

**MORENO VALLEY COLLEGE
CURRICULUM COMMITTEE
MINUTES**

**September 10, 2013, 2:00 p.m. – 4:00 p.m.
HUM 234**

- I. Call to Order at 2:02 p.m. and Roll Call (sign in)—Carolyn Quin, Chair
Members present: Debbi Renfrow, Michael Schwartz, Jeanne Howard, Stephen Wagner, Cheryl Honore, Ann Pfeifle, Dr. Rosslynn Byous, Manuel Cortes-Rangel, Maria Pacheco, Carmen Valencia, Dr. Carolyn Quin, Lourdes Davis, Dr. Robin Steinback, Dean David Vakil, Dean Christopher Whiteside, Regina Miller (student substitute)
Members Absent: Robert Fontaine, Michelle Christiansen (student)
Guests: Kari Richards-Dinger, Sheila Pisa, Chui Zhi Yao, Ann Yoshinaga
- II. Approval of Agenda-**M/Pfeifle S/Howard**
Agenda approved with the following changes: move V.A.1. and 2 to V.B.1.2; move IV.B.1.2 to VI.B.1.2.
- III. Approval of Minutes from May 28, 2013-**M/Howard**
S/Pacheco/Approved with correction: delete last sentence of paragraph one of V.1. Abstentions 6.
- IV. OLD BUSINESS
 - A. Postponed from May 28:
MAT-12 Statistics: impact on matriculation, on five of the proposed ADTs, and on the budget because of increasing the units from 3 to 4. The discipline/department will make a presentation and provide a rationale for these changes.--Kari Richards-Dinger, Math faculty
Motion to approve: **M/Wagner S/Howard/Unanimous Attachment to the minutes MAT-12 course revision.**
- V. NEW BUSINESS
 - A. Curriculum Approval Items for Moreno Valley College
Items based on RCCD Tech Review meeting of May 30, 2013:
 - 3. Minor Modifications: (do not need approval)**
REA-4 Critical Reading as Critical Thinking
 - 4. Major Modifications:** *The following is being proposed to update SLOs due to Assessment results as well as the MOI, MOE, sample assignments and course materials.*
FIT-S3 Basic Firefighter Academy
Motion to postpone until September 24: **M/Honore S/Byous/Unanimous Request that Robert Fontaine (PSET) attend to answer questions.**

The following is proposed to add a limitation on enrollment as well as update the SLO's, course content, MOI, MOE, sample assignments and course materials:

FIT-S3A Introduction to Fire Academy and Physical Conditioning for Fire Academy Students

Motion to postpone until September 24: **M/Honore S/Byous/Unanimous Request that Robert Fontaine (PSET) attend to answer questions.**

The following modification is proposed to update the course description, SLOs, course content, course materials and add sample assignments:

MAT-1A Calculus I

Motion to approve: **M/Howard S/Wagner/Unanimous**

The following modification is proposed to update the SLOs, course materials and add sample assignments:

MAT-35 Intermediate Algebra

Motion to approve: **M/Howard S/Wagner/Unanimous**

The following is proposed to update the course description, course content, MOI, course materials and add sample assignments:

PHY-4C Heat, Light and Waves

Motion to postpone until September 24: **M/Pacheco S/Pfeifle/Unanimous Stephen Wagner will contact Physics faculty to attend.**

PHY 4A and 4B were not approved by the MVC CCC on April 23, 2013 because the CORs did not have a laboratory manual or laboratory objectives. These are now required for articulation with the UC system.

5. New State Approved Certificates:

Associate in Arts in Psychology for Transfer--Jeanne Howard

Motion to approve: **M/Pacheco S/Howard/Unanimous Attachment to the minutes POR Psychology**

B. Stand-Alone Course Approval Training for all members of the Curriculum Committee-Dr. Carolyn Quin and Dr. Robin Steinback
The chair trained the committee using training materials provided by the State Chancellor's Office.

1. New Stand-Alone Courses: *The following course is proposed to improve the students' understanding of syntax used in academic English and enhance their skills in using proper punctuation.*

ESL-90L Special Topics in English as a Second Language: Punctuation of Phrases and Clauses

The following course is proposed to enhance students' knowledge of prepositions and articles used in academic English. This course is essential in helping students to master idioms and prepositional phrases.

ESL-90M Special Topics in English as a Second Language: Articles and Prepositions

Motion to approve: **M/Honore S/Pfeifle Yes 10 No 0 Abstention 1**
Attachment to the minutes ESL

2. Distance Education:

ESL-90L Special Topics in English as a Second Language: Punctuation of Phrases and Clauses

ESL-90M Special Topics in English as a Second Language: Articles and Prepositions

Motion to approve: **M/Honore S/Pfeifle Yes 8 No 0 Abstentions 3**

C. MVC Curriculum Committee Mission Statement—Carolyn Quin

Motion to approve: **M/Renfrow S/Honore/Unanimous**
Version dated 08.24.2013 approved as presented.

D. MVC Curriculum Committee ByLaws—Carolyn Quin

Motion to postpone until September 24: **M/Honore**
S/Howard/Unanimous

E. Update on Proposal for Change to Program Prerequisites for Physician Assistant Program--Dr. Rosslynn Byous

This item is delayed until September 24. Information was distributed to members.

F. Parliamentary Processes

1. *Roberts Rules of Order*: Use of motions to “Lay on the Table” and “Postpone to a Certain Time”—the former is temporary and applies only to the current meeting; the latter allows you to put off taking a vote until you have more information or you want more time before making a decision. The latter requires a majority vote and a future date must be specified. **This item was discussed briefly.**

2. The Brown Act—public notice of all meetings and agendas five days before meetings.

VI. REPORTS

A. District Curriculum Committee meeting--09/05/2013—Carolyn Quin

1. Administrative Procedure 4260 regarding Prerequisites, Co-Requisites and Advisories-**Working on completion.**

2. Regular Effective Contact for Distance Education Courses- District Curriculum- **Proposals from RCC, MVC, and Norco College are being combined into one RCCD document.**

3. Discussion of Content Review-**A pdf of the document on content review from the State Academic Senate is on the Curriculum Committee website (mvc.edu) under "Resources."**

- B. Report from MVC Articulation Officer—Jeanne Howard
1. ADTs at MVC
 2. District C-ID Submission Process College
- Attachment to the minutes articulation**
- C. Report from VPAA—Dr. Robin Steinback
- Dr. Steinback reported on progress made in getting programs approved. She will choose a date and notify ACCJC of new programs. Dr. Steinback informed committee members of the usefulness of this website: curriculum.cccco.edu.**
- D. Report from Deans of Instruction—Mr. David Vakil; Mr. Christopher Whiteside
- No report.**
- E. Congratulations to the Early Childhood program for completing the early care and education curriculum and program alignment process at Moreno Valley College. The verification with the California Community Colleges EC/ED Curriculum Alignment Project 2007-2008 Recommendation was official as of May 29, 2013. A certificate was sent to the college with a copy to Dr. Sandra Mayo. (letter of June 11, 2013)
- Dr. Steinback remarked that this was a very significant accomplishment.**
- VII. Open Discussion
- None.**
- VIII. Adjournment at 4:00 p.m.
- Motion to extent the meeting until 4:15 p.m. **M/Howard S/Honore/Unanimous**
- The meeting adjourned at 4:30 p.m.**

**MORENO VALLEY COLLEGE
CURRICULUM COMMITTEE
Minutes**

**September 24, 2013, 2:00 p.m. – 4:00 p.m.
HUM 234**

I. Call to Order and Roll Call (sign in)—Carolyn Quin, Chair

The meeting called to order by Dr. Quin at 2:05 p.m. Voting Members Present: C. Quin, D. Renfrow, M. Schultz, R. Fontaine, A. Pfeifle, J. Howard, S. Wagner, C. Honore, S. Pisa, R. Byous, M. Pacheco, Manual Cortes-Rangel, Regina Miller, Carmen Valencia. Non-Voting Members Present: R. Steinback, C. Whiteside; Guests: A. Yoshinaga

Voting Members Absent: None

Non-voting Members Absent: D. Vakil

I. Approval of Agenda M/Pfeifle S/Honore to Approve the agenda as printed.

II. Approval of Minutes from September 10, 2013 M/Renfrow, S/Pfeifle to approve the minutes with the correction for Ms. Debbi Renfrow's first name. Motion passed.

