

**Curriculum Committee**  
**Tuesday, April 6, 2021**  
**9:00 - 10:30 a.m.**

**Meeting ID: <https://siskiyous-edu.zoom.us/j/94214996654>**

## **1. Welcome**

### **1.01 Welcome and Attendance**

Meeting was called to order at 9:02 a.m.

Members present:

Katie Elwood (Chair), Neil Carpentier-Alting, Dave Clarke, Ed Kephart, Michelle Knudsen, Michele Korkowski, Josh Collins, Mark Klever, Charlie Roche, Nancy Miller, Suzie Clark (due to technical difficulties, Suzie had to leave the meeting early)

Absent:

Dr. Char Perlas, Val Roberts

Also present:

Debbie Goltz, Recorder

## **2. Minutes**

### **2.01 Approve Minutes of the March 30, 2021 meeting**

Motion to approve minutes of the March 30, 2021 meeting of the Curriculum Committee

Motion by Neil Carpentier-Alting, second by Dave Clarke.

Motion carries.

Yea: Katie Elwood, Neil Carpentier-Alting, Dave Clarke, Michele Korkowski, Ed Kephart, Michelle Knudsen

## **3. New Courses**

### **3.01 Approve Proposed New Courses**

#### **Credit Courses**

FIRE 9676 – Rope Rescue Awareness/Operations

Effective Date: Summer 2021

Submission Rationale: New course requirement by State Fire Training

FIRE 9677 – Rope Rescue Technician (2017).

Effective Date: Summer 2021

Submission Rationale: New course requirement by State Fire Training

Nancy recommended these courses to be tabled because she doesn't have all the information she needs from Mike Wilson.

Questions, comments, and concerns about these courses:

- Units and hours need to be addressed.
- There's no lab outline.
- Both courses have objectives and learning outcomes (LOs) listed. We need to delete objectives and keep the LOs.
- A question was raised about keeping (2017) in the course title. Mike Wilson would like this to remain as it has something to do with the state fire marshal.
- There was a pre-req and an advisory listed, but there were no LOs from that course listed.

- Remove information regarding student to teacher ratio from Limitations on Enrollment, as this is not related to curriculum.

#### Discussion: Anti-Requisite

There was some discussion about the term "anti-requisite" -- what it means, what do we do with it now that we've seen it, do we need to keep track of it? Dave Clarke isn't sure we even have any courses that are designated as anti-requisites, although there possibly could be (i.e. human biology with anatomy & physiology). This is likely not even a term used in the California systems.

### **Non-Credit Courses**

OLAD 0540 – Poetry for Life

Effective Date: Fall 2021

Submission Rationale:

Suzie introduced the course, which is a class Jackie McNamara put together. Suzie added the DE addendum but forgot the supplemental addendum, which she completed and emailed to Katie this morning.

Questions, comments, and concerns about this course:

- Objectives need to be removed since we're keeping SLOs.
- There is no textbook for this class listed.
- Exclamation point from course descriptions needs to be removed.
- Suzie will address the comment from Maria regarding removing the lab component in the DE.
- These classes are infinitely repeatable. Is this true for all NC classes? Suzie believes it is.
- This does not need to go back to DE. Suzie will forward the revised version to Katie, who will take it from there.

#### Discussion: Repeat vs Retake

Dave Clarke wondered if we should have standard language for the Retake Policy Description box. (i.e., This is a non-credit class. Infinite retakes are permissible.) Retakes are different from repeats (retaking because of failure or substandard grade). This information and language should be included in the handbook, and maybe even pop it into "allowed number of retakes" to clarify the difference. Katie read the guidelines of repetition in NC courses. According to Josh, Banner uses 'repeats' and doesn't differentiate between repeats and retakes. Michele Korkowski looked up CCR title 5 55041, which uses repeatability only, not retake. In Section 55041 of title 5, there are three exceptions to course repeatability: 1) necessary to meet major requirements by UC/USC for completion of a bachelor's degree; 2) necessary for intercollegiate athletics, as defined in section 55000; or 3) necessary for intercollegiate academic or vocational competition, as defined in section 55000.

Josh suggested creating and then leveling the families to facilitate repeatability and establish a standardization (i.e., metal fabrication). Dave appreciated the idea of clarifying the language as well by creating a situation where the only classes that come before Curriculum Committee that have allowed retakes are NC classes. He suggested that, for every current credit class that reads "This class could be taken 3 times for credit," we request the faculty that, if they want the students to take the class for 3 successive semesters, they create the classes. Katie will add "As a non-credit class, an unlimited number of repeats are permissible." to the current course's (OLAD 0540) Retake Policy Description. Nancy will add some helper text to the Workflow text box. Katie will provide the language to Nancy. Nancy will ask about adding Retake/Repeat in eLumen, but believes there is a cost for that.

Motion to approve new courses as presented

Motion by Dave Clarke, second by Neil Carpentier-Alting.

A second motion was made to table the FIRE courses and approve OLAD 0540 contingent upon revisions as noted.

Motion by Dave Clarke, second by Neil Carpentier-Alting.

Final Resolution: Motion Carries

Yea: Katie Elwood, Neil Carpentier-Alting, Dave Clarke, Ed Kephart, Michelle Knudsen, Michele Korkowski

#### 4. Revised Courses

##### 4.01 Approve Revised Courses

EMS 0954 – Paramedic 1A – Theory

Effective Date: Fall 2021

Submission Rationale: Mandatory Revision: Substantial Change: Revised grade options, auditing course, time commitment, limitations on enrollment, methods of evaluation, textbook, SLOs, removed ENGL 0850 preq, Add DE

There were no questions, comments, or concerns.

