

CUYAMACA COLLEGE

CURRICULUM, GENERAL EDUCATION AND ACADEMIC POLICIES AND PROCEDURES COMMITTEE

Minutes of March 19, 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, Kristin McGregor, Vivi Ricardez Veasey,
 Kelly Togerson, Jennifer Tomaschke, Laurie Woods
EX-OFFICIO: Anthony Campbell, George Dowden, Tammi Marshall, Agustin Orozco, Marissa Salazar,
 Rita Ghazala

RECORDER: RECORDER/MINUTES: Julie Kahler/Aiden Lovewell

GUESTS: James Sepulvado

APPROVAL OF MINUTES of March 5, 2024: *Tomaschke/Woods* to approve: 12 Yes, 0 No, 1 Abstention.

ACTION ITEMS: Adoption of the Consent Calendar:

- ♦ **ARBC 122, 123, 145, 220:** Modifications
- ♦ **ART 151:** Modification
Art History for Transfer (AA-T): Modification, PLOs
Art and Design (Associate in Arts), Art-Drawing and Painting (Associate in Arts): Modifications
- ♦ **BIO 120:** Addition, Assign to Discipline/s, GE (Area B), SLOs
BIO 152: Modification
Biological Sciences (Associate in Science): Modification
- ♦ **Elementary Education (Associate in Arts):** Modification, PLOs
- ♦ **English (Associate in Arts, Certificate of Achievement):** Modification
- ♦ **Ethnic Studies (Associate in Arts):** Modification
- ♦ **Exercise Science (Associate in Science):** Modification
- ♦ **General Studies: Humanities and Fine Arts (Associate in Arts), General Studies: Science and Mathematics (Associate in Science):** Modifications, PLOs
General Studies: Business and Technology (Associate in Science), General Studies: Social and Behavioral Sciences (Associate in Arts): Modifications
- ♦ **HIST 118, 119, 180:** Modifications
History (Associate in Arts): Modification
- ♦ **HUM 111:** Modification
- ♦ **Landscape Architecture (Associate in Science, Certificate of Achievement):** Modification
- ♦ **NUTR 255:** Modification
- ♦ **Real Estate (Associate in Science, Certificate of Achievement):** Modification
- ♦ **Social Work (Associate in Arts):** Modification, PLOs
- ♦ **SPAN 221:** Modification, SLOs
SPAN 250, 251: Modifications
- ♦ **University Studies: Humanities and Fine Arts (Associate in Arts), University Studies: Science and Mathematics (Associate in Science):** Modifications, PLOs
University Studies: Social and Behavioral Sciences (Associate in Art): Modification

Ricardez Veasey/Martin to approve consent calendar minus the pulled items: 13 Yes, 0 No, 0 Abstentions.

Pulled from Consent Calendar:

HUM 111: Modification

The changes being made to HUM 111 are the same as the HIST courses changes.

HIST 118, 119, 180: Modifications

Jane Gazale explained the course language is being updated to remove the overhead projector language. The textbooks are also being updated to be current on each of these.

Elementary Education (associate in arts): Modification, SLOs

Vivi Ricardez Veasey explained it was recommended the department make changes to include all GE. Splitting section 12 into separate 12a and 12b sections to include final GE course that were not previously included.

Aoneh/Eggleton to approve pulled items: 13 Yes, 0 No, 0 Abstentions.

INFORMATION ITEMS:

♦ **BIO 141, 141L: Review, SLOs**

Annalinda Arroyo reviewed the changes being made to BIO 141 and BIO 141L. Updates are being made to the SLOs to better assess the course and textbook updates are being made on both the lecture and lab courses. Reviewed and forwarded for action.

♦ **Music Education (Certificate of Achievement): Addition, PLOs****Music Education (Associate in Arts): Modification**

James Sepulvado reviewed the addition of the Music Education Certificate of Achievement and the changes being made to the Music Education associate in arts. The Music Education Certificate is being added to encourage students to take these courses before they transfer as these courses are required in the CSU program. This will also allow students to be walk-on coaches. Minor word changes are also being made for CIM compatibility. Adding standard statement of Certificate of Achievement. The Curriculum Committee noted the PCAH allows us to have low unit degrees, however, this 9-unit certificate would mean it's less than 16 units and students might not qualify for financial aid. James Sepulvado explained the rationale behind the low unit certificate and noted these courses prepare them for SDSU and this certificate captures these courses they are going to be taking anyway. This also prepares students for coaching work experience to show the district the students have been trained and are ready to teach other students. James explained he is open to adding more units the students would likely already be taking and keeping this as a certificate of achievement and not changing this to certificate of specialization. Richard Jimenez recommended adding Music Work Experience Education to this to help supplement the 7 units needed to get this to 16 units for financial aid purposes. The Music Education Associate in Arts is also being modified to include three new courses that were added last semester. The Curriculum Committee is requesting to suspend the rules and vote this item in now.