III. OLD BUSINESS

A. **Postponed from September 10:**

1. Proposal for Change to Program Prerequisites for Physician Assistant Program--Dr. Roslynn Byous (see written proposal)

Dr. Byous provided a brief presentation on the Physician Assistant website with an emphasis on FAQs, action steps the program faculty and college have taken to address the probation sanction by the PA accrediting agency, ARCPA, and announced that ARCPA team will be visiting in the spring 2014. M/ Pfeifle S/Honore to approve the revisions to the pre-requisite and conditions of enrollment for the PA program. Dr. Byous shared that program in conversation with a number of universities to ensure connection with graduate level institution by 2020 per ARCPA standards. As regards the proposed conditions of enrollment and pre-requisites, this will ensure that students admitted to the program will already have an AA/AS, have skills that are useful for success from the first day of the program which include statistics or intermediate algebra, medical terminology (language of medicine), Spanish (because this is a health care disparity area and the demographics for our area indicate that Spanish is the language of practice). Adopting this proposal will help to ensure that students are better prepared, more successful in the program, improve program retention, and as graduates are more employable upon graduation. As part of her presentation, Dr. Byous noted the

findings from the research conducted by institutional research on student preparation, and retention.

Questions from the committee included: (1) Is the change in clinical hours consistent with those required by other PA programs? Answer: Yes (2) What is the transition plan for notifying applicants? Answer: Dr. Byous noted that applicants have been notified that changes are forthcoming. She also assured the committee that applications for the next cohort will come in to the program under the current conditions of enrollment and pre-requisites. Dr. Steinback also noted that the changes represent a substantial change in a degree program that requires approval from the CCCC and cannot be implemented until such time as we receive this approval. (3) Can more orientation sessions be made available to students? Answer: The program director will work with the Dean of CTE to schedule in a larger room for the sessions to increase capacity, because they are currently being held in a classroom that seats a small number of students. (4) A committee member also inquired about the possibility of offering the orientation in an online format. Answer: Dr. Byous explained the potential variations in each applicant's individual circumstances and the need to be able to respond personally and specifically in the orientation sessions. (5) Regarding the inclusion of CHE 2B, a question was asked regarding how other disciplines be impacted by these changes? Answer: Dr. Byous noted that this question was also raised at the Academic Senate meeting. She indicated that many students take courses at many colleges and that the cohort of students is about 28 annually. (6) How many students are admitted? Dr. Byous indicated that the program is approved for 56 for both levels of the program. (7) How will college algebra assist students in the program? Dr. Byous responded that college algebra is standard requirement for most PA degrees. The committee noted that the unit value for COM 9 Interpersonal Communication is 3-units not 4-units. The one-page summary provided to the committee will be corrected.

M/Pfeifle S/Honore Vote: Unanimously approved 13-0-0.

Dr. Steinback asked that Dr. Byous carry congratulations to the PA faculty for their dedication and work on these revisions.

2. MVC Curriculum Committee Bylaws—Carolyn Quin

M/Howard S/Byous to approve the Bylaws as edited during the meeting. Vote: Unanimously approved 13-0-0.

A copy of the Bylaws as edited is attached to the minutes.

Dr. Quin expressed appreciation to members Debbi Renfrow and Sheila Pisa for submitting editorial comments and corrections from previous reviews of the drafts.

3. Course Major Modifications:

a. *The following is being proposed to update SLOs due to Assessment results as well as the MOI, MOE, sample assignments and course materials.*

FIT-S3 Basic Firefighter Academy—Robert Fontaine

b. *The following is proposed to add a limitation on enrollment as well as update the SLO's, course content, MOI, MOE, sample assignments and course materials:*

FIT-S3A Introduction to Fire Academy and Physical Conditioning for Fire Academy Students

M/Fontaine S/ Pacheco. Motion to postpone action on S3 & S3A until October 22 to provide the PSET department with more time to conduct research on proposed changes and to present a group of FIT courses that are being revised. Vote: Unanimous 13-0-0.

c. *The following is proposed to update the course description, course content, MOI, course materials and add sample assignments:*

PHY-4C Heat, Light and Waves—Dipen Bhattacharya

M/Stephen Wagner S/Honore to postpone action to the October 8 meeting. Vote: 13-0-0. Motion passed.

This postponement will provide S. Wagner with the opportunity to follow up with Dipen Bhattacharya. Jeanne Howard issued the invitation for the discipline faculty to share the information for the lab manual and she will pass it on to the Educational Services Office for placement in CurricUNET as a minor modification. The committee discussed the importance of having a lab manual noted on the CORs for Physics 4A, 4B, and 4C as the omission affects IGETC articulation. These Physics courses are important for several pending program proposals. The committee would like to see the CORs revised to include a lab manual.

IV. NEW BUSINESS

A. Curriculum Approval Items for Moreno Valley College

Items based on RCCD Tech Review meeting of September 5, 2013:

5. Major Course Modifications:			
The following modifications are proposed to link the SLOs to the new GESLOs and update the course description, course materials and to add the advisory of "Completion of placement test to assess level of proficiency in Spanish"			
SPA-1	Spanish 1	MNR	

SPA-1H	Honors Spanish 1	MNR	
The following modifications are proposed to link the SLOs to the new GESLOs and update the course materials and to add to the prerequisite an additional option of “or qualifying placement level on the Spanish assessment test or equivalent”:			
SPA-2	Spanish 2	MNR	
SPA-2H	Honors Spanish 2	MN	
SPA-3	Spanish 3	MNR	
SPA-4	Spanish 4	MNR	
The following modification is proposed to link the SLOs to the new GESLOs and update the course content and course materials:			
SPA-8	Intermediate Conversation	MNR	
SPA-11	Culture and Civilization	MNR	
SPA-12	Latin American Culture and Civilization	MNR	
SPA-13	Spanish for Health Care Professionals	MNR	

Motion to approve Major Modifications to Spanish courses listed.
M/Byous S/Pfeifle to adopt the modifications to SPA 1, 1-H, 2, 2H, 3, 4, 8, 11, 12, and 13. Chair Quin complimented the discipline faculty and commended them for the creating well-integrated CORs, for being a model of cross-college collaboration, and for addressing these curricular modifications last spring in preparation for the Comprehensive Instructional Program Review which is due this fall.

V. REPORTS

- A. District Curriculum Committee meeting--09/19/2013—Carolyn Quin
1. Administrative Procedure 4260 regarding Prerequisites, Co-Requisites and Advisories
 2. Regular Effective Contact for Distance Education Courses
 3. How to Begin with Content Review?

Dr. Quin reported that she and Sharon Crasnow, former district Academic Senate President from Norco College, will meet on Wednesday, September 25, for the first time to begin a review of several documents that are in draft form. Dr. Crasnow attended the District Curriculum Committee meeting on September 5 to inform the DCC that she would be on a special project at Norco College this fall as a Curriculum Mentor for

faculty and that she would like to work on the Distance Education Statement regarding Regular, Effective, and Substantive Contact and also on the Curriculum Handbook. Dr. Quin volunteered to work with her as District Curriculum Chair to move these documents into draft form so that they could be reviewed at the DCC and submitted for consideration to the three college curriculum committees, the three Academic Senates, and the district Academic Senate. At the September 19 meeting of the DCC, Dr. Quin asked permission from the DCC for the priorities to be (1) Regular, Effective Contact for Distance Education, (2) Curriculum Handbook, and (3) Content Review. The DCC agreed that the work could begin to develop drafts and report back at the next meeting on Thursday, October 3. AP 4260 is closely related to the issues that would be considered in the Content Review process regarding prerequisites, co-requisites, advisories, and limitations on enrollment.

