



Minutes
LCC Curriculum Committee Regular Meeting
Friday, September 29, 2017 10:00 am
AH Building/ Nursing Dept. Conference Room

I. Call of Meeting to Order and Establishment of Quorum

A. Roll Call

a. In attendance were Susan Grohman (Chair- Nursing faculty), Jessica McGee (Culinary Arts faculty), Kenneth Bachicha (Humanities faculty), Sara Vigil (Humanities faculty), Dr. Roybal (director –Humanities), Vanessa Velasquez (office manager- Business), Mary Duran (administrative assistant), Betsy Sanchez (STEM faculty), Michael Montoya (director of financial aid), Henrietta Maestas (registrar – ex-officio), Eugene Sandoval (Trades/Automotive- faculty), Brenda Ortega (director- Early Childhood education), Belanna Apodaca (admin- education), Joseph Salas (director- Santa Rosa), Monica Rosetti (Humanities- faculty).

B. Establishment of Quorum – unable to establish quorum due to lack of knowing who are voting members.

II. Approval of Agenda

A. Motion to approve agenda by Betsy, second by Geno. All in favor- aye. No nays. Motion approved.

III. Approval of Minutes from last Meeting

A. Motion to approve minutes from May 2016 by Betsy, second by Geno. All in favor- aye. No nays. Motion approved.

IV. Informational/Discussion Items:

A. General Meeting Discussion – discussed the purpose of CC and how CC is faculty driven. We approve and then procedures are followed to get approvals from administration, financial aid, registrar, HED, and HLC. Introductions were done.

a. By-laws of Curriculum Committee (CC)

i. Would like to get bylaws approved and submitted for approval by BOT. Asked all present to review and will vote on next meeting.

b. Discrepancies between catalog and website

i. Catalog due out in March 2018- need to correct discrepancies asap

B. New programs and updates

a. Dr. Roybal - Changes to the General Studies Associates Degree

i. Website and catalog shows discrepancies. Dr. Roybal will take care of it. Proposal for updated program presented by Dr. Roybal. Requires noncredit math class. Would like to change to Math116. Total credits should reflect 38 approved electives. Would like to change to reflect more of a Gen Studies(AGS) program. Currently, degree is not transferrable. Liberal Arts is more academic and has less credits, is transferable. In regard to GPA- currently can get a D to pass course. Per registrar- not her decision but feels all programs need C or better to pass. Should advise students to pursue and another degree instead of AGS. Apparently, degree path was created for athletes- per their coach program is flexible. To be transferable - program should have more Gen Ed and less electives. Causes many issues for students. Students exhaust their financial aid.

Per registrar is there a chance to delete or suspend program and advise to go into Liberal Arts. 4-year programs are having issues with the AGS degree. Associate of Arts is more transferable and better for students. Registrar stated if we suspend, we can bring it back if needed. Dr. Roybal asked her to review and discuss. If a decision was made- would we teach out and not offer in future. Per Dr. Roybal- the directors feel they are doing our students a disservice. Students need interventions to help them success not a program that is 'remedial' for them. Michael with financial aid- students are maxing out financial aid and then cannot get financial aid at 4-year program. Are we putting our name on something that is nothing? 20% students declare AGS. Needed to have critical discussion with students that can transfer. If institution wants to keep, changes need to be made to make it transferable. Dr. Roybal stated we need more discussion on this topic. Discussed looking at AGS and Liberal Arts degree. If phased out- students can stay under current catalog and finish. Sara Vigil will look into this and report back at next meeting.

b. Registrar- Automotive Technology Certificate

- i. The practicum course is in the current catalog. There are no contractual agreements for this course and the change was never approved so the course will revert back to the AUTO 295 - capstone for 1 credit hour and student will need to take 1 additional course. Gene met with Dr. Lalla and wonder if a degree versus a certificate would be more beneficial. Only 2-4 classes needed to move to associate and get rid of certificate or reduce certificate hours. NATEF accreditation will be ok if the minimum credits are kept. Students can be Snap- On certified and will make students more marketable. Might be best to keep associate degree with Snap ON certification. Title 4- financial aid could be affected if credit hours are reduced. No action needed. Registrar will revert back to program back to capstone.

c. Registrar- Pre-Engineering Program

- i. CS 121 cannot be used as an elective it is considered a program requirement. Cannot be double counted. Electives need to be better identified. Betsy Sanchez stated she would rather students come to department for advisement. Betsy will look into this and report back next meeting.

C. Discussion with Registrar

a. Course Substitutions (timeline and language changes)

- i. Presented to FS for changes – remove 4th sentence
- ii. When substitution approved- registrar notes in student portal
- iii. Passport is a tool – catalog shows requirements.
- iv. If course is not listed in catalog or a substitution is made, and financial aid is not informed, student will not get financial aid. The minute a substitution is done, inform registrar immediately.

b. Catalog of Record (moving forward for benefit of the student - no policy exists)

- i. If student can move forward faster than 4 years- we have no policy for this if it benefits the student. Asked FS to review also. Up to FS and CC to revise and draw up terminology.
- ii. 4-year timeframe to complete program. If not completed or change major- the new catalog requirements are in effect.

c. Course proposal/change/update form

- i. Form will cover revision, update or deletion. CC needs to review form and change or modify or use new form. CC minutes do not suffice to approve or change courses. Because of turn over- need to form for tracking/documenting changes. Need more

formalized process for this. If course denied- then what is the next step. Discuss form at dept. meeting to see what works. Two forms- maybe both can be used. Can this be used for special topics course. Discuss should be can we offer special topics. Fall 2019- course numbering will be changing- state mandated. Ok per Michael to be notified last. Needs HLC approve before Michael can do anything with it.

- d. Catalog Year - timeline and deadline for proposed changes
 - i. 2nd Friday of March. Lots of work to be done. Needs two months to review and get catalog edited and print. Catalog will be online for students and print will be minimal.
- e. Remedial courses in program requirements
 - i. Need to review programs to make sure remedial course are not part of course requirements. Math needs to go up to 116. We have services to help students.

V. Action Items – both items tabled until next meeting- Motion to table action items A & B by Kenneth and second by Betsy. All in favor- aye. No nays.

- A. Formal Process for program changes/updates/deletions (attached form)
- B. Vote on approving/ amending CC bylaws

VI. New or Follow-up Items for Next Meeting's Agenda

- a. Next meeting – Oct 27- 10:00 am

VII. Adjournment meeting

- a. Adjourned at 11:23 am