REDWOODS COMMUNITY COLLEGE DISTRICT
Minutes of the Meeting of the Curriculum Committee

Eureka: 7351 Tompkins Hill Road, SSA 202 (New Board Room);
Mendocino: 1211 Del Mar Drive, Room 201;
Del Norte: 883 W. Washington Boulevard, Room D5;

April 11, 2014

Members Present: Jay Dragten (Ex-Officio), Marla Gleave, Michelle Haggerty, Sean Herrera-Thomas, Erik Kramer, Ken Letko, George Potamianos, Harry Pyke, Franz Rulofson.

Members Absent: Jeff Cummings, Toby Green, Gary Sokolow.

1. Call to Order: Curriculum Committee Chair, George Potamianos, called the meeting to order at 1:13 p.m.

2. Introductions and Public Comment:
   2.1 Mark Renner phoned into the meeting to pass along remarks made by the state Academic Senate President Beth Smith at the conference he was attending. During Smith’s State of the Senate Address she pointed out the work done by curriculum committees statewide. She commended every member of every committee and chairperson across the state. Mark Renner also wanted to express his appreciation to the committee for their work.

3. Approval of the Minutes: Franz Rulofson moved to approve the minutes of the March 28, 2014 meeting, seconded by Marla Gleave. There being no objections, the minutes were approved as written.

4. Action Items
   4.1 Distance Education: POLSC-10 US Government & Politics – Ryan Emenaker
      Franz Rulofson [M], Marla Gleave [2nd]. Following discussion, the motion to approve was passed by the following roll call vote:

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   4.2 HO-159 Emergency Medical Technician I – Virginia Plambeck
      Franz Rulofson [M], Marla Gleave [2nd]. Following discussion, the motion to TABLE this action item was passed by the following roll call vote:

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   Discussion:
   1. This item was tabled because a revised outline was not submitted for the committee’s review.

   4.3 BIOL-2 Microbiology – Diqui LaPenta
      This item was pulled by the author.

   4.4 Program Learning Outcomes Revision: Dental Assisting, Associate of Science - Hillary Reed
      Franz Rulofson [M], Sean Herrera-Thomas [2nd]. Following discussion, the motion to approve was passed by the following roll call vote:

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   Discussion:
   1. The Dental Assisting course learning outcomes have been mapped to the program learning outcomes.
4.5 **Program Learning Outcomes Revision:** Dental Assisting, Certificate of Achievement - Hillary Reed
Franz Rulofson [M], Marla Gleave [2nd]. Following discussion, the motion to approve was passed by the following roll call vote:

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Discussion:
1. Minor changes requested by C-ID to move the courses listed as recommended prep to prerequisites.

Marla Gleave [M], Franz Rulofson [2nd]. Following discussion, the motion to approve this course as **prerequisite** was passed by the following roll call vote:

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4.6 **ECE-10 Field Experience in Early Childhood Education – Sydney Larson**
Franz Rulofson [M], Erik Kramer [2nd]. Following discussion, the motion to approve was passed by the following roll call vote:

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Discussion:
1. Minor changes requested by C-ID to move the courses listed as recommended prep to prerequisites.

4.7 **BT-53A Beginning Technical and Professional Office Procedures - Barbara Jaffari**
Marla Gleave [M], Franz Rulofson [2nd]. Following discussion, the motion to approve was passed by the following roll call vote:

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With the following revisions:
1. Page 1 of 7 – Another course to be inactivated: mark “no” and delete “BT-53”.
2. Page 1 and 2 of 7 – Old/New Summary Table: table should be blank since this is a new course.
3. Page 2 of 7 – Catalog Description: revise the beginning of the first sentence to “An introductory course in…”
4. Page 3 of 7 – Recommended Prep: revise to “BT-111 and BT-16 and ENGL-150”.

4.8 **Inactivation:** BT-53 Technical and Professional Office Procedures – Barbara Jaffari
This item was pulled by the author.