B. Report from MVC Articulation Officer—Jeanne Howard - no report

C. Report from VPAA/ALO—Dr. Robin Steinback—no report

D. Report from Deans of Instruction—Mr. Christopher Whiteside - no report

VI. Open Discussion

(1) Cheryl Honore asked that the Committee consider adding to the *Curriculum Handbook* information about Program Approval and that this information be added to the CurricUNET site.

(2) Professor Honore asked that the committee be provided with copies of the printed *Catalog*. Dr. Steinback indicated that she has asked staff to order copies for the Committee. Committee members also suggested that the *Catalog* be sold in the MVC Bookstore. Discussion ensued about the established processes for securing catalogs for the college.

(3) Professor Honore and Dr. Pisa (on behalf of the MVC Assessment Committee) would like to see mapping of SLOs, Program Learning Outcomes, and General Education Outcomes when a program is proposed. Professor Honore asked that the committee consider asking for mapping of the outcomes at time of course approval/modification.

VII. Adjournment at 4:00 p.m. M/Honore to adjourn. The meeting was adjourned at 3:50 p.m.

**MORENO VALLEY COLLEGE
CURRICULUM COMMITTEE
Minutes**

**(Words in bold and italics are added to the original draft sent out on
10.17.2013.)**

**October 08, 2013, 2:00 p.m. – 4:00 p.m.
HUM 234**

Attendance: Debbi Renfrow, Michael Schwartz, Jeanne Howard, Stephen Wagner, Cheryl Honore, Dr. Roslynn Byous, Robert Fontaine, Manuel Cortes-Rangel, Carmen Valencia, Dr. Carolyn Quin, Lourdes Davis, Dean David Vakil, Dean Christopher Whiteside, Regina Miller

Absent members: Dr. Sheila Pisa, Ann Pfeifle, Maria Pacheco, Dr. Robin Steinback

Guests: Ann Yoshinaga, Associate Dean, PSET

- I. Call to Order and Roll Call (sign in)—Carolyn Quin, Chair
The meeting was called to order by Dr. Quin at 2:10 p.m.
- II. Approval of Agenda
M/Byous S/Schwartz to approve the agenda as printed. Motion carried. Unanimous.
- III. Approval of Minutes from September 24, 2013
M/Renfrow S/Byous to approve the minutes. Motion carried. Unanimous.
- IV. OLD BUSINESS
 - A. **Postponed from September 24:**
 1. **Course Major Modifications:**
 - a. *The following is being proposed to update SLOs due to Assessment results as well as the MOI, MOE, sample assignments and course materials.*
FIT-S3 Basic Firefighter Academy—Robert Fontaine
 - b. *The following is proposed to add a limitation on enrollment as well as update the SLO's, course content, MOI, MOE, sample assignments and course materials:*
FIT-S3A Introduction to Fire Academy and Physical Conditioning for Fire Academy Students
Postponed until further notice. M/Fontaine S/Byous. Motion carried. Unanimous.
 - c. *The following is proposed to update the course description, course content, MOI, course materials and add sample assignments:*
PHY-4C Heat, Light and Waves—Dipen Bhattacharya

S. Wagner reported that Dr. Bhattacharya said they are working with Naomi Foley to make the needed changes. Postponed to October 22 meeting. M/Wagner S/Howard. Motion carried. Unanimous.

B. Review of Bylaws and Discussion—Dr. Quin reported that changes may be needed as we develop committees, such as the Distance Education Committee, before we can finalize the Bylaws.

V. NEW BUSINESS

A. Curriculum Approval Items for Moreno Valley College

Items based on RCCD Tech Review meeting of September 19, 2013:

Course	Title	Location	Comment
1. New Stand Alone Courses: None			
2. New Courses: None			
3. Course Inclusions: None			
4. Major Course Modifications:			
The following modifications are proposed to link the SLOs to the new GESLOs and update the course materials:			
AML-1	American Sign Language 1	MR	
AML-2	American Sign Language 2	MR	
Motion to approve: M/Howard S/Byous. Motion carried. 10 Yes, 0 No, 1 abstention.			
The following modifications is proposed to change the title from “Introduction to Astronomy”, update the course description, link SLOs, course materials and add sample assignments:			
AST-1A	Introduction to the Solar System	MR	
The following modifications is proposed to change the title from “Introduction to the Stars”, update the course description, link SLOs, course materials and add sample assignments:			
AST-1B	Introduction to the Stars and Galaxies	MR	
Motion to approve: M/Wagner S/Byous. Motion carried. Unanimous.			
The following modification is propose to update the course description, entry skills, course content, course materials, link the SLOs to the new GESLOs, and to add sample assignments:			
MAT-2	Differential Equations	MNR	
Motion to approve: M/Wagner S/Byous. Motion carried. Unanimous.			
The following modification is proposed to add a prerequisite of “and to link the SLOs to the new GESLOs and update the course materials:			
SPA-3N	Spanish for Spanish Speakers	MNR	
Motion to approve: M/Howard S/Byous. Motion carried. Unanimous.			

Course	Title	Location	Comment
5. Course Deletions: None			
6. Course Exclusions: None			
7. New State Approved Certificates/Degrees: None			
8. New Locally Approved Certificate: None			
9. Modification to State/Locally Approved Certificate/Degrees: None			
10. Deletion of Certificate/Degrees: None			
11. Distance Education: None			

VI. REPORTS

- A. District Curriculum Committee meeting—10/03/2013—Carolyn Quin
1. Distance Education Regulations, Best Practices, Certification Letter, and COR Addendum—DRAFTS
Documents are in Sharepoint. Change name of Addendum to Instructional Addendum. Documents will come back for action at meeting on 10/22/13 so they can move forward to the Academic Senate. Michael Schwartz will be the contact person for Distance Education for the Curriculum Committee.
 2. Program Approval Processes in place: (AP 4020 link to 2011)
 - a. “Short” Process, District Academic Senate, May 2009
 - b. 2011 Revision approved by District Academic Senate
 - c. APPENDIX H—posted on CurricUNET site (course-based)
 - d. *Program and Course Approval Handbook*, 5th edition, final version pdf—fondly known as PCAH**Dr. Quin reviewed the program approval processes that had been approved in prior years by the Academic Senates, including the District Academic Senate. The documents date from 2008 (Appendix H), 2009, and 2011. Copies were provided to everyone present and are posted on the Curriculum Committee Sharepoint site in a folder for Program Approval Process. The 2009 document can be adapted by Moreno Valley College to use for programs based on existing RCCD and MVC courses. She will try to have a draft at the next meeting for review.**
- B. Report from MVC Articulation Officer—Jeanne Howard
Ms. Howard reported that the following courses are currently approved for C-ID numbers: MUS 5, MUS 6, ENG 1B, HIS 5, ART 18 (conditional—resubmit with updated textbooks), ART 40, and BUS 18A. She will bring a list of conditional approvals on 10/22/13. She gave an updated report on approved ADTs and those in progress.
- C. Report from VPAA/ALO—Dr. Robin Steinback-**No report**

D. Report from Dean of Instruction—***Mr. Vakil informed the Department Chairs in the meeting he had last week with them that if they were making changes to their curriculum it was encouraged for a representative from their department be in attendance in the curriculum meeting to answer questions from curriculum committee members.***

D. Report from Dean of Instruction CTE--Mr. Christopher Whiteside-**No report**

VII. Open Discussion

1. Dr. Byous asked *if* lab courses need to have sample assignments. Dr. Quin will verify and check Title 5.
2. Course outlines should be updated every four-five years. *Mr. Whiteside* clarified that CTE programs need to be reviewed every two years for certain criteria, but that course outlines need to be updated on the same cycle as other courses, unless there are required changes.
3. There was some discussion about what to do about CORs that are partially revised, but not finished. There does not seem to be an easy solution, although many possibilities have been discussed throughout the district.
4. *Professor Honore* pointed out that the Curriculum Chair should notify faculty when they have courses on the agenda. Dr. Quin will implement that notification process.
5. Questions arose about CurricUNET. Dr. Quin will do a tutorial at the next meeting to respond to questions from the committee members.
6. There was a brief discussion about the new *BIO-1* prerequisite for AMY 2A. Dean Vakil will share the research results with Dr. Quin.

