

# NORCO COLLEGE

## CURRICULUM COMMITTEE MINUTES

September 22, 2015 - 2:00 pm  
ST 107

Brian Johnson chaired the meeting.

### Members Present:

Brian Johnson.....Math and Sciences  
Rex Beck.....Business, Engineering & Information Technologies  
Nicole Capps.....Communications  
Dr. Diane Dieckmeyer.....Vice President of Academic Affairs  
Dr. Kevin Fleming.....Dean of Instruction, Career & Technical Education  
Dr. Carol Farrar.....Dean of Instruction  
Ladylyn Dominquez.....Social and Behavioral Sciences  
Nicholas Franco.....Social and Behavioral Sciences  
Diane Palmer.....Arts, Humanities and World Languages  
Vivian Harris.....Library  
Mitzi Sloniger.....Communications  
Dr. Monica Gutierrez.....Math and Sciences  
Dr. Teresa Friedrich-Finnern.....Math and Sciences  
Stephanie Barrera.....ASNC  
Elan Santana.....ASNC

### Members Absent:

### Guests:

Dean Hines.....Business, Engineering & Information Technologies  
Dr. Sarah Burnett.....Social and Behavioral Sciences  
Dr. Greg Aycock.....Dean, Institutional Effectiveness

### Committee Support:

Nicole C. Ramirez.....Office of the Dean of Instruction

- A. Meeting called to order at 2:05pm
- B. Motion to approve September 22, 2015 agenda – MSC: N. Capps/ V. Harris.  
Add new agenda items: 0) Cross-listed course Exclusions; 1) Camp Curriculum;  
2) SLO Changes and Assessment Committee;3) Credit for extra institutional  
learning; 4) Counselor prerequisites validation/override;5) ADT/C-ID updates  
6) TBA courses;7) Catalog Clean-up. Committee approves.
- C. Motion to approve September 8, 2015 minutes – MSC: V. Harris/ M. Gutierrez.  
Abstained: L. Dominguez. Corrections made to section F4 for the correction  
spelling of Mt. SAC. Committee approves.

**D. Norco Action Items: Norco College Approval Items for 9/22/15**

- 1. New Stand Alone Courses: NONE**
- 2. New Courses: NONE**
- 3. Course Inclusions: NONE**
- 4. Distance Education: NONE**
- 5. Major Course Modification: NONE**
- 6. Course Deletions: NONE**
- 7. Course Exclusions: NONE**
- 8. New State Approved Certificates/Degrees: NONE**
- 9. New Locally Approved Certificate: NONE**
- 10. Modifications to State/Locally Approved Certificates/Degrees: NONE**
- 11. Deletion of Certificate/Degrees: NONE**

**E:**

Course	Title	Location	Comment
<b>1. New Courses: None</b>			
<b>2. New Stand Alone Courses:</b>			
<b>3. Course Inclusions: None</b>			
<b>4. Distance Education: None</b>			
<b>5. Major Course Modifications:</b>			
The following course is being modified to change the units from 3.5 to 3 and the lecture hours from 67 to 49.5 and laboratory hours from 16 to 13.5, also to update the course content, MOI, MOE course materials and add sample assignments:			
DEH-14	Systems Analysis of Dental Anatomy, Morphology, Histology and Embryology	M	
<b>6. Course Exclusions: None</b>			
<b>7. Course Deletions: None</b>			
<b>8. New State Approved Certificates/Degrees: None</b>			
<b>9. New Locally Approved Certificate: None</b>			
<b>10. Modification to State/Locally Approved Certificate/Degrees: None</b>			
<b>11. Deletion of Certificate/Degrees: None</b>			

