



Curriculum Committee

March 14, 2022

Approved Minutes

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- Present: Claudia Hein (Chair), Lesley Agostino (recording minutes), Loc Huynh, Jacob VanVleet, Thao Pham, Nikki Moultrie (VPI Designee), Maria Dorado, Jason Carrick, Kitran Colwell, Kristen Colchico, Troy Bennett (Incoming Chair), Allan Lacayo, Valerie Greene, Adhitya Mohan, Martina Ebesugawa, Dan Kiely,
- Absent: Rayshell Clapper, Lisa Villanueva
- Guests: Kelvyn Moran, Hopi Breton

Meeting held via Zoom – Hein called the meeting to order at 2:35 p.m.

1. Approval of the March 14, 2022 agenda:
It was MSC, with no objections and by all present, to approve the agenda as written.
2. Approval of minutes from March 7, 2022:
It was MSC, with no objections and by all present, to approve the minutes as written.
3. Public Comment: None
4. Announcements: None
5. Status Report by VPI or designee:
 - Moultrie informed the committee that Title 5 §55022 has been revised as follows:

Courses in which ~~wherein~~ each student may elect until the last day of instruction on registration, or no later than the end of the first 30 percent of the term, whether the basis of evaluation is to be “pass-no pass” or a letter grade.

The Important Dates for spring 2022 have been updated and the final day to request pass/no pass for full term class is May 13. Short-term classes are calculated by the specific number of meeting days.

- Moultrie announced that the contract with Interact has been terminated but the work with SIG will continue.

6. First Review/Possible Action

New Course PreCheck

- ESL-080NC High-Intermediate Grammar for Multilingual Students - Noncredit**
- ESL-085NC High-Intermediate Oral Communication - Noncredit**
- ESL-087NC High-Intermediate Integrated Reading, Writing, and Study Skills - Noncredit**
- ESL-090NC Advanced Grammar for Multilingual Students - Noncredit**
- ESL-095NC Advanced Oral Communication - Noncredit**



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ESL-097NC Advanced Integrated Reading, Writing, and Study Skills – Noncredit

Kelvyn Moran introduced this series of noncredit ESL courses. They are paired with the credit version of existing courses. He added that the noncredit option is very popular. Hein noted that the noncredit courses are free of charge and repeatable.

It was MSC, with no objections and by all present, to approve ESL-080NC, 085NC, 087NC, 090NC, 095NC, and 097NC for course development.

New Experimental Course – effective fall 2022

ART-150MC Jewelry Small Metals Casting

Hopi Breton presented ART-150MC as an opportunity for students to continue work in small jewelry making. She added that ART-146 and 147 are popular and students are asking for more opportunities in the field. The department already has the facilities and supplies needed and there will be a mandatory materials fee.

It was MSC, with no objections and by all present, to approve ART-150MC as written.

7. Consent Agenda

Title 5 Revisions – effective fall 2023

CARER-100 College and Career Readiness I

CARER-101 College and Career Readiness II

COUNS-095 Educational Planning

COUNS-096 Orientation for Student-Athletes

COUNS-100 New Student Success Strategies

It was MSC, with no objections and by all present, to approve the consent agenda as written.

8. Discussion Item/Possible Action

Development Criteria for New Programs – Appropriateness to Mission

Hein shared the section of the Program and Course Approval Handbook (PCAH) that focuses on the development criteria for courses and programs. The first criteria, “Appropriateness to Mission”, describes that how the goals of programs should be consistent with the mission of the community college (Education Code §66010.4). The goals of courses and programs must provide systematic instruction in a body of content or skills whose mastery forms the basis of student achievement and learning. The PCAH lays out three points to consider when creating programs and courses:

1. A program or course must be directed at the appropriate level for community colleges; that is, it must not be directed at a level beyond the associate degree or

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the first two years of college. Those colleges that have been approved to offer a baccalaureate degree may offer baccalaureate level courses appropriate to general education and the major.

2. A program or course must address a valid transfer, occupational, basic skills, civic education, or lifelong learning purpose. It must not be primarily avocational or recreational.
3. Programs and courses should also be congruent with the mission statement and master plan of the college and district.

Pham added that GE and/or transfer courses offered at DVC should not be upper division and initiators should meet with her before submitting a GE/transfer course.

Hein referenced the new course PreCheck form, and the committee felt that some updates should be made to the form asking for additional information. Additionally, initiators should be reviewing the DVC Mission and Institutional Learning Outcomes (ILOs) before submitting new curriculum.

- A checkbox/signoff for meeting with Articulation for GE/transfer courses
- Adding an instruction page to accompany the form, detailing out the requests on the form.
- Refocus of the sentence mentioning stand alone courses. They need to be part of a pathway and if they aren't, an explanation needs to be included.
- The question regarding existing content (#2) needs to be updated. If there is overlap in courses, initiators need to contact the other department to review and discuss. It was recommended that a sign off be added. There was discussion concerning the development of a percentage of overlapping course content and outcomes that would be considered too high for approval. Although a formulaic approach would be easier, there are many reasons for content to appear similar but the actual level and purpose for the course is quite different. Assuring that the departments discuss the similarities and clearly define the differences before the course is fully developed is critical.
- The signatures need to be in order
 - Initiator
 - Department Chair
 - Curriculum Representative

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At the next meeting, the committee will review *Criteria B: Need* and will continue to review the PreCheck form and make suggestions as necessary.

Hein adjourned the meeting at 3:40 p.m.