VIII. Adjournment at 4:00 p.m.

Motion to adjourn at 4:00 p.m. M/Renfrow S/Honore. Motion carried. Unanimous.

Attachments to the Minutes of October 8, 2013. All attachments are in the MEETING FOLDER for October 8, 2013, on the Sharepoint site.

Distance Education (DE)

1. Federal and State Regulations and ACCJC *Guidelines*
2. RCCD Best Practices
3. Instructional Addendum for DE course sections
4. Certification Letter from DE Faculty (related to regular, effective/substantive contact between faculty and students)

Program Approval Process

1. 2009 District Academic Senate “short” process
2. 2011 Revision of the Program Approval Process
3. APPENDIX H (2008)—Curriculum Approval Process
4. PCAH, 5th edition, Approved

**MORENO VALLEY COLLEGE
CURRICULUM COMMITTEE
MINUTES**

**October 22, 2013, 2:00 p.m. – 4:00 p.m.
HUM 234**

- I. Call to Order at 2:04 p.m. and Roll Call (sign in)—Carolyn Quin, Chair

Attendance of Members: Mick Schwartz, Maria del Rocio Pacheco, Regina Miller, Ann Pfeifle, Steve Wagner, Carolyn Quin, Carmen Valencia, Jeanne Howard, Cheryl Honore, Rosslynn Byous, Debbi Renfrow, Lourdes, Davis, David Vakil

Guests: Ann Yoshinaga

Absent Members: Dr. Robin Steinback, Manuel Cortes-Rangel, Bob Fontaine, Sheila Pisa, Chris Whiteside

- II. Approval of Agenda
M/Pefifle S/Pacheco. Approved. Unanimous.
- III. Approval of Revised Minutes from October 8, 2013
M/Pfeifle S/Howard. Approved with changes. Yes 8 No 0 Abstentions 2
- IV. OLD BUSINESS

A. Postponed from October 8:

1. Course Major Modifications:

- a. The following is proposed to update the course description, course content, MOI, course materials and add sample assignments:*

PHY-4C Heat, Light and Waves—Dipen Bhattacharya
Motion to approve. M/Howard S/Wagner. COR now includes Lab Manual. Motion carried. Unanimous

B. Other—Questions about CurricUNET?

The chair reviewed with the members the process for locating courses that are in the committee members queue for approvals. Professor Honore pointed out that ADJ-a and ADJ-4 were not in the queue for this meeting. Professor Quin will find out why they are not.

V. NEW BUSINESS

A. Distance Education Forms—Action Item

1. Distance Education Regulations
2. RCCD Best Practices in Distance Education
3. Instructional Addendum for Curriculum Approvals
3. College Certification Letter

M/Pfeifle S/Pacheco. The documents are uploaded to the Sharepoint site. Mike Schwartz is the chair of the Distance Education Subcommittee of the Curriculum Committee. He led the discussion and the review of the documents. Changes were made in the reading of the Certification Letter. Mike Schwartz recommended that the Instructional Addendum for Distance Education and the Certification Letter be sent to the Dean of Instruction and to the Department Chair along with the Course Syllabus. This is a compliance issue. The forms should be approved by the college Academic Senate and the District Senate. Suggestion that the forms be on Open Campus for convenience. Adding college logo and branding was also suggested. Approved with changes noted. Motion carried. Unanimous.

B. Program Approval Process—Action Item

--“Short” Process, (DAS, May 2009) –adapted for MVC

Program Approval Process for Programs using Existing RCCD and MVC Courses, such as Associate Degrees for Transfer (written proposal)

Carolyn Quin reviewed the written proposal with the committee and changes were made as the committee discussed the modifications of the 2009 “short” process. The committee was reminded of the C-ID.Net website for Descriptors and information about TMCs and SB1440. Jeanne Howard will send the link to the most up-to-date ADT templates on the State Chancellor’s website so it can be added to the description of the process. Time ran out for this discussion on STEP 4, so the committee will continue the discussion at the next meeting. A revised version of this modified “short” process will be available for the next meeting. No action was taken.

C. Curriculum Approval Items for Moreno Valley College

Items based on RCCD Tech Review meeting of October 3, 2013:

Course	Title	Location	Comment
4. Major Course Modifications:			
The modification is proposed to update SLOs, course content, and course materials to be more compliant with C-ID:			
ADJ-1	Introduction to the Administration of Justice	MNR	
This modification is proposed to update the course materials:			
ADJ-4	Legal Aspects of Evidence	MNR	
Motion to approve. M/Renfrow S/Pacheco. Motion carried. Unanimous.			
The following modification is proposed to update the SLOs, MOI, MOE, course materials and to add sample assignments:			
BUS-18B	Business Law II	MNR	
The following modification is proposed to update the SLOs, course content, MOI, MOE, course materials and to add sample assignments:			
BUS-53	Introduction to Personal Finance	MNR	
Motion to approve. M/Howard S/Honore. Jose Duran, BUS faculty, recommended that these course pass. The district discipline collaborated on the revisions. Motion carried. Unanimous.			

D. Distance Education Subcommittee of the MVC Curriculum Committee

Michael Schwartz, chair

Kari Richards-Dinger

Carolyn Quin

Volunteers needed from DE faculty (hybrid and online)

Contact Mike Schwartz if you are interested in joining this group. Ree Amezquita and Anya Marquis have volunteered.

E. Ad hoc Committee for the MVC Catalog 2014-2015

Jeanne Howard

Dr. Robin Steinback

Carolyn Quin

Volunteers needed from all areas (contact Dr. Steinback)

Contact Carolyn Quin if you are interested in joining this group to read through and make corrections to the *2013-2014 College Catalog*.

VI. REPORTS

A. District Curriculum Committee meeting—10/17/2013—Carolyn Quin

1. AP 4260_Limitation on Enrollment: Prerequisites, Co-requisites, and Advisories (Sharepoint)

The DCC is still discussing this AP and trying to work out differences of opinion about processes. Sharon Crasnow (Norco) and Carolyn Quin are meeting on 10/23 to develop new language and to complete a draft that can be presented at DCC on 11/07.

2. 2013 Curriculum Regional Meeting/South

Friday, November 15, 2013

Long Beach City College, 10:00 a.m. – 3:00 p.m.

Five from each college can attend.

<http://asccc.org/content/curriculum-regional-meetings>

If you are interested, please sign up to attend.

B. Report from MVC Articulation Officer—Jeanne Howard

Jeanne Howard will bring a list of courses that are conditionally approved for C-ID and the expiration dates for their approval to the next meeting. English and Studio Arts ADTs were State approved recently. The C-ID Newsletter will be placed on the mailboxes of the members. Time ran out for the full report.

C. Report from VPAA/ALO—Dr. Robin Steinback—no report

D. Report from Dean of Instruction—Mr. David Vakil--no report

E. Report from Dean of Instruction CTE--Mr. Christopher Whiteside—no report

VII. Open Discussion—no discussion

VIII. Adjournment at 4:04 p.m. Motion to adjourn. M/Honore S/Renfrow

Next meeting is November 12, 2013, at 2:00 p.m. Monday Holiday on 10/11.

