

CUYAMACA COLLEGE

CURRICULUM, GENERAL EDUCATION AND ACADEMIC POLICIES AND PROCEDURES COMMITTEE

Minutes of May 6, 2025

CO-CHAIRS: ☒ Annalinda Arroyo, ☒ Jeanie Machado Tyler
MEMBERS: ☒ Roula Aoneh, ☒ Josh Eggleton, ☒ Bryan Elliott, ☐ Josue Franco, ☒ Jane Gazale, ☒ Aseel Hanna,
☒ Tania Jabour, ☒ Richard Jimenez, ☒ Jonathan Martin, ☐ Laura Ratto, ☒ Vivi Ricardez Veasey,
☒ Kimberly Wolfe, ☒ Laurie Woods
EX-OFFICIO: ☐ Anthony Campbell, ☐ George Dowden, ☐ Tammi Marshall, ☐ Agustin Orozco, ☐ Marissa Salazar,
☐ Rita Ghazala

RECORDER/MINUTES: Julie Kahler/Aiden Lovewell

GUESTS: Brad McCombs, Ignacio Castaneda Garcia, Howard Wagner

APPROVAL OF MINUTES of April 15, 2025: *Elliott/Ricardez Veasey* to approve: 11 Yes, 0 No, 2 Abstentions.

ACTION ITEMS: Adoption of the Consent Calendar:

2026-2027 Catalog:

- ♦ **ASL 130:** Modification, SLOs
- ♦ **RE 190:** Modification, SLOs

Jabour/Woods to approve the consent calendar: 12 Yes, 0 No, 1 Abstention.

INFORMATION ITEMS:

- ♦ **Automotive Technology – Maintenance and Light Repair (Certificate of Achievement):** Addition, PLOs
Brad McCombs, Ignacio Castaneda Garcia, and Howard Wagner reviewed the addition of the automotive certificate. This certificate was created due to the need for technicians. AUTO recognized the need for a short-term certificate for adult education and this certificate is designed to be completed within a year or so. There were some small updates to language for clarification. Annalinda noted that all of these courses are up for the five-year curriculum review. Ignacio acknowledged this and committed to getting them through curriculum. This degree would be active in the 2026-2027 catalog. Reviewed and forwarded for action.
- ♦ **IDEAA:** Addition
Annalinda Arroyo reviewed the addition for IDEAA. A curriculum member requested this proposal become an agenda item. The only change that has been made from the last meeting is changing the name to incorporate both colleges. Grossmont approves our version, has no changes, and will run with it. Tania Jabour expressed the desire to add this into CIM for fall 2025 but also noted that CourseLeaf has put a temporary pause on changes coming in so they can focus on their current workload. Due to this, we might not see this in fall 2025 but as soon as those doors are open again for new content, this will be incorporated. The curriculum workgroup will work on a repository of models, best practices, and samples next. The workgroup will meet one more time this semester and then regroup in the fall. If anyone has any additional resources for this repository, please send them to Annalinda. The committee discussed being able to assess the data on IDEAA on quantitative and qualitative level. Committee members broke into discussion around the implementation of IDEAA and whether or not there is substantial data justifying it. Several members shared their experience on our campus with IDEAA related practices and noted this is state-mandated. Reviewed and forwarded for action.

The committee discussed potentially moving the BP/AP's from OTHER items on the agenda to INFORMATION and ACTION items to have a clear and defined procedure and to have official voting on these items. Annalinda expressed that any future BP/AP items would follow the normal process from now on.

Jabour/Ricardez Veasey to suspend the rules in order to move the BP/AP's to either information or action items: 13 Yes, 0 No, 0 Abstentions.

Gazale/Jabour to move BP/AP 4025 and AP 4235 to action items as well as move BP/AP 4020 and 4103 to information items: 13 Yes, 0 No, 0 Abstentions.

BP/AP 4025:

The committee reviewed the BP and AP 4025. BP 4025 was edited to more closely align with the updated AP 4025. AP 4025 has some minor combined edits from Grossmont and Cuyamaca College.

AP 4235:

The committee reviewed AP 4235. Small edits including a process note that was added to the Credit by Examination section.

Martin/Ricardez Veasey to approve BP/AP 4025 and AP 4235: 13 Yes, 0 No, 0 Abstentions.

BP/AP 4020:

The committee reviewed BP/AP 4020 and made a few recommendations for edits. Annalinda asked committee members to take a close look at AP 4020 and provide feedback. Reviewed and forwarded for action.

