheryl (second: Brown, Brandon). Approved.**

* 1. New Credit Programs

**Effective Fall 2021**

This program was created to increase the number of Economics majors and provide a pathway to the Business and Economics Transfer degrees.

* + 1. Business Economics– Certificate of Accomplishment

This 13-unit certificate program provides students with the necessary knowledge to make informed business and financial decisions. Students will gain an understanding of basic economic theory as it applies to practical business decision making, resource allocation issues, accounting practices, international markets, legal considerations, and consumer behavior patterns. This certificate is useful as a pathway to a transfer degree, to advance a career, or to gain intuition into business and economic trends.

**3 required courses, 2 elective courses**

**13 units**

Originator: Stacey Smith

**Motion to Approve: Evangelista, Amy (second: Isbell, Anna). Approved.**

* 1. New Noncredit Programs

**Effective Fall 2021**

This program is aimed at Coastline’s advanced level English language learners who want support in completing transfer-level English.

* + 1. ESL Preparation for Freshman Composition – Certificate of Competency

This tuition-free noncredit certificate consists of three noncredit classes and is designed for English language learners who are new to the higher education system in the United States and want to complete ENGL C100 and transfer or complete an associate degree. Students in the course College and Career Preparation 1 will be introduced to college life and personal development, the higher educational systems, important college terminology, and expectations. It will support incoming students in their transition into college, which is necessary for student success. In Writing Paragraphs to Essays, students will build their paragraph writing skills while transitioning into writing academic essays. When students take ESL Support for Freshman Composition, they will be concurrently enrolled in ENGL C100 and receive support to develop their grammar and academic reading and writing skills through activities, reading assignments, and short writing assignments, focusing especially on issues facing English language learners.

**3 required courses**

**118 hours**

Originator: Ryan Boyd

**Motion to Approve: Alves, Mitch (second: Bridges, Stephanie). Approved.**

Student will learn basic music elements, how to use electronic equipment, and how to perform with the objective of developing job skills. There are eleven potential jobs that the lesson plan prepares students for.

* + 1. Music Basics – Certificate of Completion

The Music Industry Certificate of Completion is provided for students through Coastline College’s Special Programs and Services office. This program is a pathway course of study culminating in competent, entry-level job preparedness with a focus on knowledge, practical skills, and personal responsibility.

Courses in this program will be taught by Special Programs music faculty with assistance and mentoring from field professionals. Students will enroll in a series of courses and required participation in a final collaborative performance to earn a Music Certificate of Completion. After receiving this certification, students will have the knowledge, skills, and experience necessary to work in an entry-level music industry position such as usher, assistant stage manager, sound/lighting technician, or instrument technician.

Assignments and activities in the four semesters of coursework are job-specific and are organized in a way that builds upon knowledge and experience in a logical way. Music Performance Survey offers a broad survey of music terminology, instruments, ensembles, notation, and performance experience. In Music Technology, students will delve into the digital world of music performance - sound and lights, music editing, playback, projection, and DJing. Music Organization and Management will prepare students for everyday work life, teaching them practical skills specific to items they will find in Music Industry jobs. For example, they will learn to file sheet music, set up a stage, tune a guitar, and create a playlist. And the final course, Musical Performance, is the crowning jewel of the program. The class will produce a show together, and each student will have two roles in the show -- one on stage and one off stage. Throughout the semester, the class will work together to choose the show, run auditions, procure necessary supplies and equipment, rehearse the music and staging, market the show, and finally perform it. Students will perform on stage (as MC, narrator, vocalist, or instrumentalist), plus they will either work front-of-house (box office, ushers) or behind-the-scenes (stage manager, A/V) during the event. This culminating performance will demonstrate the skills the students have learned in the previous three semesters, showing they’re ready for work in the Music Industry. It will be their time to shine for their families and the community.

Some students may come into the program with performance experience and may develop some performing skills during this coursework, but it is not the emphasis of this program. Talent in performing is not a prerequisite for this vocational program. The program will be most suited to students who have a passion for music, who want to work amongst musicians, and who want a career supporting music-making in the community.

**8 required courses**

**296-344 hours**

Originator: Katie Stubblefield

**Motion to Approve: Bridges, Stephanie (second: Cao, Thomas). Approved.**

* 1. Revised Credit Programs: Major

**Effective Fall 2021**

Items 5.8.1, 5.10.1, and 5.10.2 are being considered together. Now that CHEM C110 has been C-ID approved it has been added to the Public Health AS-T.

* + 1. Public Health Science – Associate in Science for Transfer

Required Course: Add CHEM C110

Originator: Laurie Runk

**Motion to Approve: Brown, Brandon (second: Evangelista, Amy). Approved.**

* 1. Revised Noncredit Programs: Major

**Effective Fall 2021**

Item 5.9.1 tabled. ENGL C09SN has not been approved which prevents the program from being approved.

* + 1. Preparation for College Writing – Certificate of Competency

From To

Hours: 110 126

Required Course: Add ENGL C09SN

See CurricUNET for changes to description, SLOs, career opportunities

Originator: Scott Davis

**Motion to Table: Weber, Daniel (second: Henry, Deborah). Approved.**

* 1. Revised Credit Programs: Minor

**Effective Fall 2021**

The PE courses are variable unit courses. Student who wish to complete this program are required to take a minimum of one unit for each PE course.

* + 1. Kinesiology – Associate in Science for Transfer

Reconfirmation of program

Originator: Laurie Runk

**Motion to Approve: Brown, Brandon (second: Evangelista, Amy). Approved.**

The footnote is to inform students that FN A180 from OCC would be accepted to fulfill the List B requirement of this degree.

* + 1. Nutrition and Dietetics – Associate in Science for Transfer

See CurricUNET for changes to comment to clarify List B

Originator: Laurie Runk

**Motion to Approve: Brown, Brandon (second: Evangelista, Amy). Approved.**

* 1. Retired Credit Programs

**Effective Fall 2021**

This program has not been offered in a long time. A number of the courses are not scheduled.

* + 1. Management and Supervision: Leadership – Certificate of Accomplishment

Originator: Amy Evangelista

**Motion to Approve: Alves, Mitchell (second: Brown, Brandon). Approved.**

## ANNOUNCEMENTS

* 1. Student representative position for Curriculum Committee is vacant.

Outstanding students are encouraged to apply for ASG officer or committee representative position – [ASG Application](https://docs.google.com/forms/d/e/1FAIpQLSdeJDFAVxzghnrM0H7mUW5xbKxNZXgnGKZqYVoEo13FKBLlBg/viewform). For more information, including vacant officer positions, students may visit <http://www.coastline.edu/ASG>.

## ADJOURNMENT

Next Meeting: October 2, 2020

Due date for submitting proposals to the agenda: Monday September 21, 2020.

*In accordance with the Ralph M. Brown Act and Senate Bill 751, minutes of the Coastline Curriculum Committee record the votes of all Members as follows: (1) members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.*