**MORENO VALLEY COLLEGE
CURRICULUM COMMITTEE
MINUTES**

**November 12, 2013, 2:00 p.m. – 4:00 p.m.
HUM 234**

- I. Call to Order at 2:04 p.m. and Roll Call (sign in)—Carolyn Quin, Chair

Attendance of Members: Debbi Renfrow, Mike Schwartz, Jeanne Howard, Cheryl Honore, Dr. Sheila Pisa, Ann Pfeifle, Bob Fontaine, Maria Pacheco, Dr. Carolyn Quin, Lourdes, Davis, Regina Miller

Guests: Ellen Holt, Library Intern

Absent Members: Stephen Wagner, Dr. Rosslynn Byous, Carmen Valencia, Dr. Robin Steinback, Dean David Vakil, Dean Christopher Whiteside.

- II. Approval of Agenda
Motion to approve: M/Howard S/Pfeifle. Unanimous

- III. Approval of DRAFT Minutes with revisions from October 22, 2013
Motion to approve: M/Honore S/Schwartz. 7 Yes. 1 Abstention

Announcements: Ellen Holt, an intern with the Moreno Valley College Library, was a guest at this meeting. The Moreno Valley College Library is one of eleven libraries that were selected to participate in the Laura Bush Grant in the Inland Empire. Through this grant, the library pays for this internship program, which lasts several months.

- IV. OLD BUSINESS (items were rearranged to accommodate the schedules of faculty who needed to leave early)
A. Distance Education Forms are moving forward--
(1) faculty association (2) Senates—**faculty association is reviewing the forms along with the Senates**

FLEX events for professional development related to Distance Education will be planned for February. A meeting of the DE Subcommittee of MVC Curriculum Committee will be November 26, 2013, at 12:50 p.m. in HUM 234. Michael Schwartz will chair. Please email ideas and thoughts to him. He will report activities to the Curriculum Committee and announce future meeting dates and professional development activities.

Dr. Pisa shared that on her recent site visit on an accrediting team they looked at “regular, effective contact.” She brought up the topic of training for students who take classes using distance education. She said that a *Fact Book on Distance Education* would be available soon on the accreditation Sharepoint site.

Michael Schwartz pointed out that an optional orientation for students will be held in the spring. Students Services can also assist with online students who need help.

The Library also assists students in online classes. Debbi Renfrow spoke about the technical side of Blackboard and the challenges they face in the library with students who are trying to access classes and publisher information when there are browser conflicts.

B. MVC Articulation Officer—Jeanne Howard

Updates on C-ID; articulation with UC and CSU; ADTs; and other issues for the committee—**see handout on CID Report for MVC only**

Updates to the handout include the following: ART-18 is approved; Communications 12—has an extension until 04/04/2014; SPA-3N has been resubmitted. Jeanne Howard receives a list every week. Submit any changes to Ms. Howard. “Expired” means we need to start all over. Student degrees (ADTs) will not be approved if courses are not approved, and students will have to have their degrees certified another way (Example: Sociology). The AOE's are okay if courses are not approved. If you have a class on the list, please get in touch with Jeanne Howard right away to find out what needs to be done.

Jeanne Howard also shared the C-ID newsletter for November with the members. Several courses were sent for a second review to the UC system for articulation: BIO-11H, MUS-29, PSY-50, KIN-10.

C. “Re-launch” process after “hold” in CurricUNET (ex. ADJ-1 and ADJ-4)

Carolyn Quin told the committee that a faculty member has to “re-launch” a course after it has been placed on “HOLD” at the district Tech Review Committee meeting. The purpose of “HOLD” is to give the faculty member a chance to make minor adjustments to the course without having to start over from the beginning in CurricUNET. The faculty member at Riverside who had worked on the ADJ courses had forgotten to re-launch and that is why the courses were not in your queues before the meeting.

D. **Program Approval Process—Action Item**

--“Short” Process, (DAS, May 2009) –adapted for MVC

Program Approval Process for Programs using Existing RCCD and MVC Courses, such as Associate Degrees for Transfer (written proposal)--
Moreno Valley College is using the District Senate-approved 2009 “Short” process for program approvals for ADTs and other programs developed from existing RCCD courses. (See District Academic Senate Minutes of May 2009). (FYI--Norco College is using the 20011 Revision of the Program Approval Process.)

E. Other (**none**)

V. NEW BUSINESS

C. Curriculum Approval Items for Moreno Valley College

Items based on RCCD Tech Review meeting of October 17, 2013 and ART courses from earlier in 2013/2012 (dates vary):

Course	Title	Location	Comment
1. New Stand Alone Courses:			
2. New Courses: None			
The following courses are proposed to address repeatability issues by defining the levels:			
ART-28A	Studio Painting-Portfolio Preparation	MNR	
ART-28B	Studio Painting-Portfolio Presentation	MNR	
ART-36A	Computer Art-Introduction	MNR	
ART-36B	Computer Art-Intermediate	MNR	
ART-40A	Figure Drawing-Introduction	MNR	
ART-40B	Figure Drawing-Intermediate	MNR	
ART-41A	Figure Painting-Introduction	MNR	
ART-41B	Figure Painting-Intermediate	MNR	
ART-42A	Studio Figure Drawing-Portfolio Preparation	MNR	
ART-42B	Studio Figure Drawing-Portfolio Presentation	MNR	
ART-43A	Studio Figure Painting-Portfolio Preparation	MNR	
ART-43B	Studio Figure Painting-Portfolio Presentation	MNR	
ART-48A	Studio Drawing-Portfolio Preparation	MNR	
ART-48B	Studio Drawing-Portfolio Presentation	MNR	
Motion to approve new ART courses: M/Pacheco S/Pisa. Courses have the support of MVC Art instructor Amy Balent. Approved. Unanimous.			
3. Course Inclusions: None			
4. Major Course Modifications:			
The following modifications are proposed to match the C-ID descriptor by adding a prerequisite of "ENG-50 or 80 or eligibility for ENG-1A" and clarification in methods of evaluation language for this course to continue to be accepted as part of AA-T in English. It also establishes the necessary communication skills to complete the required method of evaluation: essay writing:			
ENG-6	British Literature I: Anglo-Saxon through Eighteenth Century	MNR	
ENG-7	British Literature II: Romanticism through Modernism/Post-Modernism	MNR	
ENG-14	American Literature I: Pre-Contact through Civil War	MNR	
ENG-15	American Literature II: 1860 to the Present	MNR	

Course	Title	Location	Comment
ENG-30	Children's Literature	MNR	
Motion to approve ENG Course Major Modifications: M/Pisa S/Renfrow. Approved. Unanimous			
The following modification is proposed to update the SLO and course content in order to be compliant with the C-ID descriptor:			
GEG-1L	Physical Geography Laboratory	MNR	
Motion to approve GEG Course Major Modifications: M/Pfeifle S/Pacheco. Approved. Unanimous			
The following modification is proposed to update the course description, SLOs, content, methods of instruction (MOI), methods of evaluation (MOE), sample assignments and course materials to align with the C-ID descriptor:			
MUS-29	Concert Choir	MR	
The following modification is proposed to remove from the limitation on enrollment "The ability to sight-read and perform music on a wind, percussion, string, or keyboard instrument" and to update the course description, SLOs, content, MOI, MOE, sample assignments and course materials to align with the C-ID descriptor:			
MUS-36	Instrumental Chamber Ensembles	MR	
The following modification is proposed to remove from the limitation on enrollment the wording "Previous experience with classical guitar" and to update the course description, SLOs, content, MOI, MOE, sample assignments and course materials to align with the C-ID descriptor:			
MUS-77	Guitar Ensemble	MNR	
Motion to approved MUS Course Major Modifications: M/Renfrow S/Pisa. Approved. Unanimous			
5. Course Deletions: None			
6. Course Exclusions: None			
7. New State Approved Certificates/Degrees: None			
8. New Locally Approved Certificate: None			
9. Modification to State/Locally Approved Certificate/Degrees: None			
10. Deletion of Certificate/Degrees: None			
11.Distance Education: None			

VI. Curriculum Subcommittee Reports:

A. **Distance Education Subcommittee of the MVC Curriculum Committee**
Michael Schwartz, chair (see Minutes under OLD BUSINESS IV.A.)