FIRE 9179 – Fire Science Topics

Effective Date: Fall 2021

Submission Rationale: Mandatory Revision - Added expected performance on CSLOs, material fee notation; Revised hours to show variable hours, Fixed typo in course outline

There were no questions, comments, or concerns.

FIRE 9514 – Driver Operator 1A

Effective Date: Fall 2021

Submission Rationale: Mandatory Revision: Added limitations on enrollment, methods of instruction, methods of evaluation, materials fee notation, course objectives, SLOs, course and lab outlines.

Questions, comments, or concerns:

- Remove objectives
- Remove class size from Limitations on Enrollment

Discussion: Limitations on Enrollment

When doing the handbook, include language defining Limitations on Enrollment as limits whether a student can enroll in the class or not. This area does not address class size or other logistics. Josh asked if there is another place where we could set that information, either in Banner or somewhere else?

FIRE 9515 – Driver Operator 1B

Effective Date: Fall 2021

Submission Rationale: Mandatory Revision: Revised SLO and outline; Added prerequisite, class limit; methods of instruction and evaluation, textbook, material fee notation, course objectives, SLOs, and lab and course outline.

Questions, comments, or concerns:

- Delete objectives
- Delete class size information Limitations on Enrollment
- There are no objectives or outcomes listed for previous course. After looking up the change report and finding no CSLOs for the course and the COR doesn't have the information in it. Since it is missing information, which is most likely an error that occurred when transferring to eLumen, someone will check with Mike Wilson to make sure he would like all the SLOs from the first course to move into the second course. It was

recommended to table the approval of this course until Mike is informed and can weigh in on what needs to be in place.

THEA 2000 – Intro to Theater

Effective Date: Fall 2021

Submission Rationale: Change to Content: Add Distance Ed and appropriate SLOs; Removed Engl 0900 Advisory and random SLOs

Questions, comments, or concerns:

- Does this class have a textbook? Neil he will email it to Katie and she will add it in.
- Two SLOs begin with the word "understand." Michelle Knudsen recommended we verify whether this is a CI-D class; if CI-D uses that language, it will remain as is. Katie offered to enter the changes so she can go ahead and send it forward. Neil will send the revisions.

Discussion: Adding textbooks

It was recommended the process to add a textbook in the course request be clarified in the handbook.

PSY 1003 – Social Psychology

Effective Date: Fall 2021

Submission Rationale: Mandatory Revision: Revised Course description and course outline to align with the C-ID, Removed Engl 0900 Advisory, Added request for general education transferability, required textbook, DE Addendum, and missing SLO

Questions, comments, or concerns:

- Verify with Andrea Craddock whether she wants both the 12th and 13th editions of the textbook listed, or if this was an oversight. She would like the 12th edition for the Fall.
- Josh had a question about the added request for GE transferability and if this means we are just now adding it into eLumen, because it is already GE transferable. Dave Clark supposed this is one of the many things "eaten by eLumen." He checked on the CSU, and it is currently on the list. Andrea probably went in and is re-adding to get the COR to reflect the situation before eLumen ate its stuff. Perhaps today's meeting's agenda description might be more accurate to read "re-adding request for general education transferability."
- Strike out the English prerequisite in the course description.

Motion to approve the Revised Courses as presented.

Motion by Michelle Knudsen, second by Ed Kephart.

A second motion was made to approve the Revised Courses as presented, tabling FIRE 9515 and approving the rest contingent upon recommended changes.

Motion by Neil Carpentier-Alting, second by Michele Korkowski.

Final Resolution: Motion Carries

Yea: Katie Elwood, Neil Carpentier-Alting, Dave Clarke, Ed Kephart, Michelle Knudsen, Michele Korkowski

## **5. Revisions to Curriculum Documents**

### **5.01 Curriculum Committee Handbook**

### **5.02 Curriculum Committee Annual Training Manual**

## 6. Other

Dave Clark:

- Chris Vancil is asking for one class to satisfy two different COSGE areas. Do we do that? According to Josh, one 6-unit class could satisfy either/or but not both.
- If a lab-only class, which by definition in the hours information is zero hours of outside work, shouldn't the outside assignments be empty? Should we be listing any outside assignments for a lab-only class? PCAH says "in the natural sciences and other disciplines, it is standard practice to base the number of units awarded for lab solely on contact hours, even though there may be some expectation of student work or preparation outside of class."
- English classes – Their CI-D requires that eligibility for ENGL 1001 is a prerequisite for these classes. They aren't making it a prerequisite, but are strongly recommending people to take it, and would like to know how to include language that eligibility for ENGL 1001 is required. Michele Korkowski suggested adding it as a Limitation on Enrollment. Dave said the information needs to be in a place that gets drawn through to the catalog. He is going to kick this back to English faculty for their review and revision, and then they will resubmit to Katie. The tech review will be assigned to someone else (i.e. Ed Kephart).

Michele Korkowski:

- Should Open Enrollment Resources information be put into eLumen with the required materials? She was advised that, if it is a specific book, it should be put into the textbook section.
- Regarding revisions – other than the update where you can compare old COR with new material, is there a place where old versions live so we can look at the history of the changes? Charisse Pryor is looking for some guidance with some of her classes, so Michele would like to help her find this information. Nancy recommended she go to "Show History" to see those older versions of the COR.

Nancy Miller:

- Equivalent courses – where do we note them in eLumen? Is there a place or does it get added to the bottom of the catalog description? This has come up frequently with the two nutrition courses. No one present knew the answer, so Nancy will follow up with others.

## 7. Adjournment

### 7.01 Adjourn the meeting

Reaching the end of the agenda, the meeting was adjourned at 10:39 a.m.