

**HARTNELL COLLEGE**  
**CURRICULUM COMMITTEE**  
**Draft Minutes**

5/16/2019, 2:00 PM, Information Competency Room, A212

Members Present: Chair: Kelly Locke

Faculty: Gabriel King, Gabriela Lopez, Ivan Guerrero, Rhea Mendoza-Lewis, Mercedes del Real, Hermelinda Rocha-Tabera, Deborah Stephens, Seaneen Sullinger, Violeta Wenger, Ann Wright, Joel Torres (Articulation Specialist)

Administrators: Sharon Albert, Debra Kaczmar, Celine Pinet

Support Staff: Herbert Cortez, Ruby Garcia

- I. Adopt Agenda: **Agenda adopted MSU**
- II. Approval of Minutes
  - A) 5/2/2019: **Approved MSU**
  - B) 4/4/2019: **Approved MSU**
- III. Consent Agenda
- IV. Two Reading Program Items: Second Reading—Action (materials available in [Degree Review Folder](#))

Implementation Fall 2020, pending all external approvals.

  - A) New Certificate of Achievement: Engineering Fundamentals  
**Approved MSU**
  - B) New AS-T: Film, Television, and Electronic Media  

This will be an Associate in **Science** for Transfer rather than an Associate in Arts for Transfer. This is per the CCCCCO template.

**Approved MSU**
- V. Two Reading Course Items, Second Reading
  - A) New Course BIO, Continuing discussion, no action

**A variety of possibilities were discussed including making this a noncredit course that is a prerequisite for the BIO majors courses. It would have to fit into one of the noncredit categories, e.g. short-term vocational. Biology faculty are new to noncredit and will have questions about how that would work. Another possibility is to have this course as a program prerequisite.**

**Biology faculty have done an analysis of declared majors and found that a high percentage of them don't continue through the Biology major to earn one of the two biology degrees.**

**Although the individual biology majors courses don't have particularly low success rates, there is a lot of math and science skill remediation that is currently being done and it cuts into the time for the biology content. This course could be the start of the Biological Sciences Pathway in the Guided Pathways model—an introduction to the discipline of biology that a student could take while taking any other first year courses (math and English for example). Preparing students with basic math and science skills as well as beginning science and laboratory skills. It could be a first course in a metamajor that introduces the methods of thinking done in the discipline of Biology.**

1) BIO 101 Foundations of Biology (1 unit)

**No action taken**

B) New Courses TAC

Implementation Spring 2020, pending Board of Trustee approval and publication in an addendum.

**Both of these courses are occupational and should have occupational TOP codes. They will be submitted for C-ID approval.**

1) TAC 57 Introduction to Electronic Media (3 units)

(a) Course Approval: **Approved MSU**

2) TAC 59 Beginning Audio Production (3 units)

(a) Course Approval: **Approved MSU**

VI. One Reading Course Items—Action

Implementation Spring 2020, pending Board of Trustee approval and publication in an addendum.

A) BUS

1) BUS 110B Beginning Formatting and Document Processing (1 unit)

(a) Course Approval: **Approved MSU**

B) COM

**On both of these courses, eligibility for ENG 1AX was added to the advisory along with eligibility for ENG 1A.**

1) COM 4 Intercultural Communication (3 units)

Removal of ENG 1A prerequisite, per Title 5 regulations on math and English prerequisites on courses outside of math and English. Eligibility for ENG 1A is an advisory.

(a) DE: **Approved MSU**

(b) Course Approval: **Approved MSU**

2) COM 8 Interpersonal Communication (3 units)

Removal of prerequisite, per Title 5 regulations on math and English prerequisites on courses outside of math and English.

(a) DE: **Approved MSU**

(b) Course Approval: **Approved MSU**

VII. One Reading Minimum Qualifications/Disciplines items

A) Astronomy

Subject	Course Number	Course Title	Masters	Non-Masters
AST	I	Introduction to Astronomy	Physics/Astronomy	
AST	IL	Astronomy Laboratory	Physics/Astronomy	

**Placement of courses in the discipline of Physics/Astronomy approved MSU.**

## B) Chemistry

<b>Subject</b>	<b>Course Number</b>	<b>Course Title</b>	<b>Masters</b>
CHM	12A	Organic Chemistry I	Chemistry
CHM	12B	Organic Chemistry II	Chemistry
CHM	1A	General Chemistry I	Chemistry
CHM	1B	General Chemistry II	Chemistry
CHM	22	The Science of Chemistry	Chemistry
CHM	23	Organic and Biological Chemistry for Health Sciences	Chemistry
CHM	45	Special Projects	Chemistry
CHM	60	Principles of Chemistry	Chemistry