4.9 **Inactivation:** BT-111 Keyboarding I (Distance Ed. Modality only) – Barbara Jaffari

4.10 **Inactivation:** BT-188 Experimental Topics - Barbara Jaffari

4.11 **Inactivation:** AJ-189 Corrections Officer Training: Core Course - Ron Waters

4.12 **Inactivation:** AJ-199 Advanced Officer Training: Individual Topic Titles - Ron Waters

4.13 **Inactivation:** FT-1 Fire Technology Organization - Ron Waters

4.14 **Inactivation:** FT-2 Fire Behavior and Combustion - Ron Waters

4.15 **Inactivation:** FT-3 Fire and Emergency Services Safety and Survival - Ron Waters

4.16 **Inactivation:** FT-4 Fire Prevention - Ron Waters

4.17 **Inactivation:** FT-5 Fire Protection Systems - Ron Waters

4.18 **Inactivation:** FT-6 Building Construction for Fire Protection - Ron Waters

4.19 **Inactivation:** FT-101 Intro to Fire Behavior (NWCG S-190) - Ron Waters

4.20 **Inactivation:** FT-102 Basic Firefighting Training (NWCG S-130) - Ron Waters

4.21 **Inactivation:** FT-103 Expanded Dispatch Recorder (NWCG D-110) - Ron Waters

4.22 **Inactivation:** FT-104 Annual Fire Safety Refresher (RT-130A) - Ron Waters

4.23 **Inactivation:** FT-105 Annual Fire Safety Refresher (RT-130B) - Ron Waters
4.24 **Inactivation**: FT-106 Firefighter Type 1 (CWCG S-131) - Ron Waters
4.25 **Inactivation**: FT-107 Lookouts, Communications, Escape Routes & Safety - Ron Waters
4.26 **Inactivation**: FT-108 Portable Pumps and Water Use - Ron Waters
4.27 **Inactivation**: FT-109 Wildland Fire Chain Saws (NWCG S-212) - Ron Waters
4.28 **Inactivation**: FT-110 ICS for Single Resources & IA Incidents - Ron Waters
4.29 **Inactivation**: FT-111 LCES & Look up, Down, Around (S-133 & S-134) - Ron Waters
4.30 **Inactivation**: FT-112 Interagency Business Management Practices (S-260) - Ron Waters
4.31 **Inactivation**: FT-113 Applied Interagency Incident Business Management (S-261) - Ron Waters
4.32 **Inactivation**: FT-114 Basic Air Operations (S-270) - Ron Waters
4.33 **Inactivation**: FT-115 Initial Attack Incident Commander (S-200) - Ron Waters
4.34 **Inactivation**: FT-116 Prescribed Burn Boss Refresher (RT-300FS) - Ron Waters
4.35 **Inactivation**: FT-117 Crew Boss, Single Resource (S-230) (RT-300FS) - Ron Waters
4.36 **Inactivation**: FT-118 Engine Boss, Single Resource (S-231) (RT-300FS) - Ron Waters
4.37 **Inactivation**: FT-119 Dozer Boss, Single Resource (S-232) (RT-300FS) - Ron Waters
4.38 **Inactivation**: FT-180 Firefighter I Academy - Ron Waters
4.39 **Inactivation**: FT-199 Fire Technology Advanced Training [Individual Topic Titles] - Ron Waters

Franz Rulofson [M], Marla Gleave [2nd]. Following discussion, the motion to approve Action Items 4.9 through 4.39 was passed by the following roll call vote:

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**Discussion:**
1. The Fire Technology courses are being inactivated as a result of the Fire Technology program being suspended. If the program is restored, it will be brought back with fresh courses. AJ-189 is being inactivated because of difficulty getting instructors from the Sheriff’s Office. AJ-199 is being inactivated due to repeatability changes.

