

CURRICULUM COMMITTEE
MINUTES
ECC, Room 122, 2:30 to 4:30
Wednesday, September 5, 2018

IN ATTENDANCE: John Bromma (DSPS), Cassondra Caesar (Counseling), Kathy Campbell (Healthcare Careers), Michelle Fischthal (Vice President, Instruction), Richard Gholson-Committee Chair (BIT), David Holden (Basic Skills/High School), Joan McKenna (Hospitality/Consumer Science), Pat Mosteller (Emeritus), Desiree Payne (Curriculum Analyst), Bob Pyle (CTE), Rachel Rose (Parent Education), Nonna Sadoudi (ESL)

ABSENT: Lisa Carulli (Counseling)
RECORDER: Desiree Payne

1. CALL TO ORDER

A. June 6, 2018, Meeting Minutes

Kathy Campbell stated she believed she attended the meeting. Desiree Payne advised she would check the meeting records.

Motion to approve the minutes

First: Rachel Rose; Second John Bromma

Approved

B. September 5, 2018, Meeting Agenda

Motion to approve the agenda

First: Rachel Rose; Second: Kathy Campbell

Approved

2. OLD BUSINESS

A. Discussion occurred regarding the chair election process. Committee agreed to move the chair elections to March of the chair-elect's final term.

Motion to approve March chair election date

First: Pat Mosteller; Second; Kathy Campbell

3. NEW BUSINESS (discussion occurred after agenda items 4.A through F)

A. Agenda Structure and Handouts

Payne advised all handouts will be distributed electronically in advance of the meeting and displayed at the meeting. Richard Gholson noted the agenda and minutes will be printed for review at the meeting. Gholson recommended committee members review handouts in advance of the meeting.

B. Distance Education- Separate Review/Approval Requests

Payne explained distance education approval request requires separate review and approval, per Ed Code.

3. NEW BUSINESS (CONTINUED)

C. Curriculum Resources Documents

Payne explained the committee should review curriculum resource documents annually and update the documents as necessary. Payne presented the curriculum flow charts and noted CE faculty and deans should be discussing curriculum with college colleagues during the development phase. Recommendation to include language stating discussion should occur with the colleges before course outlines are drafted. Updated flow charts will be posted for public access.

4. COURSE ACTIONS

A. New Course Approval Requests

- 1) CLTX 646 Drafting & Flat Patternmaking
- 2) CLTX 647 Draping on Body Doubles
- 3) CLTX 648 Computer Patternmaking & Fit
- 4) CLTX 649 Creative Clothing Collections

Joan McKenna provided an overview of the curriculum. Minor edits were recommended to CLTX 646 and CLTX 648 course catalog descriptions. Course advisories were discussed. McKenna advised she has been in communication with Mesa College Fashion faculty. Credit By Exam was discussed.

Refer to agenda items 4.D.1. and 4.D.2. for approvals.

B. Course Revision Approval Request

- 1) HSDP 413A Contemporary Voices 1
- 2) HSDP 413B Contemporary Voices 2
- 3) HSDP 416 American Literature 1&2, Sem 2

David Holden advised the courses have been revised to include distance education.

Payne reviewed the minor revisions to the outlines. Minor edits were recommended to HSDP 413A and HSDP 413B course catalog descriptions.

Motion to approve HSDP 413A [as amended], HSDP 413B [as amended], and HSDP 416 First: Cassondra Caesar; Second: Rachel Rose

Approved as amended

C. Course Deactivation Approval Request

- 1) ESLA 600 VESL for Apprenticeship
- 2) OFSY 550 Medical Insurance
- 3) OFSY 551 Medical Terminology
- 4) OFSY 552 Computerized Medical Office
- 5) OFSY 554 Medical Transcription

ESLA 600, OFSY 550, OFSY 551, OFSY 552, OFSY 554 pulled from the agenda; additional discussion and research requested prior to deactivation.

D. New Program Approval Request

- 1) Patternmaking Essentials & Fit Program
Motion to approve CLTX 646 [as amended], CLTX 647, and program
First: Kathy Campbell; Second: Rachel Rose
Approved as amended
- 2) Applied Patternmaking & Fit Program
Motion to approve CLTX 648 [as amended], CLTX 649, and program
First: Kathy Campbell; Second: David Holden
Approved as amended

4. COURSE ACTIONS (CONTINUED)

E. Program Revision Approval Request

No items

F. Program Deactivation Approval Request

- 1) Medical Office Assistant Program pulled from the agenda; additional discussion and research requested prior to deactivation.

G. Distance Education (DE) Addendum Summary

- 1) CLTX 646
- 2) CLTX 647
- 3) CLTX 648
- 4) CLTX 649
- 5) HSDP 413A
- 6) HSDP 413B
- 7) HSDP 416

Committee reviewed the DE addendum summary.

Motion to approve DE approval requests

First: Pat Mosteller; Second: Kathy Campbell

Approved

5. INFORMATION ITEMS/STANDING REPORTS

A. Curriculum Instructional Council (CIC) Report

Gholson reported a virtual meeting was held and a DSPS [Self-Advocacy] course was approved.

6. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

A. Gholson provided a review of the Curriculum Resources and Forms webpage. Discussion continued.

Adjourned at 4:15 p.m.