### Placement of courses in the discipline of Chemistry approved MSU.

## C) Early Childhood Education

<b>Subject</b>	<b>Course Number</b>	<b>Course Title</b>	<b>Masters</b>	<b>Non-Masters</b>
ECE	1	Principles and Practices of Teaching Young Children	Child Development/Early Childhood Education	
ECE	10	Observation and Assessment	Child Development/Early Childhood Education	
ECE	11	Cognitive Activities and Materials	Child Development/Early Childhood Education	
ECE	12	Practicum: Field Teaching Experience	Child Development/Early Childhood Education	
ECE	16	Preschool Curriculum: Music	Child Development/Early Childhood Education	
ECE	17	Preschool Curriculum: Movement	Child Development/Early Childhood Education	
ECE	19	Health, Safety and Nutrition in Early Childhood	Child Development/Early Childhood Education	

<b>Subject</b>	<b>Course Number</b>	<b>Course Title</b>	<b>Masters</b>	<b>Non-Masters</b>
ECE	2	Child, Family, School & Community Relations	Child Development/Early Childhood Education	
ECE	20	Infant and Toddler Development	Child Development/Early Childhood Education	
ECE	200	Parent Enrichment		
ECE	21	Infant/Toddler Care and Education	Child Development/Early Childhood Education	
ECE	24	Infant/Toddler: Special Needs	Child Development/Early Childhood Education	
ECE	25	Preschool Learning Problems	Child Development/Early Childhood Education	
ECE	26	Children with Special Needs	Child Development/Early Childhood Education	
ECE	27	Principles and Practices in Guiding Children's Behaviors	Child Development/Early Childhood Education	
ECE	4	Introduction to Curriculum	Child Development/Early Childhood Education	
ECE	53	Teaching in a Diverse Society	Child Development/Early Childhood Education	
ECE	54	Language and Early Literacy Curriculum	Child Development/Early Childhood Education	
ECE	6	Child Growth & Development	Child Development/Early Childhood Education	
ECE	70A	Administration I-Programs in Early Childhood Education	Child Development/Early Childhood Education	

<b>Subject</b>	<b>Course Number</b>	<b>Course Title</b>	<b>Masters</b>	<b>Non-Masters</b>
	70B	Advanced Administration II: Personnel and Leadership in Child Development Programs	Child Development/Early Childhood Education	
	71	Adult Supervision and Mentoring in ECE Settings	Child Development/Early Childhood Education	

**Placement of courses in the discipline of Child Development/Early Childhood Education approved MSU.**

D) Economics

<b>Subject</b>	<b>Course Number</b>	<b>Course Title</b>	<b>Masters</b>	<b>Non-Masters</b>
ECO	1	Principles of Macroeconomics	Economics	
ECO	10	Introduction to Economics	Economics	
ECO	45	Special Projects	Economics	
ECO	5	Principles of Microeconomics	Economics	

**Placement of courses in the discipline of Economics approved MSU.**

E) Engineering

<b>Subject</b>	<b>Course Number</b>	<b>Course Title</b>	<b>Masters</b>	<b>Non- Masters</b>
EGN	1	Introduction to Engineering	Engineering, Engineering Technology	
EGN	11	Surveying	Engineering, Engineering Technology	
EGN	2	Engineering Graphics and Design	Engineering, Engineering Technology	
EGN	4	Materials Science and Engineering	Engineering	
EGN	5	Programming and Problem-Solving in MATLAB	Engineering	
EGN	6	Circuit Analysis	Engineering	

Subject	Course Number	Course Title	Masters	Non- Masters
EGN	7	Programming for Scientists and Engineers	Engineering, Computer Science	
EGN	8	Statics	Engineering	

**Placement of courses in the discipline(s) listed above is approved MSU.**

F) English

Subject	Course Number	Course Title	Masters	Non-Masters
ENG	101	Intermediate Composition and Reading	English	
ENG	17	The Contemporary Shakespeare	English	
ENG	1A	College Composition and Reading	English	
ENG	1B	College Literature and Composition	English	
ENG	2	Critical Thinking and Writing	English	
ENG	2	Critical Thinking and Writing	English	
ENG	22	Studies in Poetry	English	
ENG	24	The Short Story	English	
ENG	253	Fundamentals of Composition and Reading	English	
ENG	26	Chicano Literature	English	
ENG	31	Beginning Creative Writing	English	
ENG	32	Intermediate Creative Writing	English	
ENG	33	Advanced Creative Writing	English	
ENG	41	Art of Steinbeck	English	
ENG	44A	World Literature I	English	
ENG	44B	World Literature II	English	
ENG	46A	Survey of British Literature I	English	
ENG	46B	Survey of British Literature II	English	
ENG	47A	Survey of American Literature I	English	
ENG	47B	Survey of American Literature II	English	
ENG	48	Introduction to Children's Literature	English	