4.40 MATH-50C Multivariable Calculus – Michael Butler

Franz Rulofson [M], Michelle Haggerty [2nd]. Following discussion, the motion to approve was passed by the following roll call vote:

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Marla Gleave [M], Michelle Haggerty [2nd]. Following discussion, the motion to approve this course as **prerequisite** was passed by the following roll call vote:

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4.41 EDUC-207 Getting Started with Computers – Kate McKinnon

Franz Rulofson [M], Marla Gleave [2nd]. Following discussion, the motion to **TABLE** was passed by the following roll call vote:

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**Discussion:**
1. Franz Rulofson moved to table this item because after talking to CIS faculty, he feels it was not properly vetted before it was submitted to the Curriculum Agenda. Michelle Haggerty said she was sent this outline but did not provide feedback because the proposal was already on today’s agenda. Kate McKinnon said that after feedback was not sent back in a timely manner they decided to move forward.
2. Julia Peterson explained that this is a very basic class. It is designed to teach students how to use the computer so they can take the GED test, which is now only offered online. Julia Peterson said this course is taught at a pre-CIS-100 level course.

4.42 GUID-213 Career Exploration – Kate McKinnon
Sean Herrera-Thomas [M], Marla Gleave [2nd]. Following discussion, Michelle Haggerty [M], Franz Rulofson [2nd] the motion to TABLE was passed by the following roll call vote:

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Discussion:
1. Jay Dragten voiced his opposition to approving this course since there is already a one-unit transferable course, GUID-8, that encompasses the same concepts. What is covered in the course is career counseling and there are special qualifications that are needed to provide career counseling. He is the only career counselor on campus and he was not consulted on this proposal. He also felt this course was too rigorous to be a non-credit course and the content is not appropriate for this type of course.
2. Julia Peterson said that this is a pre-GUID-8 course and they developed this course with the EOPS department. She expressed surprise that this outline was more fully circulated for feedback.

4.43 WORK-220 Excellent Customer Service – Kate McKinnon
4.44 WORK-221 Stress Management - Kate McKinnon
4.45 WORK-222 Communication in the Workplace - Kate McKinnon
4.46 WORK-223 Happiness and Success at Work - Kate McKinnon
4.47 WORK-224 Conflict Management - Kate McKinnon
Sean Herrera-Thomas [M], Marla Gleave [2nd]. Following discussion, Michelle Haggerty [M], Franz Rulofson [2nd] the motion to TABLE Action Items 4.43 to 4.47 was passed by the following roll call vote:

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Discussion:
1. Franz Rulofson voiced his concern that there are many disciplines listed as being able to teach this course; however no faculty in those disciplines were listed as being consulted.
2. Erik Kramer said he felt there were business courses that cover these issues. He would also like to see full-time faculty given adequate time to provide feedback.

5. Discussion
5.1 Articulation Update
Jay Dragten reported that the Associate in Arts in History for Transfer degree was approved by the Chancellor’s Office.

Juana Tabares reported that approximately 100 courses that have been approved by C-ID. Jay Dragten. And courses with an effective date of Fall 2014 were submitted to ASSIST.

5.2 Ex-Officio status of the Articulation Officer
George Potamianos researched the basis of the ex-officio status of the articulation officer. At College of the Redwoods, the articulation officer used to be a member of the classified staff and the Academic Senate felt strongly that voting members could only be faculty. Allen Keppner was assigned to do articulation but was also a representative of the Eureka non-teaching faculty therefore he had a vote. Jay Dragten is the current articulation officer and does not have a vote. George Potamianos wanted to poll the committee to see if they felt the by-law should be amended that if the articulation officer is faculty they would have a vote. The committee was in favor of this amendment. George will report this to the Academic Senate for their action.
5.3 CR GE Education Area E and Course Outline Proposal Form
The Academic Senate has approved a new area be added to the CR General Education pattern. The new category is Area E – Multicultural Understanding. In order for courses to be added to this category, it must meet two conditions: (1) it was already be approved in another GE area; and (2) it has to satisfy a lower-division common ground course at HSU. A course outline with this added area will be on the April 25<sup>th</sup> Agenda as an action item.

6. Announcements and Open Forum
There were no announcements at this time.

7. Adjournment: On motion by Franz Rulofson, seconded by Marla Gleave, the meeting was adjourned at 2:55p.m.

   Next Meeting: April 25, 2014