B. **Ad hoc Committee for the MVC Catalog 2014-2015**

Anyone who wishes to participate, please contact Dr. Quin.

Jeanne Howard asked how she can track a particular course. She would like a list of courses that have been deleted from the Moreno Valley College Catalog since it was first published in 2007? 2009?

VII. OTHER REPORTS

A. District Curriculum Committee meeting—11/05/2013—Carolyn Quin

1. AP 4260_Limitation on Enrollment: Prerequisites, Co-requisites, and Advisories—Draft was finalized and sent to (1) Ruth Adams, Legal Counsel on 11/06
Additional Review steps will be: (2) College Curriculum Committees, (3) District Curriculum Committee for Final Version, (4) College Academic Senates, (5) District Academic Senate—printed handout with current language distributed at the meeting.

Motion to approve: M/Pfeifle S/Pacheco. Discussion noted AP 4260 changes in language to correct typo, extra “be,” (IV.B.2.b.) and also to replace the word “vocational” with Career Technical Education under Program Review, Section V. Clarification: The review of the curriculum for all CTE programs is required every two years as stated. That portion of the language is correct.

Dr. Roslynn Byous sent comments via email on 11/09/2013 since she was unable to attend the meeting. She wrote, “Due to accreditation requirements most of the CTE programs review this area on an ongoing basis. The PA Program reviews this information annually.”

AP 4260 Limitation on Enrollment was approved with the changes noted above. Unanimous. This AP will be go back to the District Curriculum Committee for a final review before going to the MVC Academic Senate.

This document reminds us that prerequisites, co-requisites, and limitations on enrollment for certain courses need to be reviewed every six years, and the college needs to initiate the review. A checklist needs to be developed for those courses that would need review.

2. 2013 Curriculum Regional Meeting/South
Friday, November 15, 2013
Long Beach City College, 10:00 a.m. – 3:00 p.m.
Five from each college can attend.

<http://asccc.org/content/curriculum-regional-meetings>

B. Report from VPAA/ALO—Dr. Robin Steinback—no report

C. Report from Dean of Instruction—Mr. David Vakil—no report

D. Report from Dean of Instruction CTE--Mr. Christopher Whiteside—no report

VII. Open Discussion

(1) A suggestion was made that an evaluator be invited to attend an MVC Curriculum Committee meeting to discuss processes and decisions made by evaluators. Brief Dr. Steinback (VPAA) before the meeting. Could this be a FLEX activity?—Debbi Renfrow

(2) General Education SLO mapping has been done for a number of courses by the district. If no course SLOs are aligned with General Education SLOs, this could be a concern. Professor Honore will be launching??--Dr. Sheila Pisa

VIII. **Adjournment at 4:05 p.m.**

**MORENO VALLEY COLLEGE
CURRICULUM COMMITTEE
MINUTES**

**November 26, 2013, 2:00 p.m. – 4:00 p.m.
HUM 234**

- I. Call to Order at **2:05 p.m.** and Roll Call (sign in)—Carolyn Quin, Chair

Attendance of Members: Debbi Renfrow, Michael Schwartz, Jeanne Howard, Stephen Wagner, Cheryl Honore, Dr. Sheila Pisa, Dr. Rosslynn Byous, Bob Fontaine, Maria Pacheco, Carmen Valencia, Dr. Carolyn Quin, Lourdes Davis, Dr. Robin Steinback, Dean Christopher Whiteside, Regina Miller

Guests: Ann Yosihinaga, Ellen Holt (?)

Absent Members: Ann Pfeifle, Manuel Cortes-Rangel, Dean David Vakil

- II. Approval of Agenda—**Motion to approve. M/Howard S/Miller**
Agenda revised to pull items IV. A. and IV.B. Approval of Revised Agenda.
Unanimous
Later addition to the agenda--See V.E. New Business—add: “Revisions to Dental Assisting Program Requirements.”

- III. Approval of Minutes from November 12, 2013—**postponed until Dec. 3**

IV. OLD BUSINESS

C. AP 4260 Limitation on Enrollment—FINAL VERSION—Action Item
Motion to approve: M/Renfrow S/Pacheco. Carolyn Quin pointed out the language in section I. Introduction related to courses that do not need to be scrutinized using content review because of questions that had arisen prior to the meeting. Discussion followed with the MVC matriculation (Student Success) office, represented by Carmen Valencia, bringing forth several issues of concern related to district practices and matriculation. Examination of the “Matriculation Appeal Petition” indicated a need for revisions and for the addition of reference to AP 4260 on the form. A link to Title 5, section 55003p should be placed within the document under “B. Grounds for challenge may include any one of the following: 1. Those grounds specified in Title 5, section 5003p.” Discussion of section IV.B. “Grounds for challenge may include any one of the following” led to the discovery that the interpretation of IV.A.1. is contrary to the intent of Title 5. The statement says, “If ...the college fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course.” For at least the past eight years, the college has been denying the student admission to the course if the college has received no response from the person who was asked to review the challenge, usually a faculty member or

department chair. This practice needs to be examined and discussed and a change to this practice reconsidered. It was also pointed out that a period for appeals can be specified, and that the period could be prior to the beginning of the term in which the class is offered, perhaps during the registration period. Title 5 specifies 10-working days. A longer period of time could be allowed if the appeal period is announced ahead of time and understood by students and faculty. Some procedural issues were referred to Dr. Sandoval for resolution. **AP (Administrative Procedure) 4260 was approved in Revision 7 with notations of the typo and the need to add a link.**

Unanimous. Please note that the Board of Trustees adopts policies. We adopt procedures to go with those policies. This version of the AP will go to the MVC Academic Senate on December 2.

D. Other

V. NEW BUSINESS

A. Curriculum Approval Items for Moreno Valley College

Items based on RCCD Tech Review meeting of November 7, 2013:

Course	Title	Location	Comment
1. New Stand Alone Courses: None			
2. New Courses:			
This course will enhance the honors program's offerings:			
ECO-8H	Honors Principles of Microeconomics	MNR	
Motion to approve: M/Howard S/Pacheco. Look at ECO-8, or any parent course, when preparing an Honors section of a COR. The CORs should match except for the Honors add-ons, which are standard. 10 Yes. 0 No. 1 Abstention.			
3. Course Inclusions: None			
4. Major Course Modifications:			
The following modification is proposed to update the course description, SLOs, course content, course materials and add sample assignments:			
MAT-36	Trigonometry	MNR	
The following modification is proposed to update the SLOs to be compliant with the C-ID descriptor:			
PSY-1	General Psychology	MNR	
The following modification is proposed to update the course description, SLOs, course content, MOI and course materials to align with the C-ID descriptor:			
SOC-12	Marriage and Family Relations	MNR	
Move to approve MAT-36, PSY-1, and SOC-12. M/Byous S/Pisa. 10 Yes. 0 No. 1 Abstention.			
5. Course Deletions:			
The following courses are being deleted because there is no longer a discipline faculty member to teach the course and the college is not planning to offer them in the future:			
DEN-70	Introduction to Dental Technology	M	