**Placement of courses in the discipline of English approved MSU.**

VIII. Election for Chair for Fall 2019 through Spring 2021  
**Kelly Locke was nominated (uncontested) and elected to continue as Curriculum Committee Chair for the next two years.**

IX. Proposed procedure for locally defining higher minimum qualifications:

A) Went to Academic Senate for first reading

**The draft was presented to the committee for information.**

#### DRAFT -- Procedure for Raising Minimum Qualifications

Minimum qualifications are reviewed and modified by action of the State Academic Senate regularly at the request of discipline faculty through their local Senate Governing Councils. The minimum qualifications determined by the ASCCC are published in the handbook Minimum Qualifications for Faculty and Administrators in California Community Colleges. However, local college districts may determine that higher minimum qualifications are needed.

The Academic Senate of Hartnell College may recommend to raise the statewide minimum qualifications for a discipline to create a higher local qualification. Where Hartnell College standards are higher than the state minimum qualifications, those local qualifications shall prevail.

Discipline faculty prepare a proposal to increase minimum qualifications. The proposal is presented first to the Curriculum Committee for two readings. Upon approval, the Curriculum committee will recommend the change to the Academic Senate. The Academic Senate will also have two readings. If the proposal is approved by the Academic Senate, the Senate will recommend the revised minimum qualifications to the Board of Trustees or Designee. All locally approved minimum qualifications will be added to the curriculum management system and a list will also be maintained by Human Resources.

When higher qualifications are deemed necessary at Hartnell, the Academic Senate should strongly consider proposing the higher minimum qualifications as a change to the Handbook through the Disciplines List revision process.

When a discipline recommends establishing higher minimum quals to the Senate, the onus is on the discipline to provide substantial supporting evidence. The evidence will be evaluated by the Curriculum Committee and the Senate prior to voting. The following provides guidelines for the types of evidence or justification that are acceptable:

- Evidence that other community colleges have instituted similar higher min quals.
- Evidence that an advisory group has recommended higher min quals.
- Evidence that an accrediting board recommends or requires high min quals.
- Evidence that a more specific or higher level of qualification will improve student success.
- Evidence that the minimum qualifications for noncredit in that discipline lead to inequities for noncredit students.



X. Plan for General Education Subcommittee—starting Fall 2019

**The Curriculum Committee will receive an update with the dates of fall meetings, the subcommittee membership, and a timeline in the fall semester.**

**Current membership is Gabriela Lopez, Mercedes del Real, Daniel Perez, Guy Hanna, and Celine Pinet. Cheryl O'Donnell will be invited to join in her role with Outcomes and Assessment.**

**Committee will research Title 5 regulations and Ed Code surrounding GE, determine criteria by which courses will be evaluated as GE courses, coordinate with the Outcomes and Assessment process of evaluating Core Competencies and develop a rubric that the Curriculum Committee will use to determine whether a course meets the standards for a GE course in a particular GE area.**

XI. Announcements

Articulation Officer Gabriela Lopez submitted a written articulation report for the minutes. (see Appendix)

Next Curriculum Committee meeting date: 8/29/2019 (5<sup>th</sup> Thursday).

**Appendix**

Articulation Officer Report to Curriculum Committee

May 2019

Course	CID	Status	Effective
EGN 2	ENGR 150	Approved	Fall 2019
PSY 9	PSY 205B	Approved	Fall 2019
ENG IAX	ENGL 100	Approved	Fall 2019
SJS 22	SJS 150	Approved	Fall 2019
ENG IR	ENGR 110	Approved	Fall 2019
EGN 7L & CSS 2A	ENGR 120	Approved	Fall 2019

Other Courses in the Queue			
TAC58	FTVE 110	SUBMITTED	5/24/2018
TAC 51	FTVE 135	SUBMITTED	5/24/2018
MAT 24	MATH 851	CONDITIONAL APPROVAL	FALL 2018
MFTGT 71	AG-MA 108L	IN-PROGRESS	2/8/2018
BIO 48	ENVS 100	IN-PROGRESS	12/15/2017
SPA IS	SPAN 100	RE-SUBMITTED	4/1/2019

**ASSIST Updates**

ASSIST.ORG will be ready for public release on May 31st. Not all Articulation agreements will be available. Will be released in phases. Training materials will be available by 5/31.

**CSUGE/IGETC Updates**

Decisions for 19-20 are expected by the end of this week. GE Pattern Handouts will be updated as soon as decisions are published!