CRAFTON HILLS COLLEGE
CURRICULUM COMMITTEE
MINUTES
April 13, 2020
Online Meeting

VOTING MEMBERS:
   Note: ✓ If Present

Gwen DiPonio (Co-Chair)✓	Catherine Hendrickson
Kim Salt (Co-Chair)✓	Rick Hogrefe
Debbie Bogh✓	Frank Madrid✓
Kristen Clements✓	Nicholas Morris
Troy Dial ✓	Shohreh Rahbarnia✓
Laurie Green	Joshua Robles✓

NON-VOTING MEMBERS:
   Note: ✓If Present

Joe Cabrales	Reyna Uribe✓
Kirsten Colvey	Kay Weiss✓
Kristin Flores✓	Dan Word✓
Kristina Heilgeist ✓	Keith Wurtz✓
Elizabeth Lopez	
Van Muse	

Visitor:

Paul Jacques

1. Approval of Minutes for March 23, 2020

   The minutes were approved.

2. Action Items

COURSE MODIFICATIONS

   A. ASL 101 American Sign Language I

   Troy spoke with Breanna regarding the removal of the sentence in the catalog and schedule description that refers to the course corresponding to the first year of high school American Sign Language.

   The committee approved ASL 101 as a six-year revision. The distance education component was also approved (hybrid).

   - **New Departmental Recommendation:** Eligibility for ENGL 101. Concurrent enrollment in ASL 115

- **New Catalog Description:** Introduction to American Sign Language as used by the Deaf community in the United States. Study of a basic vocabulary of approximately 400 signs, typical ASL sentence structures and social conventions involved in ASL. Discussion of the history of d/Deaf education and the Deaf community up to the end of the nineteenth century. NOTE: This course may require attendance to Deaf community events.
- **New Schedule Description:** Introduction to American Sign Language as used by the Deaf community in the United States. NOTE: This course may require attendance to Deaf community events.

   NOTE: The course equates with ASL 109 at SBVC

B. ENGL 233 Intermediate Creative Writing

   The committee approved ENGL 233 with a prerequisite of ENGL 232 as a six-year revision.

   NOTE: The course is not currently equated with SBVC

C. KIN/F 106ABCD Total Body Fitness

   The committee approved KIN/F 106ABCD with a Distance Education component only (100% online). Kim will fix KIN/F 106A. An email was sent to Colleen regarding the online enrollment. Kim corrected the course outline to the following:

   - KIN/F 106A: 20
   - KIN/F 106B: 6
   - KIN/F 106C: 2
   - KIN/F 106D: 2

NEW COURSES

D. MULTI 191A-Z Selected Topics in Multimedia

   The course was tabled.

   Concerns:
   1. We may not be allowed to approve A-Z courses as we did in the past. Typically, Selected Topics was used to tryout courses for example "Tai Chi."
   2. Should this be offered at Special Problems? Need a course outline with content instead of a "shell." Frank will talk with Iris.

COURSE DELETION

E. SPAN 157 Spanish for Spanish Speakers

   The department is recommending the deletion of SPAN 157. The course never fills, and the faculty chair does not plan to offer the course. In addition, the course does not meet C-ID requirements. If the demographics change and there is a need to resurrect the course, it will have to be rearticulated.

The committee approved the deletion of SPAN 157.

3. Operational Issues

- Keith thanked everyone for their help in writing the Self-Evaluation. It was sent out to the campus today. The campus had a really big role in drafting the report and providing feedback.

- Keith shared a draft of the following Emergency DE Blanket Addendum:

Emergency DE Blanket Addendum (Draft)

Requirements from the California Community College Chancellor's Office

- Include list of courses covered by addendum and courses planned to F2F (those that support essential infrastructure)

- Need a plan for obtaining local approval for all courses included in the addendum by December 30, 2020. Plan needs to include summary of local approval process (including committees involved) schedule of number of courses approved monthly

- For accreditation purposes, colleges must identify all programs, degrees, or certificates that will transition to more than 50% online

- A plan for ongoing PD: anticipated training schedules and topics, anticipated number of faculty and staff trained

Plan for Obtaining local approval for all courses

- ETC suggested to VPI that approval for courses being taught remotely go through the Chairs Council

- Reasoning was that Chairs represent all departments on campus

- Could also set-up so that goes first to Chairs then to Curriculum

- Suggested to list all courses on website that approved to be taught remotely

- May need to include a statement on COR like, "Only in emergency situations, this course can be taught remotely/online." This could be a check box. This is what the Statewide Academic Senate President is recommending.

Draft Process Recommended to the Senate:

1. Possible courses are submitted to Faculty Chairs.
2. Faculty Chairs submit courses to Curriculum Committee for Emergency DE Blanket Addendum – it was suggested that this be done in batches (by Division). The following statement will be added to the Course Outline of Record. Before the statement is added Keith is going to check with ACCJC to see if it will work.

In emergency circumstances, remote instruction may be incorporated. Regular and effective contact will be maintained through conferencing and LMS applications.

Concern:
1. What constitutes an emergency?

 The next Curriculum meeting will be held on **Monday, April 27 at 2 p.m. online. The link will be sent with the agenda.**