Course	Title	Location	Comment
DEN-71	Dental Morphology	M	
DEN-72A	Dental Materials I	M	
DEN-72B	Dental Materials II	M	
DEN-74	Dental Anatomy and Physiology	M	
DEN-75A	Complete Denture Techniques I	M	
DEN-75B	Complete Denture Techniques II	M	
DEN-77A	Removable Partial Denture Techniques I	M	
DEN-77B	Removable Partial Denture Techniques II	M	
DEN-79A	Crown and Bridge Techniques I	M	
DEN-79B	Crown and Bridge Techniques II	M	
DEN-82	Dental Laboratory Management	M	
DEN-85	Orthodontic/Pedodontic Techniques	M	
DEN-89A	Dental Ceramics I	M	
DEN-89B	Dental Ceramics II	M	
Move to approve Course Deletions: M/Honors S/Pisa. Discussion that copies of the College Catalog are archived online and, if needed, in the Library. For programs that are no longer offered, students can still find the Catalog information if needed. Approved deletion of courses in the Dental Technology program. Unanimous			
6. Course Exclusions: None			
7. New State Approved Certificates/Degrees:			
Associate in Arts for Transfer in Philosophy		M	
Move to approve: M/Howard S/Miller. Program proposal created by Nick Sinigalia. Approved. Unanimous			
8. New Locally Approved Certificate: None			
9. Modification to State/Locally Approved Certificate/Degrees: None			
10. Deletion of Certificate/Degrees: None			
11.Distance Education: None			

V. NEW BUSINESS, continued

B. Student Success and Support Program—Carmen Valencia

Title 5: Component Standards: Prerequisites, Corequisites and Advisories on recommended preparation component Goals and Activities (review and discuss)—the report on Activities is due on October 14, 2014—Requests that all members of the Curriculum Committee review the listed activities and make note of how these activities are being done. Carmen Valencia also noted that the “Component Standards” would be changing, but Jeanne Howard suggested that probably more would be added, rather than anything that is currently there being taken away. Of particular note is the “Component Standard” stating that the (3) Curriculum committee

reviews course outline of record to determine if associate degree credit course shall require pre- and co-requisite to enhance likelihood of success and (6) Board-adopted policy specifies the process for periodically reviewing pre-and co-requisites (at least every six years) and advisories, including level of scrutiny and frequency of review.

These two standards relate to AP 4260 Limitation on Enrollment and also to Content Review. Another question that arose in the discussion was whether there is a Challenge Process for Program Prerequisites.

C. Proposal related to General Education Revisions and Options—discussion
OPTIONS for General Education: Discussion centered on adding IGETC, CSU GE, or the RCCD General Education requirements as an option to any program MVC offers. Examples would be:

ADT “Major” program + IGETC = A.A.-T. or A.S.-T. degree

ADT “Major” program + CSU GE = A.A.-T. or A.S.-T. degree

These are already in place by State decree with implementation of SB 1440.

In addition, add:

AOE + IGETC = A.A. or A.S. degree

AOE + CSU GE = A.A. or A.S. degree

OR

Any program+ RCCD General Education requirements = A.A. or A.S. degree

(this is what we have currently)

Topic 2 related to General Education: **Revisions to the Courses included in RCCD General Education:** (develop a form)

Timeline: fall semester

Proposal: List Course to be included:

Criteria (check all that apply)

Course is transferrable to CSU: List Area: _____

Course is transferable to UC (college specific): List area: _____

Course is in the CSU GE pattern: List area: _____

Course is in the IGETC pattern: List area: _____

If course is not included in one of the areas above, please present discipline and department approval of the proposed course to show the curriculum committee how the course aligns with at least one, if not more, of the General Education SLOS.

Final approval of the course for General Education inclusion is subject to the approval of the college Academic Senate, the District Curriculum Committee, and the District Academic Senate.

D. Course Inclusion Process and Challenges with outdated CORs—discussion

The need to revise the Course Inclusion process was agreed upon. Because time was short, the exact proposal was not discussed.

E. Motion to add item to agenda: Revisions to Dental Assisting Program Prerequisites. M/Pisa S/Pacheco. Agreed by consensus.

Dr. Lidia Hulshof, faculty in the Dental Assisting program presented a Powerpoint of the proposed program changes.

Discussion followed related to the need for Content Review for ENG 60B and the needs of the program. ENG 50 and ENG 80 were suggested by the committee as perhaps solving the prerequisite needs. ESL 55 was also mentioned. Suggestion that data is needed. Dr. Hulshof has made a request for data, but does not have results. A requirement could be placed as a condition of enrollment to complete before enrolling in the program, but would want data before doing that. It was noted that we are not friendly to other colleges regarding the issue of reciprocity. ENG 60A and B are not accepted from other colleges, so if that program prerequisite is used, students would have to take the courses within RCCD.

COMM Department representative, Michael Schwartz, and Dr. Hulshof will consult on the appropriate ENG prerequisite in an informal content review before the next meeting on December 3. This proposal will be placed on that agenda again for further discussion.

VI. Curriculum Subcommittee Reports:

A. Distance Education Subcommittee of the MVC Curriculum Committee

Michael Schwartz, chair—the committee met prior to this meeting. It was a good meeting with seven faculty in attendance. Best Practices were discussed and new ideas shared. Future meetings will be held on the last Tuesday of each month. FLEX activities will be offered during spring semester. The Distance Education forms will go forward as two forms and a Statement that faculty will check in WebAdvisor when they approve their TAs. The two forms are the “Summary of Regulations...” and “RCCD Guide to Recommended Best Practices...” The Statement will replace documents 3 and 4, the Instructional Addendum and the Certification Letter. The Statement reads:

“I have read the *Summary of Regulations for Regular and Effective/Substantive Contact for Distance Education* and the *RCCD Guide to Recommended Best Practices to Achieve Regular and Effective/Substantive Contact in Distance Education* which clarify regular and effective/substantive contact with students for distance education courses.”

B. Ad hoc Committee for the MVC Catalog 2014-2015—no report

VI. OTHER REPORTS

A. District Curriculum Committee meeting—11/05/2013—Carolyn Quin

1. AP 4260_Limitation on Enrollment: Prerequisites, Co-requisites, and Advisories—Draft was finalized and sent to Ruth

Adams, Legal Counsel on 11/06—reviewed and changed at DCC on 11/21. Now in Revision 7. Riverside requested that the words “as part of review process” be added to the section on “involvement of faculty with appropriate expertise.” —Revision 7 should go to three Senates on Monday, December 2.

2. (Tech Review) Political Science 3 and 5 will be included in our 2014-2015 Catalog—COR revisions are forthcoming

3. Extensive discussion re: Distance Education Forms

4. 2013 Curriculum Regional Meeting/South

<http://asccc.org/events/2013/11/2013-curriculum-regional-meetings>

Pdfs and Powerpoints are on Sharepoint in the meeting folder to today’s meeting.

B. Report from VPAA/ALO—Dr. Robin Steinback

1. Dr. Steinback has sent information on an ASCCC Academic Academy related to the General Education curriculum scheduled for February 21 and 22 (Friday and Saturday) to Dr. Pisa, Jeanne Howard, and Dr. Quin. Dr. Quin will let her know who will be attending by Friday, December 6. Two people will be funded to attend.

2. The Open Campus office has sent notices to the other 49 states relative to offering online classes to students for their states. Some states are charging fees, such as Arkansas, which could charge up to \$10,000. RCCD will not pay these fees, so some students may have to be blocked from distance education courses in the future if they are from out of state. We have a small number now, so it will not have a big impact on enrollment. Some state groups are forming consortiums for the purpose of waiving fees among members of their group.

3. Dr. Steinback announced that Dr. Azari, Interim Chancellor for RCCD, has asked her to assume the position of Vice-Chancellor of Educational Services, Workforce Development, and Planning [this is a new title for Dr. Maghroori's previous position] for a six-month period from January through June to lead the district through the accreditation process and assume leadership for a number of projects as the district begins its search for several open positions. Dr. Steinback has agreed to assume this position as a temporary appointment. The two deans of instruction at MVC will be in place to continue to provide leadership at the college related to academic affairs. It is President Mayo's plan to appoint an interim vice-president of academic affairs for this period.