Arroyo/Martin to suspend the rules and vote on Music Education (Associate in Arts): 13 Yes, 0 No, 0 Abstentions.

Tomaschke/Eggleton to approve Music Education (Associate in Arts): 13 Yes, 0 No, 0 Abstentions.

♦ **Course Addition and Deactivation Policy: Modification**

Jane Gazale reviewed the changes being made to the Course Addition and Deactivation Policy. This was last reviewed on September 5th. The curriculum committee wanted to add language about course additions and due to articulation concerns and deadlines. This also raised CIM questions. Pat Setzer came up with idea to have 5-year course review cycle. This helps ensure our courses stay as current as possible. The deactivation portion is there to give faculty an alternative option to doing the 5-year review cycle. Grossmont only wants to bring courses that are up to 5 years old and we want to align with Grossmont to give CIM universal approaches. Proposing to limit deactivation time to up to 5 years and anything older will be deleted and faculty would have to re-add any course needed older than 5 years old or update their course within the 5-year review cycle. Added language for course additions to be submitted as early as possible in the fall semester, however, the window will be extended to the spring semester by the March board packet deadline. Updating the language for Deletion and for Addition. A recommendation was made from Josh Franco to reorganize the document. Josh explained the reorganized version is broken into sections for additions, deletions, and deactivations with each section including: About, Rationale, and Process subsections. This reorganization also includes listed resources to help faculty. This item is being pulled and will return as an information item at the next meeting after revisions.

OTHER:

♦ **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

- Next Curriculum Meeting April 16, 2024.

♦ Dates:

- Curriculum proposals from faculty, and deans are due to the Instructional Operations Supervisor by the end of the day Wednesdays on the following dates:
 - August 23, 2023
 - September 6, 2023
 - September 20, 2023
 - October 4, 2023
 - October 18, 2023
 - November 15, 2023
 - January 24, 2024 (extended to January 29, 2024)
 - February 07, 2024
 - February 21, 2024
 - March 06, 2024 (next catalog year 2025-2026)
 - April 03, 2024 (next catalog year 2025-2026)
 - April 17, 2024 (next catalog year 2025-2026)
- The deadline date for faculty to turn in curriculum to meet the October 2023 Board Packet was August 23, 2023.
- The deadline date for faculty to turn in Curriculum to meet the November 2023 Board Packet is September 20, 2023.
- The deadline date for faculty to turn in Curriculum to meet the December 2023 Board Packet is October 4, 2023.
- The deadline date for faculty to turn in course additions, course number changes, deactivations and deletions for the 2024-2025 catalog was November 15, 2023. This allows the spring semester to update the courses, and programs affected by these four items.
- December 5, 2023, last meeting to approve CSU GE and IGETC for the next calendar year 2024-2025.
- The deadline date for faculty to turn in curriculum to meet the March 2024 Board Packet was January 24 (extended to February 07, 2024).
- The deadline date for faculty to turn in curriculum to meet the April 2024 Board Packet is February 21, 2024.

♦ Articulation Timeline (GE approvals):

- The Articulation Officer determines if courses are CSU transferable.
- Courses are submitted for UC transferability once per year by August 25th.
- UC transferability decisions are typically returned no later than October (following submission).
- Any UC transferability approvals would be effective in the semester we gain approval (courses submitted August 2023 will be effective fall 2023, if approved).
- Courses that were deemed CSU transferable by the Articulation Officer can be submitted in December of each year to be added to CSU GE.
 - Only Curriculum Committee approval of COR is needed, not Board.
- Courses that were approved as UC transferable can be submitted in December of each year to be added to IGETC.
 - Only Curriculum Committee approval of COR is needed, not Board.
- CSU and IGETC decisions are typically returned in April and go into effect the following fall semester (courses submitted in December 2023 will be effective fall 2024).