BP/AP 4103:

The committee reviewed BP/AP 4103. BP 4103 is no longer needed and is being retired. AP 4103 received updates to reflect work that was asked to be done by CCLC. This AP was previously non-compliant with Title 5. An update was made last semester to change the work experience hours to 54 hours per unit. The next step will be to make the changes to the applicable courses to reflect the title change of "Cooperative Work Experience" to "Work Experience Education." The committee shared some feedback and Annalinda noted that this will come back at our next meeting and there will hopefully be an update and then move to SISC. Reviewed and forwarded for action.

OTHER:

- ♦ Administrative Procedures and Board Policies: Follow-Up from April 15 curriculum meeting
 - BP/AP 4025 Philosophy Associate Degree & GE
 - BP 4025 – edited to more closely align with the updated AP
 - AP 4025 – CC and GC combined edits
 - BP/AP 4235 – Credit for Prior Learning
 - AP 4235 – process note added to the Credit by Examination section
- ♦ Administrative Procedures and Board Policies: Review
 - BP/AP 4020 – Program, Curriculum, Course
 - BP 4020 – Reviewed. The committee made some recommendations for edits.
 - AP 4020 – The committee reviewed the AP and is encouraging members to read this and provide any feedback.
 - BP/AP 4103 – Work Experience Education
 - BP 4103 – This is the current BP but it is being retired, there is no point in keeping something we don't need.
 - AP 4103 – Updates to reflect work that was asked to be done by the CCLC body. Previously non-compliant with Title 5. Did emergency update last semester to update to the standard 54 hours. Now updating the AP to match those changes. Updated the units to the required amount but there is still a lot of work that needs to be done on the applicable courses. The course identifiers for work experience courses will need to be updated to WEE as well as titles that include WEX and any references to the word cooperative specifically. The committee had some comments and feedback. This will come back with an update on May 20, regardless this is documented and will go to SISC.
 - Work Experience Course Example
- ♦ Reminders and Training
 - Course Overlap
 - CTE Course and Program Procedures
- ♦ 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
- ♦ **Dates:**
 - Curriculum proposals for the 2026-2027 curriculum year from faculty and deans are due to the Instructional Operations Supervisor by the end of the day Wednesdays on the following dates:
 - March 26, 2025
 - April 16, 2025
 - May 7, 2025
 - August 20, 2025
 - September 3, 2025

- September 17, 2025
 - October 8, 2025
 - October 22, 2025 (Last submittals for the December board packet)
 - November 5, 2025
 - Fall 2025: Curriculum Information Management (CIM) implementation.
 - After CIM implementation, the deadline dates will remain the same. Curriculum is to be submitted directly to CIM.
 - August 20, 2025:
 - The deadline for faculty to turn in curriculum to meet the Five-Year Curriculum Review Cycle of Courses overdue for Spring 2026
 - The deadline date for faculty to turn in curriculum to meet the October 2025 Board Packet
 - October 1, 2025: Notification of the intention to delete a program (degree or certificate) must be sent to the Instructional Operations Supervisor. This requirement is for Admissions and Records to prepare the next year's student application for the major.
 - October 14, 2025: The Governing Board to review and approve October board packet.
 - TBA: The deadline date for faculty to turn in Curriculum to meet the December Board Packet and;
 - Modifications for transfer degrees (ADTs) are due by the December Board Packet deadline.
 - To ensure the deadlines for Curriculum Committee and Governing Board approval can be met, as well as being mindful of the Articulation timeline, course deactivations and deletions should be submitted as early as possible in the fall semester and by the December board packet deadline.
 - Transfer GE for the next calendar year must be approved at the last meeting in fall for the next calendar year 2026-2027
 - Course numbering changes are to be turned in by the December board packet deadline.
 - December 16, 2025: The Governing Board to review and approve December board packet.
 - March 2026: The Governing Board to review and approve March board packet. Deadline date to turn in curriculum and board meeting date: TBA.
- ◆ Articulation Timeline (GE approvals):
- The Articulation Officer determines if courses are CSU transferable.
 - Courses are submitted for UC transferability once per year between August 1st – 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 2025 will be effective fall 2025, if approved).
 - Courses that were approved as UC transferable can be submitted in December of each year to be approved for Cal-GETC
 - Only Curriculum Committee approval of COR is needed, not the Board.
 - Cal-GETC decisions are typically returned in May and go into effect the following fall semester (courses submitted in December 2025 will be effective fall 2026).