



## Curriculum Committee

April 11, 2022

### Approved Minutes

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

Guest: Evangeline Ward

Absent: Lisa Villanueva

*Meeting held via Zoom* – Hein called the meeting to order at 2:32 p.m.

1. Approval of the April 11, 2022 agenda:

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

2. Approval of minutes from April 4, 2022:

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

3. Public Comment: None

4. Announcements:

5. Status Report by VPI or designee: None

6. **Discussion Item/Possible Action**

Development Criteria for New Programs/Courses – Adequate Resources and Compliance

Hein and Moultrie reviewed the adequate resources section from the Program and Course Approval Handbook (PCAH) that ensures colleges must demonstrate that it has the resources to realistically maintain the program or course at the level of quality described in the proposal. Additionally, the colleges must have funding for:

- Faculty compensation and faculty can sustain the course and facilitate student success
- Facilities and equipment
- Library and learning resources

The program PreCheck process now includes a separate form, the Program and Feasibility and Projected Program Costs. This form is sent to President's Cabinet for approval. Additionally new career education programs need advisory board approval, labor market data, and approval by the Bay Area Community College Consortium (BACCC). All programs are reviewed at the District Wide Ed Planning meeting in November.

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The final criteria for new curriculum is compliance and Hein explained that there are different types of compliance depending on what type of course/program is being offered.

Open course regulations (CCR, Title 5, § 51006) specifies that all curriculum must be open to enrollment by any person who has been admitted to the college. Some curriculum is designed for specific populations and is mentioned on the course outline of record.

Course repetition and repeatability regulations (CCR, Title 5, §§ 55040-55046 and 58161) were designed to specify what courses students can repeat and when colleges can collect apportionment for the repetition. Courses that can be repeated are defined fully in the guidelines:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree
- Intercollegiate athletics
- Intercollegiate academic or vocational competition

Courses with software/hardware that changes can be petitioned to be repeated and is noted on the course outline of record. Courses that fall into the active participatory category (dance, art, music, drama, and kinesiology activity) are placed into groupings "families" and are coded in Colleague across the district. The families are listed in the catalog.

The term "open entry/open exit courses" refers to courses in which students enroll at various times, and complete at various times or at varying paces. Open entry/open exit courses may be conducted as either credit or noncredit courses and may be offered with or without regularly scheduled hours. Apportionment is claimed via positive attendance and the college only gets paid for when students are present. DVC mainly has open entry/open exit courses in CULN, DRAMA, INTD, and KNACT.

The [Program and Course Approval Handbook](#) and [Repeatability Guidelines](#) are helpful references for faculty developing courses and programs.

Hein adjourned the meeting at 3:44 p.m.