**Information Items:**

## F. Discussion / Information items:

- 0) **Cross-listed course Exclusions:** Some committee members expressed concern that it needs to be clear on what course you are excluded to be cross listed because it can be an assessment issue down the line. Both COR's need to be changed as a major modification. It also depends on how the course is registered with the state. The questions would be if Norco College wants to get rid of the course, what will be plan of action and how to go about it. If you exclude the course and not delete it, then it can stay at the other colleges that are offering it. For example, if we are using it for study abroad, (ex. HUM-20C), then we might not change it.
- 1) **Camp Curriculum:** The date has been set for October 20<sup>th</sup> in the Operations Center from 1:30 PM to 4:30PM. Brian Johnson already went to three department meetings to tell them if they have any curriculum issues or questions, and that he will help them as best as he can. He is also is looking for volunteers for assistance during those hours. The departments he didn't get to talk to was AWHL and SBS.
- 2) **SLO Changes and Assessment Committee:** Discussion on how the SLO changes and how it affects the assessment committee. It was discussed that it feels like there is a link from the Curriculum and assessment that would make a lot of sense. And they need our help to make it more feasible. In the courses listed in TrackDat, they can see everything that our college has for assessment that is under that discipline. The issue is that Dr. Burnett needs the information now, whereas the TrackDat isn't current. She is looking for a type of report to let them know of changes made that they can pull up in CurricUNet and make those updates in TrackDat.

The issue is that any changes we make or approve will not be effective until next year's catalog. There is a big lag on what we do and before it is official. The disciplines members know when there have been changes when they go look in CurricUNET before the new semester. We have these changes approved but the board doesn't have it yet. It's usually a year behind when all the changes affect the course catalog. We need to figure out a system with district so the assessment committee can gather more real time data. Brian Johnson needs to bring the question to district to solve it and share that information with the other colleges (MVC and RCC). We need these two software's to talk to each other (CurricUNET and TrackDat) so we can gather the data that our college needs.

- 3) **Credit for extra institutional learning:** Rex Beck spoke to the committee about the attachments he send out on September 9th attachments are forwarded to the committee members in his role as Curriculum Committee representative for his department. He asked if there are any questions and would like to see if we can vote on this at the next meeting. Then this would go to the academic senate for voting.

- 4) **Counselor prerequisites validation/override:** Ladylyn spoke to the committee the issues she and the other counselors are facing in the process we currently have at Norco for validation/override. The counselors are unable to clear a prerequisites validation and they have to give it to another staff member to research it and make the decision on the petition. This is not student friendly. It can take an average five business days or longer and is requesting that counselors be given access to approve them now. Nick Franco is going to call RCC on their pilot program on how they are doing it there. The counselors are performing the clearing there using multiple measures. This issue might belong in the Academic Standards committee because it could be a district wide student services issue as it can affect all the colleges in how they do their processes.
- 5) **ADT/C-ID updates:** This was the same list that was submitted to the committee on 9/3/15. A lot of ART courses were not approved. For those in that department, please make note of that. Please look at it again and if you have any questions, please contact Brian Johnson. He will ask for an update and provide them to the committee.
- 6) **TBA courses:** Dr. Farrar provided various spreadsheets on course exclusions and deletions. This is the data from summer 2010 through spring 2015. The issue is the zero's listed in the 'Times Taught' column. She asked the committee if they would you prefer to work out of the C-ID word document or would they like to have it captured in the two columns listed? In having it combined, you can sort it to see which course is conditional and what course of action you need to make. There are some course sections that would need further researching.
- 7) **Catalog Clean-up:** The department chairs are asked to review these lists and provide feedback. The question posed to the committee was 'Do we want to add the C-ID details to this document or as well as list the status it is in CurricuNet or keep them separate?' The committee would like to keep it as one document to make it more users friendly. The issues that needs to be addressed:
1. Do you need to get this class on the spring schedule? And we will also assess it.
  2. Is the C-ID expiring and mess up the ability for our students to get our ADT's. The word document has much greater detail.
  3. Making sure that you haven't finished a task for your Curriculum in CurricUNET. You need to clean that up.
  4. If the course outline is older than five years, you need to update! Look at the text books.
  5. TBA labs. The issue is do you want to keep that option? If you are going to keep the TBA option, where you can arrange the lab time with the students, you have to detail what that lab entails. You need to detail the student learning outcomes. What the labs are going to be and list the content. You have to attach the labs to the class to get it out of TBA.

**G. Announcements: NONE**

**H. Other Business-Open Hearing: NONE**

**Next Meeting: October 13, 2015 \* Room ST 107**