C. Report from Dean of Instruction—Mr. David Vakil—**no report**

D. Report from Dean of Instruction CTE--Mr. Christopher Whiteside—**no report**

VII. Open Discussion

(1) The library needs additional resources to support new programs. Some course revisions to C-ID Descriptors have implications for service areas, such as required software and required methods of instruction and evaluation that differ from past practices.

VIII. Adjournment at **4:30 p.m.**

**MORENO VALLEY COLLEGE
CURRICULUM COMMITTEE
MINUTES**

**December 3, 2013, 2:00 p.m. – 4:00 p.m.
HUM 234**

- I. Call to Order at 2:15p.m. and Roll Call (sign in)—Carolyn Quin, Chair

Attendance of Members: Dr. Carolyn Quin, Regina Miller, Dr. Rosslynn Byous, Debbi Renfrow, Dean Christopher Whiteside, Ann Pfeifle, Steve Wagner, Lourdes Davis, Michael Schwartz, Maria Pacheco, Cheryl Honore

Guests: Ann Yoshinaga, Lidia Hulshof, Anna Marie Amezquita, Dr. Robin Steinback

Absent Members: Manuel Cortes-Rangel, Dean David Vakil
- II. Approval of Agenda-Motion to approve. **M/Byous S/Renfrow with 1 abstention.**
- III. Approval of Minutes-Motion to approve.
 - A. from November 12, 2013-**M/Renfrow S/Byous with 2 abstentions.**
 - B. from November 26, 2013- **M/Renfrow S/Byous with 1 abstention.**
- IV. OLD BUSINESS
 - A. Dental Assisting Program Prerequisites—Discussion
Informal content review and discussion between Michael Schwartz, COMM Department representative, and Dr. Lidia Hulshoff, Dental Assisting faculty member-Dr. Hulshoff shared handouts to committee members and is proposing to the committee that ENG-50 or ENG-80 or equivalent become a pre-requisite for the Dental Assisting program with the exception of DEA-41, or have transcripts from another institution and she would like to see this in 14-15 MVC catalog. This would improve the student success rate when they take their board exams.
 - B. MVC Articulation Officer—Jeanne Howard-**no report**
Updates on C-ID; articulation with UC and CSU; ADTs; and other issues for the committee.
 - C. *MVC Short Program Approval Process—Handbook-no report*
Guide to preparing a program for approval (draft)
 - D. Distance Education example in CurricUNET--PAL
 - E. C-ID comments related to PHY-4A (conditional approval expires on 11/15/2014—Review Determination: “Please revise the content and objectives to provide additional information about what is covered in the laboratory portion of the course.”
 - F. Student Success and Support Program Activities—Carmen Valencia-**no report**

V. NEW BUSINESS

A. Curriculum Approval Items for Moreno Valley College

Items based on RCCD Tech Review meeting of November 21, 2013:

Course	Title	Location	Comment
1. New Stand Alone Courses: None			
2. New Courses: None			
3. Course Inclusions:			
These courses will be part of the a new Associate in Arts in Political Science Transfer degree:			
POL-3	Introduction to Politics	M	
POL-5	The Law and Politics	M	
Move to approve POL-3, POL-5: M/Schwartz S/Miller Approved. Unanimous			
4. Distance Education:			
5. Major Course Modifications:			
The following modifications are proposed to update the course description, SLOs, course content, and course materials in order to be compliant with the C-ID descriptor:			
JOU-1	Introduction to Journalism	MNR	
JOU-7	Mass Communications	MNR	
Move to approve JOU-1, JOU-7: M/Byous S/Pfeifle Approved. Unanimous			
The following modification is proposed to link the SLOs to the new GESLOs, update the course content and course materials:			
PHI-10H	Honors Introduction to Philosophy	MNR	
The following modification is proposed to link the SLOs to the new GESLOs, update MOI, MOE, and course materials:			
PHI-12	Introduction to Ethics: Contemporary Moral Issues	MNR	
Move to approve PHI-10H, PHI-12: M/Byous S/Pfeifle Approved. Unanimous			
The following modification is proposed to update the course description, advisory skills, SLOs, course content, MOI, MOE, course materials and add sample assignments:			
PHY-10	Introduction General Physics	MNR	
Move to approve PHY-10: M/Byous S/Pfeifle Approved. Unanimous			
The following modification is proposed to add REA-83 as an advisory, to update the course description, SLOs, course content, course materials and to add sample assignments in order to align with the C-ID descriptor:			
POL-1	American Politics	MNR	
POL-1H	Honors American Politics	MNR	
The following modification is proposed to add REA-83 as an advisory, update the course description, SLOs, course materials and to add sample assignments in order to align with the C-ID descriptor:			

Course	Title	Location	Comment
POL-2	Comparative Politics	MNR	
The following modification is proposed to add REA-83 as an advisory , update the course description, SLOs, course content, course materials and to add sample assignments in order to align with the C-ID descriptor:			
POL-2H	Honors Comparative Politics	MNR	
POL-4	Introduction to World Politics	MNR	
POL-4H	Honors Introduction to World Politics	MNR	
The following modification is proposed to add REA-83 as an advisory, course materials in order to align with the C-ID descriptor:			
POL-8	Introduction to Public Administration and Policy Development	MR	
The following modification is proposed to add REA-83 as an advisory, update to SLOs, course content, course materials and to add sample assignments:			
POL-11	Political Theory	MNR	
Move to approve POL-????????/			
6. Course Deletions: None			
7. Course Exclusions: None			
8. New State Approved Certificates/Degrees: None			
9. New Locally Approved Certificate: None			
10. Modification to State/Locally Approved Certificate/Degrees:			
Fire Officer*			M
Fire Technology*			M
No action			
11. Deletion of Certificate/Degrees: None			

(*See attached pdf document for details on the modifications to Fire Officer and Fire Technology: MVC degree certificates 2013_12_03)

FOR ADDITIONAL CURRICULUM CHANGES at Riverside and Norco, see INFORMATION ITEMS document on the Sharepoint site. (optional)

V. NEW BUSINESS, continued

B. Math changes to the Catalog for demonstration of proficiency in mathematics (district discipline minutes of 8/25/2010.-no action

C. Review of MVC CC Bylaws-**postponed until Feb. 25**

1. Delete Agenda Review Committee as standing committee
2. Add Distance Education Subcommittee as standing committee
3. Other changes?

D. FLEX on February 7, 2013, Friday

Do you want a Curriculum Training Session?

If so, topics? Ideas? Times?

- E. Special Meeting on Tuesday, March 4, 2013, 2:00 p.m. – 4:00 p.m.
This meeting would be during the ACCJC Visit, although we do not know yet if the visiting team will visit the curriculum committee.
- F. Other APs related to Curriculum:
 - 1. 4225 Course Repetition-**postpone**
 - 2. 4227 Repeatable Courses (Guide revised November 2013)-**postpone**
 - 3. AP 4228 Course Repetition—Significant Lapse of Time-**postpone**
Status? What is needed for review and implementation?
- G. The results of your work: Board of Trustees agenda for tonight December 3, 2013, 6:00 p.m. SAS Building, MVC, room 121, “Assembly Room.” *Document: BoT Proposed Curricular Changes*

VI. Curriculum Subcommittee Reports:

- A. Distance Education Subcommittee of the MVC Curriculum Committee
Michael Schwartz, chair
- B. Ad hoc Committee for the MVC Catalog 2014-2015

VII. OTHER REPORTS

- A. District Curriculum Committee meeting--next meeting is 12/05/13
- B. Report from VPAA/ALO—Dr. Robin Steinback-**no report**
- C. Report from Dean of Instruction—Mr. David Vakil-**no report**
- D. Report from Dean of Instruction CTE--Mr. Christopher Whiteside-**no report**

VIII. Open Discussion

IX. Adjournment at 4:00 p.m.

The next regularly scheduled meeting of the Moreno Valley College Curriculum Committee is on Tuesday, February 25, 2014, at 2:00 p.m. in HUM 234. Have a great holiday break and good winter session.